JOB DESCRIPTION

Post:	**Speech and Language Therapy Assistant**
Responsible to:	Speech and Language Therapist St Philip's School Specialist Speech and Language Therapist Team
Responsible for:	Groups or individual pupils as directed by the Speech and Language Therapist.
Important Functional Relationships:	Headteacher, Deputy Headteacher – Cognition and Learning (WC), class teachers, teaching assistants, other members of the school staff, pupils. The post holder interacts at a professional level with colleagues and seeks to establish and maintain productive relationships and communication with them in order to promote mutual understanding of the school's curriculum, with the aim of improving the quality of teaching and learning in the school.
Important External Relationships:	Parents/Carers: your Health Care Speech and Language Therapists/Assistants; Occupational Therapist; Educational Psychologist/Assistant
Main Purpose of Job:	To work with identified children who are pupils at St Philip's School with speech/language and communication needs related to their moderate learning difficulties under the guidance of a qualified Speech and Language Therapist. To carry our tasks related to the speech and language therapy caseload, which will include preparation of therapy materials, delivery of programmes within or outside of the classroom and administrative tasks.
Principal Responsibilities	1. To develop an awareness and understanding of the specific needs of the young person being supported. 2. To establish and develop a supportive relationship with the young person, teachers, teaching assistants and the families concerned so that effective intervention can take place under the guidance of the Speech and Language Therapist. 3. Under Therapist's guidance to prepare resources/materials to be used in therapy. 4. To carry out administrative tasks such as filing, photocopying, laminating and the organisation of clinical records. 5. To implement programmes as stipulated by the Speech and Language Therapist. 6. To help produce accessible information (using simple language). **Policy/Service Development Implementation** 7. To participate in training given by members of Speech and Language Therapy Team. 8. To attend training around use of IT as appropriate. 9. To attend Makaton training at a foundation level (using sign and symbol systems), if appropriate. 10. To attend statutory training on an annual basis as required. 11. To adhere to relevant policies with reference to administrative tasks. 12. To maintain up to date personal records of absence. 13. To conform to the school's Safeguarding and Child protection Procedures. **Financial and Physical Resources** 14. To maintain equipment as required by the Speech and Language Team. 15. To order equipment as required and sanctioned by the Speech and Language Team. **Information Resources** 16. To report back to the Therapist work carried out and contributes to the sharing of advice/strategies that may be helping the child/person with the communication difficulty. 17. To record personally generated clinical observations of sessions with children/patients/groups in order to keep up to date records. 18. To contribute to data entry systems recording frequency and nature of contacts.

	Research and Development 19. To identify own training needs as part of Continuing Professional Development. 20. Plan training in discussion with the Speech and Language Therapist and to attend training as appropriate. 21. To contribute to SLT audits/research projects. **Freedom of Act** 22. To be guided by Speech and Language Therapist but also use own initiative when unsupervised. 23. To modify approaches and activities within programmes to meet the requirements of the young person and the context. 24. To develop group and individual activities in order to meet the defined therapy aims, in consultation with the therapist. **Communication and Working Relationship** 25. To liaise with the relevant team members and other staff as appropriate. 26. To attend Speech and Language Therapy Team meetings as agreed with the Therapist. 27. To attend regular supervision according to supervision policy. 28. To participate in staff appraisal. 29. To undertake any other duties as may be reasonably required by the Speech and Language Therapist.
Standards and Quality Assurance	**HEALTH & SAFETY** • To have responsibility for the health, safety and welfare of self and others and to comply at all times with the requirements of health and safety regulations. • To work within infection control and health and safety guidelines in order to deal appropriately with unpleasant conditions related to client contact as they arise: for example exposure of body fluids, infectious conditions, encountered on a regular basis. **CONFIDENTIALITY** • To ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity. **EQUAL OPPORTUNITIES** • To comply with the school's policies on equal opportunities. **DATA PROTECTION ACT** • To To comply with the requirements of the Data Protection Act. **TRUST POLICIES AND PROCEDURES** • To implement and monitor School Policies and Procedures as applicable to staff. **OTHER DUTIES** • To undertake such other duties as may be required from time to time and are consistent with the responsibilities of the grade.

PERSON SPECIFICATION – SaLT Assistant – St Philip's School

	Essential	Desirable
Education, Formal Training and Qualifications	Good numeracy/literacy skills as evidenced by GCSE Grade C English and Maths	Any Level 2 in Healthcare/Education or Child Development First Aid training
Previous Experience	Working with children Understanding of / or interest in Special Education Needs	Some knowledge of Autistic Spectrum Disorder Experience of working with a Speech and Language Therapist Working in an educational setting
Knowledge	Good basic understanding of communication and of how to overcome barriers	Understanding of relevant policies/codes of practice and awareness of relevant legislation General understanding of the secondary national curriculum
Skills and Abilities	Good observational skills Good Listening skills Good communication skills including the ability to use the persuasion, encouragement, reassurance, tact, empathy, sensitivity as appropriate. Good written skills, including word processing. Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these. The ability to work under own initiative when required. Ability to self-evaluate learning needs and actively seek learning opportunities. Ability to relate well to children and adults	Ability to produce 'professional looking' materials and displays. Ability to use digital photography, video etc.
Personal Qualities	Good sense of humour Positive 'can do' attitude An ability to work flexibly An ability to be positive and calm Reliable	Creative and practical
Any Other Factors	• A commitment to promoting high standards of overall education provision • Sense of humour • A calm, controlled manner • Flexibility and enthusiasm • Ability to manage stressful and challenging situations • A positive and confident disposition • Be physically fit with a good health record	