



UNIVERSITY OF
WINCHESTER
ACADEMY TRUST

Speech and Language Support Assistant Role

Closing date: Wednesday 10th December – Interviews to take place on Tuesday 16th December

Job Start Date: Monday 23rd February 2026

Contract/Hours: Fixed term until December 2026, 17.25 hours per week

Salary Type: Support Staff

Salary Details: Grade D £27,780-£30,564 (Actual salary £11,078-£12,188)

Hours of Work: 9.00am-3.15pm 3 days per week (days to be negotiated), term time only

Location of Role: Orchard Infant School

Contact e-mail address: adminoffice@orchard-inf.hants.sch.uk

Job/Person Summary

We are looking to appoint an enthusiastic and self-motivated Speech and Language Assistant to join our team. This is a varied role working in collaboration with the SENDCo and external Speech and Language Therapists to support pupils across the school to develop communication skills.

You must have good basic literacy and numeracy skills (Grade C or above in GCSE Maths and English), be a flexible team player, able to motivate and interact with children, and have an interest in how children learn.

Our staff work as a close and supportive team, and our school is a happy and professional place to work, with an excellent environment and facilities.

Orchard Infant School is part of the University of Winchester Academy Trust. Our eight schools work closely together to ensure an excellent education for our pupils. Staff receive joint professional support throughout the year. The ability to work as part of a team and independently, to prioritise and to use initiative is essential. You will need to be friendly and approachable with a good sense of humour – every day is different!

Application Procedure

Applications should be on University of Winchester Academy Trust application form **and individual CV's will not be accepted**. If you currently work in a school, please ensure one of your references is from your current Headteacher. Application forms and further information about the school can be found on the Orchard Infant School website: <https://www.orchard-inf.co.uk/Vacancies/>

Please submit your application as soon as possible as we may invite candidates to interview before the closing date. Closing Date: Wednesday 10th December 2025

For an informal conversation about the post or to arrange to meet our Headteacher, Kerry Sidney, please contact the office by email at adminoffice@orchard-inf.hants.sch.uk



Completed application forms should be returned by the closing date to Kerry Sidney, Headteacher via email at the above address.

Disclaimer: due to the high volume of applications we receive, we reserve the right to close a vacancy earlier than the advertised date if we receive applications that meet the criteria. Once a vacancy has closed, we are unable to consider further applications, so please submit your application as soon as possible to avoid disappointment.

Artificial Intelligence (AI) tools

We currently do not use AI tools in our recruitment processes; however, we understand that you may choose to use AI tools to help you with your application.

If you do, please remember:

- AI-generated answers can often be generic and impersonal, which may not accurately reflect your qualifications, skills, and experiences
- AI-generated applications may lack the personal touch that human-written applications have, this may make you seem less engaged or interested
- Ensure the information provided genuinely represents your own voice and experience
- You must not provide false or misleading information
- If you rely too heavily on AI you might not develop the necessary skills to communicate your experiences and qualifications effectively in interviews or other stages of the hiring process. This may make you come across to the interviewer as a different person to the one that wrote the application form, and you may not be successful in the interview.

Safer Recruitment Statement

The University of Winchester Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. Candidates that are shortlisted will be subject to an online check. All successful candidates will be subject to an Enhanced Disclosure and Barring Service check (DBS) along with other relevant employment checks, including Children's Barred List. Prior to interview, an online search will be carried out on information that is publicly available as part of our due diligence on shortlisted candidates



Job description Speech and Language Support Assistant

Responsible to: The Acting Head of School

Function: Speech and Language Support Assistant (SALSA)

Salary: Support staff pay scale D (£27,780 - £30,564), depending on experience (pro rata).

JOB PURPOSE:

- To work in collaboration with the SENDCo and external Speech and Language Therapists to support pupils across the school to develop communication skills.

