INTERNAL & EXTERNAL VACANCY



***SERVICE AREA Education/inclusion***

***DIVISION SenCom***

***SECTION/SCHOOL Communication intervention team***

***(COMIT)***

**JOB TITLE: Specialist Teaching ASSISTANT**

**SALARY: Grade 6 SCP 18-23 £25,419 - £28,226**

**CONTRACT:** Full time PermENANT

We are looking for a highly organised, enthusiastic, and self-motivated person to join ComIT.The role entails travelling between schools across the South East Wales region. You will work directly with Children and Young people (CYP) with Speech, Language and Communication Needs (SLCN) across all key stages.

As a successful candidate you will have proven significant knowledge and experience of working with SLCN. As part of a dynamic team, you will be self-motivated, have the ability to plan and build capacity in schools as you inspire and support school staff to enhance their knowledge and skills for children and young people with SLCN, across all key stages. Working closely with Speech and Language Therapists from ABUHB to support the delivery of care plans and engaging with parents are other key aspects of the role.

**Start date: January 2023**

For an informal discussion regarding this vacancy please contact

***Mary Jo Spearey or Rebecca Kelly - Head of Service ComIT***

***E-mail*** [***Mary-jo.spearey@torfaen.gov.uk***](mailto:Mary-jo.spearey@torfaen.gov.uk) ***/*** [***Rebecca.kelly3@torfaen.gov.uk***](mailto:Rebecca.kelly3@torfaen.gov.uk)

***Telephone – 01633 648888***

This post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service. This post requires registration with the EWC - Education Workforce Council

**You are welcome to submit your application in English or in Welsh. Each application will be treated equally.**

Please e-mail completed applications to [recruitment@torfaen.gov.uk](mailto:recruitment@torfaen.gov.uk).

**Closing Date:** Monday 24/10/2022 at(noon) **Interviews:** Monday 14/11/2022

**Post Ref: REQ003620-1207**

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| **JOB DESCRIPTION** | | |
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| |  |  | | --- | --- | | **Position Details** | | | Position Title: Specialist Teaching Assistant for ComIT (Communication Intervention Team) | | | Grade: Grade 6 (SCP 18 - 23) Pro Rata Full Time | | | Section: SenCom/Communication Intervention Team (ComIT) | Service Area: Education/Inclusion | | Responsible To: Head of Service ComIT | Responsible For: Delivering Speech Language and Communication Support for pupils with SLCN | |  | | | Job Evaluation ID: 2856 | Date Issued: Autumn 2022 | | |
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| **Job Purpose** | |
| To work collaboratively as a member of a joint team and deliver high quality Speech, Language and Communication support in schools to children, young people and staff, across five authorities of South East Wales. This includes structured support for Children and Young People (CYP) with Speech, Language, and Communication Needs (SLCN) in schools.  To take responsibility for delivering learning support, under an agreed system of supervision from Advisory Teachers (ATs) and Speech and Language Therapists (SLTs).  To enable schools to build capacity to identify and support CYP with SLCN. This includes planning, preparing, and delivering learning activities for individuals/groups, monitoring pupils, and assessing, recording and reporting on pupil’s achievements, progress and development.  The job requires close collaborative working with ABUHB Speech and Language Therapists, e.g. co-deliver specific care plans, in schools, for CYP with SLCN. | |

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| **Principal Accountabilities and Responsibilities** |
| * Deliver speech, language and communication support to individuals and groups, in schools across the five authorities of South East Wales * Prepare and present suitable materials to support the delivery of targeted work and enable schools to continue to support their children and young people with SLCN * Liaise with professional colleagues and parents/carers * Quickly establish supportive, productive working relationships with staff, acting as a role model.   **In partnership with Advisory Teachers and SLTs in ComIT:**   * Plan challenging teaching and learning objectives. * Evaluate and adjust lessons/work plans as appropriate. * Monitor and evaluate CYP’s responses to learning outcomes and progress through a range of assessment and monitoring strategies * Provide objective and accurate feedback and reports as required on pupil achievement, progress, and other matters, ensuring the availability of appropriate evidence. * Record progress and achievement in sessions/activities systematically and * provide evidence of the range and level of progress and attainment. * Provide data requested by Head of Service on pupils/schools for each Authority. * Link with parents to share strategies and ideas and provide constructive feedback on pupil progress/achievement, etc. * Establish constructive relationships and communicate with other agencies and professionals, in liaison with school/setting staff, to support achievement and progress for CYP. * Take the initiative as appropriate to develop multi-agency approaches to supporting CYP. * Support the development and delivery of training packages as required. |

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| **Resources/Equipment/Material** |
| * Use ICT effectively to support learning activities and develop pupils’ competence and independence. * Deliver on-line sessions as and when required. * Select and prepare resources necessary to deliver learning activities, taking account of CYP’s needs, interests, language, and cultural background. * Advise on appropriate use of specialist aids/resources/equipment etc. |

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| **Supervision/Management of People** |
| * The post holder does not have line management responsibility. * Liaise and link with managers, teaching staff and assistants within the service and in schools. |

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| **Special Working Conditions** |
| * To work independently and co-operatively in schools with CYP, across the five authorities, for an agreed percentage of sessions per week, as allocated by Head of Service. * To drive extensively throughout the week managing several visits in different schools, daily. |

