



## **The Cardinal Wiseman Catholic School**

*A Roman Catholic DfE Designated Humanities and Technology College*

<b>Title of Post:</b>	Communication and Language Teaching Assistant (Grade 6)
<b>Job Purpose:</b>	To support students with Special Educational Needs and Disabilities in their learning in class
<b>Line Manager:</b>	Ms Nichola Gray (Head of Learner Support)

### **Main purposes of the job:**

To support students with Special Educational Needs and Disabilities in their learning through the delivery of Speech and Language Therapy small group and 1:1 interventions.

To support students inclusion within the classroom (in-class support).

To implement, lead and manage extra curricular interventions in the department.

### **Key Duties:**

#### **Specific**

- To deliver relevant assessments, analyse the data and feedback the outcomes to the relevant professionals
- To work with the SENCo and Head of Year 7, on a timetabled basis, to observe and complete relevant observation forms in identifying the specific needs of students
- Under the guidance of the SENCo to be the 'named professional' for 4 students at SEN Support of the SEN Profile. This will include monitoring student progress, ensuring that appropriate provision is being delivered, being the point of contact for parents/carers and updating the provision map/Individual Support Plan reflecting the students provision
- To plan and deliver support programmes for small group and 1:1 interventions under the guidance of the SENCo, Deputy SENCo and Speech and Language Therapists.
- To attend meetings with Speech and Language Therapists as needed.
- To evaluate your own and students work in ensuring the most effective practice
- To be involved in record keeping as part of the LST provision management procedures, writing written reports and meeting with parents to discuss targets and student progress
- To undertake the daily timetable of an absent SEN teacher where work has been set and as directed by the SENCo
- To be responsible for leading and managing extra curricular activities
- To model good practice for other Teaching Assistants
- To support the SENCo in delivering the induction programme for Teaching Assistants and provide relevant training to others throughout the year
- To undertake the role of a tutor, if required, in an emergency
- To understand that this role requires some flexibility of working

## **General**

### **In relation to the student**

- To develop an understanding of the special educational needs of the student/s concerned
- To know the targets and strategies for the student as determined by the provision map/Individual Support Plans/Student Information Sheets.
- To take account of the student/s special needs and ensure their access to the lesson and its content through appropriate clarification, explanations, equipment and materials/resources
- To build and maintain successful relationships with student/s, treat them consistently with respect and consideration
- To help promote independent learning
- To help reinforce learning
- To help students engage in the lesson, to keep them on task and to build their motivation
- To keep a record of the Learning Objectives and Homework task for each lesson
- To help students record work/homework in their organiser
- To assist students who have physical difficulties in their mobility around the school and in ensuring equipment is available eg accompany student leaving class early, ensure books are available for each class, supervise alternative activities where necessary.
- To undertake short term 1:1 work with students including preparing and delivering interventions within the support of a lead teacher
- To support student/s during tutor time by aiding their organisation
- To contribute to target setting for the provision map/Individual Support Plans.

### **In relation to the teacher**

- To have formal and informal meetings with teachers to contribute to planning lessons/activities
- To work on differentiated activities with identified groups
- To support the teacher in implementing specific teaching programmes
- To supervise practical tasks to individuals and groups
- To monitor, record and feedback student/s progress to the teacher

### **In relation to the department**

- To attend departmental meeting and other specified meetings in support of the department such as Inclusion meetings and Curriculum meetings. This will include preparing relevant information and presenting it at annual reviews and provision map/Individual Support Plan meetings as appropriate and at the SENCo's discretion. To attend other meetings as directed by the SENCo
- To supervise and support student/s for at least 1 lunchtime a week (this will be timetabled into the 32.5 hours a week with break and lunch being taken at an alternative time)
- To attend relevant after school clubs (within total contracted hours)
- To attend staff briefing unless allocated to supervise the department

- To deliver access arrangements during the Exam and Assessment periods as directed by the SENCo
- To support students welfare and well-being as directed by the SENCo
- To deliver numeracy and literacy catch up programmes
- To use ICT effectively
- To take part in the annual audit of resources in the department
- To complete other tasks as directed by the SENCo
- To edit Student Information Sheets as needed.

#### **In relation to the school**

- To work as part of a team in relation to individual students, liaising, advising and consulting where appropriate
- To support implementation of school policies and procedures, including those relating to confidentiality and behaviour
- To identify personal training needs and to attend appropriate internal and external training
- To attend school trips as required (within total contracted hours)

#### **Supervision arrangements:**

- Annual professional review with SENCo
- Observation of classroom support work and small group work by SENCo

Undertake these duties within agreed departmental and school objectives, policies and procedures and promote the School's Equal Opportunities Policy

Whilst carrying out duties to ensure confidentiality is adhered to at all times, and ensure that procedures and guidelines are followed in line with data protection of all information and data that you are exposed to

Following the appointment some minor negotiation of roles and responsibilities may be possible in order to take account of particular strengths and experience. Any changes to the job description following these discussions will be at the Headteacher's discretion.

#### **Please Note:**

- i) The post holder may be required to perform any other reasonable tasks after consultation.
- ii) This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- iii) This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.

Nichola Gray (Head of Learner Support) September 2011