

BRIGHTON & HOVE CITY COUNCIL CHILDREN AND YOUNG PEOPLES TRUST

JOB DESCRIPTION

Post: Communication Assistant
Grade: Teaching Assistant Level C
Responsible to: Head of Swan Centre

MAIN PURPOSE OF THE JOB

The post holder will work within the Swan Centre team alongside specialist teachers, speech and language therapist, educational psychologist and school staff to support the planning, preparation and delivery of specialist high quality provision for students with communication difficulties. The post holder will be expected to work collaboratively both within the Swan Centre and the wider context of the school.

Please note: This Job Description describes the level of responsibility that you will be required to undertake. Within this role you will be required to carry out the majority of the tasks listed, and your line manager will advise you of those that are not applicable.

To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources.

PRINCIPAL ACCOUNTABILITIES

1. To work supportively as a member of the staff team in the provision of an effective curriculum to meet the needs of students within the centre.
2. To work alongside parents/carers, teachers, other colleagues and multi agencies to create a positive and enabling learning environment in which a student's all round development is fostered within an inclusive setting.
3. To take responsibility for particular roles within the centre team:
 - As a mentor for individual students, setting + reviewing targets;
 - Effective working partnership with specified curriculum staff;
 - Differentiation of curriculum resources in liaison with curriculum staff;
 - Support within a range of curriculum areas.
 - The inclusion of students in extra-curricular and non-class based activities;

Other accountabilities

- a. To take an active part in developing the role of the Swan Centre within Brighton Aldridge Community Academy.
- b. To work with individuals or small groups, both within the centre and mainstream classrooms to support their learning programmes.
- c. To share in agreed tasks within the Swan Centre to ensure the good organisation and efficient running of the Centre
- d. Developing, organising and maintaining the centre's resources and equipment;
- e. To attend and participate in meetings, INSET and other activities to ensure the development of good practice and to promote effective and efficient provision for students with a range of communication needs
- f. To promote and support the CYPT and school policies, particularly, Every Child Matters, the Equal Access to Learning and Equal Opportunities policy.
- g. To undertake such other duties appropriate to the grade and character of the post as may reasonably be required.
- h. Use specialist curriculum and learning skills to support students;
- i. Work within the team to set and review students' targets and record progress;
- j. Establish productive working relationships with students, acting as a role model and setting high expectations;
- k. Promote the inclusion and acceptance of all students within the classroom;
- l. Support students consistently whilst recognising and responding to their individual needs;
- m. Encourage students to interact and work co-operatively with others and engage all students in activities;
- n. Promote independence and employ strategies to recognise and reward achievement of self-reliance;
- o. Provide feedback to students in relation to progress and achievement;
- p. Work with the teacher to establish an appropriate learning environment;
- q. Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate;
- r. Monitor and evaluate students' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives;

- s. Provide objective and accurate feedback and reports, as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence;
- t. Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested;
- u. Undertake marking of students' work and accurately record achievement/progress;
- v. Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour;
- w. Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents, or as directed;
- x. Administer and assess routine tests and invigilate exams/tests;
- y. Provide general clerical/admin support e.g. administer coursework, produce worksheets for agreed activities etc;
- z. Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs;
- aa. Implement local and national learning strategies e.g. literacy, numeracy, KS3 early years, and make effective use of opportunities provided by other learning activities to support the development of relevant skills.
- bb. Support the use of ICT in learning activities and develop students' competence and independence in its use;
- cc. Help students to access learning activities through specialist support;
- dd. 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;
- ee. Contribute to the overall ethos/work/aims of the school;
- ff. Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students;
- gg. Attend and participate in regular meetings;
- hh. Participate in training and other learning activities as required;
- ii. Recognise own strengths and areas of expertise and use these to advise and support others;
- jj. Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate;
- kk. Undertake planned supervision of students' out of school hours learning activities;
- ll. Supervise students on visits, trips and out of school activities as required;

Keyworker Role

Working under guidance, provide support in addressing the needs of students who need particular help to overcome barriers to learning.

PRINCIPAL ACCOUNTABILITIES

- Provide pastoral support to students;
- Attend to students' personal needs and provide advice to assist their social, health and hygiene development;
- Participate in comprehensive assessment of students to determine those in need of particular help;
- Establish productive working relationship with students, acting as role model;
- Develop 1:1 mentoring arrangements with students and provide support for distressed students;
- Promote the speedy/effective transfer of students across phases/integration of those who have been absent;
- Provide information and advice to enable students to make choices about their own learning/behaviour/attendance;
- Challenge and motivate students, promote and reinforce self-esteem;
- Provide feedback to students in relation to progress, achievement, behaviour, attendance etc;
- Be responsible for keeping and updating records as agreed with other staff, contributing to reviews of systems/records as requested;
- Assist in the development and implementation of appropriate behaviour management strategies;
- Establish constructive relationships with parents/carers, exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to school and community links;
- Assist in the development, implementation and monitoring of systems relating to attendance and integration;
- Provide clerical/admin support e.g. dealing with correspondence, compilation/analysis/reporting on attendance, exclusions, making phone calls, etc.;
- Be aware of and appreciate a range of activities, courses, organisations and individuals to provide support for students to broaden and enrich their learning;

This job description sets out the duties of the post at the current time. Such duties may vary from time to time without changing the general character or level of responsibility entailed. Such variations cannot in themselves justify a reconsideration of the grading of the post.

May 2017