



Post Title	Communications Assistant
School / Organisation	Avanti Brook Specialist Resource Provision (SRP)
Location	Bishop's Stortford
Grade	Grade 3, £25,117 - £26,216 per annum pro rata <i>Approximate pro rata £17,408 - £18,170 per annum (0.69309 FTE)</i>
Hours	32.5 hours per week
Contract Type	Permanent
	Term Time only
Reports to	Lead Teacher for the Specialist Resource Provision (SRP)
Preferred Start Date	As soon as possible

MAIN PURPOSES OF THE JOB

- To work under the guidance of the SRP Lead Teacher in the planning and implementation of work programmes with individuals or groups of pupils with Speech Language and Communication Needs and/or Autism.
- To provide general support to the Lead Teacher in the management and organisation of pupil(s) within the SRP.
- To assist the Lead Teacher in creating and maintaining a purposeful, orderly and supportive learning environment.
- To assist the Lead Teacher to integrate SRP pupils into the mainstream classroom where appropriate.
- To promote the inclusion of all pupils, ensuring they have equal opportunities to learn and develop.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.

RESPONSIBILITIES OF THE JOB

Support for pupils

- To support working relationship with the pupils, acting as role model and setting high expectations.
- To support pupils with Speech Language and Communication Needs and/or Autism.
- To meet the personal and physical needs of pupils such as feeding, toileting and assisting with mobility as necessary whilst encouraging their independence.
- To support pupils in the SRP through the delivery of specific learning programmes and to contribute to setting individual learning plan (ILP) targets and ILP reviews.
- To facilitate pupils access to learning as indicated by their EHCP.
- To support transition into the mainstream wherever possible.
- To encourage pupils to interact and work cooperatively, ensuring all pupils are engaged in activities.
- To provide support in the delivery of the National Curriculum as appropriate.

Support for the teacher

- To work closely with the Lead Teacher to assist in the planning, development and delivery of all areas of the curriculum
- To work under supervision of the Lead Teacher to support the learning, social, emotional and physical development of the pupils



- As required, to prepare the classroom/outside areas for lessons, ensuring that specialist resources and equipment are available as necessary and cleared away at the end of the lessons as appropriate.

Support for the school

- To comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, SEND/Inclusion and data protection, reporting all concerns to the appropriate named person.
- To liaise with parents/ carers or agencies involved in supporting development of special needs pupils.
- To attend relevant meetings and participate in training opportunities and professional development as required.
- To provide support for pupils' emotional and social needs by encouraging and modelling positive behaviour in line with school policy.
- To accompany teaching staff and pupils on visits, trips and out of school activities as required within contracted hours and to take responsibility for special needs pupils under the supervision of the teacher.
- To assist with the general pastoral care of special needs pupils, including helping pupils who are unwell, distressed or unsettled.
- Commitment to the safeguarding and welfare of children and young people
- To adhere to school health and safety policy including risk assessment and safety systems.

Support for the curriculum

- To assist in the development of basic Literacy, Numeracy, and ICT skills where appropriate and support the use of these learning activities as directed by the Lead Teacher.
- To help adapt and plan the development of resources necessary to assist in learning activities of children with Speech Language and Communication Needs and/or Autism taking into account pupils' interests, language and cultural backgrounds.
- Undertake broadly similar duties commensurate with the level of the post as required by the Principal.

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of School organisation and may change either as your contract changes or as the organisation of the School is changed. Nothing will be changed without consultation.

PERSON SPECIFICATION

Criteria		Requirement	
		Essential	Desirable
1.	Experience of working with relevant age group within a learning environment.	X	
2.	Experience of working with children with Speech Language and Communication Needs and/or Autism	X	
3.	Excellent level of literacy and numeracy skills	X	
4.	Experience in a relevant discipline	X	
5.	Working knowledge of relevant strategies in appropriate curriculum or learning area	X	
6.	Ability to communicate clearly and concisely both orally and in writing	X	
7.	Ability to communicate in sign language		X
8.	Ability to successfully complete first aid and other training as required	X	
9.	An understanding of classroom roles and responsibilities	X	



10.	Ability to relate well to children and adults to build and maintain effective relationships	X	
11.	Good working knowledge of national curriculum	X	
12.	An ability to understand the principles of child development and learning processes and in particular barriers to learning	X	
13.	Ability to observe, monitor and provide constructive feedback on pupils' progress	X	
14.	Good working knowledge of relevant policies and codes of practice and awareness of relevant legislation	X	
15.	Ability to contribute to plan effective actions for pupils at risk of underachieving	X	
16.	Ability to provide necessary intimate personal care to children	X	
17.	High degree of drive, resilience and enthusiasm	X	
18.	Ability to understand the role of parents and carers in pupils learning and demonstrate ability to liaise with them sensitively and effectively	X	
19.	Promote and safeguard the welfare of children and young people within the school.	X	
20.	Awareness of Health and Safety requirements within a school setting		X
21.	Commitment to professional development, learning and development.	X	

FURTHER INFORMATION

Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment. For further information - <https://avanti.org.uk/wp-content/uploads/2024/09/Child-Protection-and-Safeguarding-Policy.Summer-24-2.pdf>