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| **General** |
| * To observe confidentiality in all aspects of work.      * To participate in the service area’s supervision process and/or Corporate Appraisal process. * To demonstrate a willingness to undertake training development and learning opportunities to improve skills. * Comply with and support others to observe Health and Safety Act 2009 procedures and processes. * To adhere to the terms of the Alternative Working Strategy should the post be eligible. * To work within the Councils’ policy and procedures in respect of equal opportunity, anti-discriminatory and anti-oppressive practices. * To adhere to Data Protection principles whilst undertaking your duties and report data breaches to the data protection team at [dpa@torfaen.gov.uk](mailto:dpa@torfaen.gov.uk) * You are responsible for undertaking your duties in a manner which safeguards and promotes the welfare of children, young people and adults at risk. You must bring issues of concern regarding the safety and welfare of children, young people and adults at risk to the attention of the Designated Officer in your Service. You must raise any concern or allegation of abuse and neglect without delay. * To accept that this job description may be periodically subject to review. * To undertake any other duties and/or times of work as may be reasonably required of you, commensurate with your grade or general level of responsibility within the organisation, at your place of work or based in any other establishment. |



**PERSON SPECIFICATION**

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| Position Title: Specialist Teaching & Learning Assistant ComIT | Date: Summer 2022 |
| For office use only | |
| Shortlisted By: | |
| Name of Candidate: | Date: |

**Please note you will need to meet the essential criterion to be invited for interview.**

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| **Requirements** | **Selection Method** | | |
| **Essential or Desirable** | **Score** | **Tested at Interview and/or Application Form** |
| **Education/Qualifications/Knowledge** | | | |
| 1.1 Qualification for classroom support | **E** |  | **Application Form** |
| 1.2 Qualification/Accreditation in Speech Language and Communication | **D** |  | **Interview and/or Application Form** |
| 1.3 Excellent knowledge of current practice in all aspects of Speech, Language and Communication (SLC) | **E** |  | **Interview and/or Application Form** |
| 1.4 Good knowledge of the range of Speech, Language and Communication Needs (SLCN) and the impact on learning and progress | **E** |  | **Interview and/or Application Form** |
| 1.5 Numeracy and literacy skills equivalent to NVQ level 3 | **E** |  | **Interview and/or Application Form** |
| 1.6 A secure knowledge of current pedagogy and good understanding of child development and learning processes, particularly in SLC | **E** |  | **Interview and/or Application Form** |
| 1.7 Full working knowledge of relevant policies/ALN legislation and the new Curriculum for Wales | **E** |  | **Interview and/or Application Form** |
| **Experience** | | | |
| 2.1 Substanial experience and expertise in supporting SLCN learners | **E** |  | **Application**  **Form** |
| 2.2 Experience of delivering a range of support SLC packages independently and evidence of evaluating the impact on pupil outcomes and standards of achievement | **E** |  | **Interview and/or Application Form** |
| 2.3 Experience of delivering to a wide range of CYP with SLCN in varied settings | **D** |  | **Interview and/or Application Form** |
| 2.4 Experience of sharing best practice and expert knowledge of SLCN | **E** |  | **Interview and/or Application Form** |
| 2.5 Experience of communicating effectively and supporting parents of CYP with SLCN | **E** |  | **Interview and/or Application Form** |
| **Skills and Abilities** | | | |
| 3.1 Ability to communicate effectively in wide and varied settings orally and in writing | **E** |  | **Interview and/or Application Form** |
| 3.2 Good organisational skills | **E** |  | **Application Form** |
| 3.3 Good literacy skills and numeracy skills | **E** |  | **Application Form** |
| 3.4 Ability to assist in training preparation and delivery to raise awareness of SLCN and share information, strategies and resources | **D** |  | **Interview and/or Application Form** |
| 3.5 Ability to recognise when to seek advice | **E** |  | **Interview and/or Application Form** |
| 3.6 Ability to contribute to the evaluation of effective service delivery | **D** |  | **Interview and/or Application Form** |
| 3.7 Ability to manage time effectively to prioritise, plan, record, and report on all aspects of work undertaken | **E** |  | **Interview and/or Application Form** |
| 3.8 Ability to make relevant observations, gather information, data etc. and use it effectively to achieve better outcomes for children with SLCN | **E** |  | **Interview and/or Application Form** |
| 3.9 Ability to use ICT in all aspects of work including attending meetings and providing on-line sessions when required | **E** |  | **Interview and/or Application Form** |
| 3.10 Ability to listen to and understand CYP with SLCN and enable them to have their voice heard | **E** |  | **Interview and/or Application Form** |
| **Personal Attributes** | | | |
| 4.1 Self-motivation and ability to work independently, showing initiative | **E** |  | **Interview and/or Application Form** |
| 4.2 Work co-operatively and productively within a team | **E** |  | **Interview and/or Application Form** |
| 4.3 Ability to inspire and motivate others and enable schools to embed excellent strategies and practices | **E** |  | **Interview and/or Application Form** |
| **Circumstances** | | | |
| 5.1 Have a flexible approach to working hours, and be willing to work occasionally outside normal hours | **E** |  | **Interview** |
| 5.2 Ability to travel widely on a daily basis within set time frames to meet the requirements of the post | **E** |  | **Interview** |
| **Total Short Listing Score** | |  |

Score key: 0 = Not Met Criteria 1 = Fully Met Criteria