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| **Job title:** | Assistive Technology and AAC Assistant |  | **Ealing GLPC Grade:** | Scale 6 |
| **School:** | John Chilton School |  | **Post No:** |  |
| **Line manager:** | Deputy Headteacher |  | **Ealing GLPC:** |  |
| **Supervisory responsibility:** | None, apart from assisting in work familiarisation of new members of staff. | | | |
| **Hours:** | 32.5 hours per week Term Time. | | | |
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Main purposes of the job

Under the supervision, instruction and guidance of the lead for AT and AAC and therapists:

* Be responsible for the effective running and the deployment of Assistive Technology and Alternative and Augmentative Communication (AAC) systems at the school, including pupils with visual impairment
* To provide general support to the school in the organisation and management of pupils’ ICT, AT and AAC needs ensuring the appropriate support for each pupil and reporting on their progress to relevant professionals.
* To be responsible for promoting and safeguarding the welfare of children and young people within the school.

Main responsibilities and tasks

1. To be responsible for supporting all users and running the AT equipment on a day-to-day basis.
2. To work with the Multi Disciplinary Team (MDT) (therapists, specialist teachers and specialists) and contribute to the assessment of pupil’s AT needs especially at transition times.
3. To support the ICT leader in the delivery of interventions to progress ICT skills for the curriculum.
4. To attend AT/AAC related MDT meetings – research options, record and disseminate outcomes.
5. To arrange trials of Voice Output Communication Aids/communication devices for assessment purposes.
6. To communicate effectively with support agencies, therapists, medical staff, other school staff and pupils’ parents to ensure those pupils’ AT needs are met.
7. To train and support pupils, families and staff in the use of AT, computer aids and computer applications within the school.
8. To prepare materials for use with computer aids with AT technology, including those for pupils with visual impairment
9. To assess, monitor, record pupils’ development in the use of AT materials/equipment, and contribute to provision for pupils with high level Speech, Language & Communication Needs and report back to the teacher/tutor and MDT team.
10. To prepare and monitor AT programmes in liaison with class staff and other professionals for class staff to follow.
11. To organise and deliver sessions where AT/ICT users have the opportunity to practise and develop their skills, feeding back to the teacher/for, tutor on progress.
12. To invigilate exams, administer and mark routine tests under the guidance of the teacher and in line with the school’s marking policy. To ensure that all pupils can access exams with appropriate adaptations.
13. To install, test and ensure the security of AT equipment, including hardware and software according to manufacturer instructions.
14. To diagnose and resolve basic AT software and hardware faults and perform basic maintenance repairs, upgrades, and refer to manufacturers/suppliers as necessary.
15. To proactively check the AT equipment and arrange for action/report of faults as appropriate.
16. Liaise with suppliers when ordering items ensuring best value and quality of goods is maintained.
17. To assist the pupils with personal care needs, which may include social, health, hygiene and welfare matters. This could include the changing of incontinence pads/soiled clothing and agreed local manual handling procedures and following a programme for prescribed medication under agreed guidance.
18. Understand and comply with relevant Health and Safety procedures.
19. Carry out other duties commensurate with the level of the post as required.
20. To adhere to school policy on equality and diversity.
21. Participate in training and development for continuing professional development and keep up to date with new devices/equipment/software available.

Signatures – line manager and job holder

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| **Signature of Manager:** |  | **Date:** |  | **/** |  | **/** |  |
| **Signature of post holder:** |  | **Date:** |  | **/** |  | **/** |  |