

**CHILDREN’S SERVICES**

**JOB DESCRIPTION**

**POST TITLE:** HLTA/Teaching Assistant – Level 3 (Speech and Language) (Special School)

**GRADE:** Band 6

**RESPONSIBLE TO:** Head Teacher

**Overall Objectives of the Post:**

Tobe the lead HLTA for the planning, delivery and monitoring of speech and language across school. To lead on provision and develop support for children who may need some intervention.

To work under the guidance of senior staff and within an agreed system of supervision. To complement Teachers’ delivery of the curriculum and contribute to the development of other support staff, pupils and school policies and strategies. To work collaboratively with teaching staff and assist Teachers in the whole planning cycle and the management/preparation of resources. To supervise whole classes during PPA time and occasionally cover the short-term absence of Teachers. To provide support for students, the Teacher and the school in order to raise standards of achievement for all, by utilising advanced levels of knowledge and skills when assisting with planning, monitoring, assessing and managing classes, and to encourage pupils to become independent learners, to provide support for their welfare, and to support the inclusion of pupils in all aspects of school life.

**Key Responsibilities:**

Planning

* Plan timetables and sessions in relation to speech and language delivery.
* Manage the policy and procedure for referrals to speech and language support.
* Plan and resource speech and language provision needs across school.
* Plan and prepare lessons to deliver a progressive scheme of work in an agreed curricular area.
* Participate in all stages of the planning cycle, including in lesson planning, evaluating and adjusting lessons/work plans.
* Develop and prepare resources for learning activities in accordance with lesson plans and in response to student need.

Teaching and Learning

* Develop a suite of speech and language for use across school.
* Deliver specific interventions in relation to speech and language.
* Share information, resources and assessments (in speech and language) with staff across school.
* Within an agreed system of supervision and within a pre-determined lesson framework, teach whole classes.
* Provide detailed verbal and written feedback on lesson content, pupil responses to learning activities and pupil behaviour, to Teachers and pupils.
* Motivate and progress pupils’ learning by using clearly structured, interesting teaching and learning activities.
* Be familiar with lesson plans, SEND plan targets and learning objectives and where necessary contribute to these.
* Be aware of and support difference and ensure all children have equal access to opportunities to learn and develop.
* Promote and support the inclusion of all children, including those with specific needs, both in learning activities and within the classroom.
* Use behaviour management strategies, in line with the school’s policy and procedures, to contribute to a purposeful learning environment and encourage pupils to interact and work co-operatively with others.
* In accordance with arrangements made by the Head Teacher, progress children’s learning in a range of classroom settings, including working with individuals, small groups and whole classes where the assigned Teacher is not present.
* Organise and safely manage the appropriate learning environment and resources.
* Promote and reinforce self-esteem and independence and employ strategies to recognise and reward achievement of self-reliance.
* Assist the class Teacher in encouraging acceptance and integration of students with special needs, or from different cultures and/or with different first language.
* Support the role of parents in pupils’ learning and contribute to/lead meetings with parents to provide constructive feedback on student progress, achievement and behaviour, maintaining sensitivity and confidentiality at all times.
* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.

Monitoring and Assessment

* Mentor other Teaching Assistants who deliver speech and language sessions.
* Monitor the effectiveness of speech and language interventions.
* Report to the Local Governing Board on speech and language work across school.
* Be the link to our speech and language therapist, supporting the assessment of children, leading on their follow up interventions, leading on staff development and assessing the progress of children.
* Impact assess speech and language work across school.
* Evaluate pupil progress through a range of assessment activities.
* Assess pupil responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs.
* Monitor pupil participation and progress and provide constructive feedback in relation to their progress and achievement.
* Assist in maintaining and analysing records of pupil’s progress.
* Contribute to programmes of observation and assessment as planned by the Teacher and provide reports, evaluations and other information to assist in the provision of appropriate support for specific children.

Behavioural and Pastoral

* Recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant school policies and procedures and making sure the individual/s involved understand it is unacceptable.
* Understand and implement school child protection procedures and comply with legal responsibilities.
* Assist in maintaining good discipline of pupils throughout the school and escort and supervise pupils on planned visits and journeys.
* Provide support and assistance for children’s pastoral needs.
* Provide physical support and maintain personal equipment used by the children at the school.
* Foster and maintain constructive and supportive relationships with parents/carers, exchanging appropriate information, facilitating their support for their child’s attendance, access and learning, and supporting home to school and community links.
* Supervise pupils at times other than during lessons according to the school’s duty arrangements.
* Assist Teachers by receiving instructions directly from professional or specialist support staff involved in the student’s education. These may include social workers, health visitors, language support staff, speech therapists, educational psychologists and physiotherapists.

Supporting the School

* Deliver speech and language staff training through staff meetings and briefings.
* Contribute to the overall ethos/work/aims of the school.
* Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
* Attend and participate in regular meetings.
* Participate in training and other learning activities as required.
* Recognise own strengths and areas of expertise and use these to advise and support others.
* Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.

South Tyneside Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to produce an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others’ health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: PN/CL

Date: 20.03.23