

Job Description & Person Specification

JOB DESCRIPTION

JOB TITLE	SPEECH AND LANGUAGE THERAPY ASSISTANT
EMPLOYER	UNIVERSITY OF BRIGHTON ACADEMIES TRUST
LOCATION (Academy)	THE BAIRD PRIMARY ACADEMY
RESPONSIBLE TO	PRINCIPAL / SPEECH AND LANGUAGE THERAPIST
RESPONSIBLE FOR	Promoting the inclusion and progress of pupils with communication and interaction needs
MAIN PURPOSE OF THE JOB	<p>To work directly with individual pupils and groups of pupils both in the classroom and through intervention work.</p> <p>This will be primarily through following a programme of Speech and Language Therapy and supported by a qualified Speech and Language Therapist.</p>
MAIN TASKS / KEY RESPONSIBILITIES	
1	To work independently with pupils, their families and relevant staff as directed by the Speech and Language Therapist, following an agreed plan and differentiating resources as required. This includes pre-referral work and carrying out specific assessments.
2	To support the Speech and Language Therapist in the delivery of speech, language and interaction groups and to run groups independently, following an agreed management plan.
3	To provide objective and accurate feedback and reports as required, on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence. To amend management plans in conjunction with the Speech and Language Therapist.
4	To contribute to assessment and review in the form of monitoring children's progress against agreed targets, gathering information about children and their families, and recording observations which contribute to the Speech and Language Therapist's assessment and review.
5	To use and apply the skills and knowledge required of a Speech and Language Therapy Assistant through training and supervision and to work to the relevant national standards and guidelines as directed by the Speech and Language Therapist.
6	To carry out specific assessments as directed and feedback the results for analysis by the Speech and Language Therapist.
7	To carry out pre-referral work with children and families in order to support prevention.

8	To use Makaton signing programmes and other forms of Augmentative Alternative Communication E.g. PECs to promote language and communication development.
9	To liaise with other relevant agencies, including Health, Education, Social Services and the voluntary sector, as required by the Speech and Language Therapist.
10	To liaise with relevant staff, take an active role in Speech and Language meetings and contribute to the discussions about individual pupils as directed.
11	To attend professional meetings externally from academy where appropriate to support the needs and interests of the SLCN children, families and the academy e.g. parent support for Paediatrician appointments at CDC clinic
12	To advise staff and other professionals regarding appropriate referral to the Speech and Language Therapy service.
13	To provide bespoke Speech and Language-based CPD for staff, under the direction of the Speech and Language Therapist.
14	To promote integrated communication friendly and inclusive practice throughout the academy. To use and promote Makaton signing and use provide high quality visual resources to support learning.
15	To prepare resources to support a communication friendly environment. To be innovative and apply evidence-based practice approaches when creating resources for therapy and for in class support.
16	To establish high-quality communication with parents, to ensure productive working relationships to actively promote a child's language development through: <ul style="list-style-type: none"> • Inviting parents and carers to sessions during therapy. • Delivering parent-child and adult-child interaction, under the direction of the Speech and Language Therapist • Delivering parent groups and information drop ins for parents and carers under the direction of the Speech and Language Therapist
17	To independently organise timetables and intervention diaries following discussion with SALT re: therapy dosage.
18	To participate in clinical supervision and maintain networks with other SaLTAs, providing advice and guidance as required.
19	To deliver, monitor and feedback on the progress of academy-wide projects for Speech, Language and Communication Needs under the direction of the Speech and Language Therapist and SENCO.
20	To monitor classroom practice and wave 1 support for pupils with Speech, Language and Communication Needs, under the direction of the Speech and Language Therapist and SENCO.
21	To participate in relevant training and CPD to further knowledge (within employed hours);
22	To abide by and work towards all the policies within the school e.g. behaviour management, Health and Safety and to carry out the above duties in accordance with the Education Department's Equal Opportunities Policy;
23	To further contribute to the wider life of the academy.
This Job Description is correct at the time of print and gives the main responsibilities and tasks of the role. These may however be changed or added to as appropriate.	

There may also be the need for staff to undertake additional duties from time to time, appropriate to the level of the post. Should these additional tasks become a frequent part of the role, the job description will be revised through consultation with the post holder.

Date: November 2018 JE10856

Additional Information

- This post is subject to an Enhanced Criminal Record Check
- This post is exempt from the Rehabilitation of Offenders Act (1974) – applicants must be prepared to disclose all criminal convictions and cautions including those that would otherwise be spent under the Act.

University of Brighton Academies Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

EDUCATION AND QUALIFICATIONS

- 1.1 Good standard of education particularly in Mathematics and English
- 1.2 Basic IT competence

KNOWLEDGE AND EXPERIENCE

- 2.1 Previous work with pre-school and school age children
- 2.2 Previous work with families
- 2.3 Previous work in pre-school/school settings
- 2.4 Previous experience of children with speech and language difficulties
- 2.5 Basic understanding of current educational practice, e.g Code of Practice, Statutory Assessment

KEY SKILLS AND ABILITIES

- 3.1 Willingness to undertake training in the subject area of Speech and Language
- 3.2 Ability to work effectively in a team setting
- 3.3 Self-confidence and flexibility
- 3.4 Good written and verbal communication skills
- 3.5 Ability to work independently and organize time effectively
- 3.6 Creative and artistic skills to support the development of resource materials
- 3.7 Good listening skills and clear speaking voice

DESIRABLE CRITERIA

- 1.1 Relevant degree in Psychology, Linguistics, English Language or similar
- 1.2 Some training in the area of Speech and Language development
- 1.3 Some experience of speech and language related work with children
- 1.4 NVQ Level 3 or relevant child care experience plus A Level qualification

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