KEY TASKS:

Support for Children

- Provide individualised and small-group support to pupils with speech, language, and communication needs.
- Deliver targeted intervention programmes in collaboration with a Speech and Language Therapist.
- Facilitate the development of vocabulary, social communication, and language skills.
- Adapt learning activities and resources to promote inclusive access for all pupils.
- Monitor, record, and report pupil progress, contributing to the creation and review of support plans.
- Establish positive, trusting relationships with pupils, colleagues, and families to foster a supportive learning environment.
- Assist teaching staff in creating communication-friendly classroom settings that enhance learning opportunities.

Support for Teachers

- Support teachers with activities that can be implemented in the classroom to develop individual and group needs.
- Monitor children's responses to learning activities and achievement.
- Provide detailed feedback to teachers on children's achievement, progress, problems etc. as requested.
- Assist with the maintenance of a purposeful, orderly and supportive environment, in accordance with school policy.
- Be able and willing to undertake cover supervision for the teacher.
- To cover and lead class teaching (under supervision) as and when appropriate
- Support and assist the teacher in testing and assessment activities.

Support for the School

- Be aware of and comply with school policies including those relating to child protection, health & safety, confidentiality, safeguarding and data protection, reporting all concerns to a nominated person.
- To release class teachers, working alongside another Teaching Assistant in the case of absence
- Promote the school values.
- Contribute to the overall work, smooth running and ethos of the school.



- Appreciate and support the role of other people within the team.
- Attend and participate in meetings as required.
- Improve one's own practice through training, self-evaluation and performance management.
- Assist with the supervision of children during lunchtimes.

Health and safety/Safeguarding

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy
- Look after children who are upset or have had accidents
- 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

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

SALSA~ Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> GCSE English and Maths Grade C/4 or equivalent. IT competent. Willingness to undertake appropriate first aid training or existing paediatrics first aid qualification 	<ul style="list-style-type: none"> NVQ 3 or equivalent. Experience of professional training within an educational setting.
Knowledge, Skills and Abilities	<ul style="list-style-type: none"> Excellent communication skills, written and verbal. Ability to inspire confidence and gain trust of children. Excellent organisation skills and the ability to work to deadlines. Ability to reflect, analyse and act both independently and collaboratively. Ability to work alone and with initiative. 	<ul style="list-style-type: none"> Understanding of child development. Working understanding of Early Years Foundation Stage or Key Stage One Understanding of safeguarding within school (training to be given) Understanding of effective teaching methods Knowledge of how to successfully lead learning activities for a group or class of children Knowledge of how to support learners in accessing the curriculum in accordance with the SEND code of practice
Experience	<ul style="list-style-type: none"> Experience of working with children, within small groups or on a one to one basis (this might be volunteering) Evidence of an application of range of behaviour management strategies. Proven ability to motivate and develop children. Ability to work as part of a team. 	<ul style="list-style-type: none"> Experience of working within a school environment. Experience of teaching whole classes, following teacher's plans (HLTA only) Experience of working with children with speech, language and communication needs. An awareness of inclusion, especially within a school



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	<ul style="list-style-type: none">• Ability to provide detailed and regular feedback to teachers on children's achievements and progress.• Evidence of effective behaviour management.	<p>setting.</p> <ul style="list-style-type: none">• Experience of working with children with SEND• Experience and ability to teach the whole class on occasions.
School Specific Needs/other requirements	<ul style="list-style-type: none">• A commitment to safeguarding procedures.• A commitment to being professional and respecting confidentiality.• A sense of humour and resilience. Adaptability and initiative.• A commitment to ensuring children become successful learners, who enjoy learning, make progress and achieve; who are confident individuals, able to live safe, healthy and fulfilling lives; and global citizens, who make a positive contribution to society.• A desire to make a difference to the lives of young children.• Able to work effectively and flexibly as part of a small team.• Able to absorb and promote the values and ethos of the school.• Able to foster the positive links with parents and the community.	<ul style="list-style-type: none">• Understanding of the opportunities and challenges associated with growing schools.• Interest in outdoor learning• Interest in running extra-curricular clubs