

**CHASE LANE PRIMARY SCHOOL and NURSERY UNIT**  
**JOB DESCRIPTION**

**Job title:** SALT Learning Support Assistant

**Responsible to:** SENCOs

**Grade:** Scale 3

**Main purpose**

The SALT LSA will:

- Carry out 1:1 and group therapy programs as set out by a speech & language therapist (SaLT) and Special Educational Needs Co-ordinator (SENDCo), working in partnership with the child, their family and other staff
- Participate in assessments, meetings and observations as required by the SaLT and SENDCo
- To manage own diary taking into consideration school and pupil timetables
- Keep written records of therapy sessions
- Work without direct supervision, reporting back the child's progress and informing the SALT/SENDCO of any problems
- Plan, arrange and monitor interventions.

**Duties and responsibilities**

Supporting pupils:

- Build positive relationships with pupils, promoting high self-esteem and independence
- Adapt communication style to respond to pupils according to their individual needs
- Support pupils with their social, emotional and mental health needs, escalating concerns where appropriate
- Promote high standards of behaviour, responding to incidents in line with the school's behaviour policy and guidelines on physical intervention
- Assist with the development and delivery of individual education and support plans
- Treat children according to set treatment protocols, monitoring progression, reviewing and making minor alterations to SALT programmes as required within scope of practice.

**Teaching and learning**

- Contribute to the planning of differentiated SALT activities for individual or small groups of pupils with special educational needs and Disabilities (SEND), delivering activities inside or outside the classroom
- Use IT skills to advance pupils' learning
- Through observations, provide regular feedback to teachers/SALT/SENDCo on pupil progress, attainment and barriers to learning
- During interventions maintain a good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Monitor, record and report on progress and attainment
- Supervise a class if the teacher is temporarily unavailable
- Contribute to the overall ethos, aims and work of the school
- Undertake any other relevant duties given by the class teacher or SEND co-ordinator (SENDCO)

- Working with staff, parents/carers and relevant professionals
- Share knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- Communicate effectively with parents and carers under the direction of teachers/SALT/SENDCo
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers/SALT/SENDCo
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues
  
- Professional development
- Help keep their own knowledge and understanding relevant and up to date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness. Including aspects and types of speech, language and communication difficulties in children and therapy procedures
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

#### **Other areas of responsibility**

##### Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.