

## **JOB DESCRIPTION**

<b>Post title:</b>	<b>Speech and Language Therapy Assistant</b>
<b>Academy:</b>	<b>Atkinson Road Primary Academy</b>
<b>Reporting to:</b>	<b>Head of School</b>
<b>Salary/Pay range:</b>	<b>£25,979 FTE, £22,682 Actual Salary</b>
<b>Hours of work:</b>	<b>37 hours per week, term time only plus 3 training days (We would consider applicants wanting part-time work)</b>

---

### **Purpose of Job**

To work with individuals and groups of children selected by the school Speech and Language Therapist. To develop materials for inventions and training. To support training for parents and staff. The successful candidate would ideally offer the following or be willing to develop these therapeutic skills.

### **Knowledge Training and Experience**

- NVQ level 3 or equivalent.
- GCSE in Maths and English.
- Knowledge and understanding of child development.
- Experience of working with children with speech and language difficulties specific training in the use and adaptation of Speech and Language Therapy techniques and approaches.
- Training in the use of specific Speech and Language Therapy assessments
- Experience of working with groups.
- Experience of working as part of a team.
- Good auditory discrimination skills acquired through training, for listening to children's speech and language.
- Understanding of the roles of other professionals working with children in Health, Education, Social Services and Voluntary agencies.
- Working knowledge of the 1993 Education Act, the Children Act, the National Curriculum and current issues in Education, including the Literacy and Numeracy strategies.
- Knowledge of standards of record keeping.
- Confident use of IT.
- Training in the use of specialist computer software (e.g. writing with symbols, boardmaker).
- Experience in making and developing resources to cater for the individual needs of the clients.

### **Skills**

#### **Communication and Relationships**

- To provide and receive information related to the caseload and to impart details requiring empathy and re-assurance and where there are barriers to understanding.
- To develop positive working relationships with children's parents, carers and other professionals.
- To adapt level and mode of communication appropriately to facilitate understanding with people who experience a range of ability and background, ensuring effective communication at all times.
- To deal sensitively on a daily basis with people who have communication disorders.

- To motivate children with a range of difficulties to achieve the maximum effect in therapy.
- To convey information in written, or pictorial form that is easily understood by people who may have literacy difficulties.

#### **Analytical and Judgemental Skills required for the post**

- To devise and deliver intervention programmes to agreed aims, selecting from a range of options.
- To assess the child's response to therapy and use informal assessment to extend therapy targets.
- To adapt planned intervention in response to changing need of client during a clinical session.
- To demonstrate the ability to reflect on practice with peers/clinical supervisor.

#### **Planning and Organisational skills required for the post**

- To organise and plan for a defined caseload independently.
- To manage and prioritise own workload.
- To organise own time effectively.
- To work on own initiative with flexibility and adaptability.

#### **Physical dexterity skill requirements**

- To undertake informal assessments of non-verbal and verbal communication skills requiring well developed auditory and perceptual skills (acquired through training).
- To type and word process documents.

#### **Key result areas**

##### **Patient/Client care**

- Use of digital audio and video equipment.
- To carry out informal assessments on children, as part of initial assessments and reviews.
- To deliver intervention programmes for individual children according to agreed aims by adapting and modifying the programme, with regular supervision from a SLT.
- To use on-going informal assessment to extend therapy targets.
- Jointly with the Speech and Language Therapist, to plan and run Speech and Language Therapy groups for up to 8 children, ensuring that appropriate activities are arranged for the children to enable them to gain maximum benefit from therapy.
- To assist in writing reports and planning further intervention.
- To provide support to families and other staff to enable them to carry out speech and language therapy programmes effectively.

##### **Freedom to act**

- To independently manage a personal workload.
- To work within aims set by a SLT, using own initiative to ensure the appropriate delivery of the intervention programmes.
- To be accountable for own actions and recognise own boundaries, seeking advice as appropriate.
- To set appropriate personal objectives and evaluate own effectiveness within a framework of regular supervision and Appraisal.

## **Effort & Environment**

### **Physical**

- To have due regard for own personal safety and that of the children/carers worked with on school and home visits.
- Frequent requirement to crawl, sit or lie on the floor for periods of up to thirty minutes.
- Frequent requirement to work at small tables and chairs for periods of up to sixty minutes.

### **Mental**

- Frequently required to maintain concentration for prolonged periods on a daily basis when working with children, their parents, teachers and support staff.

### **Emotional**

- To maintain sensitivity to the emotional needs of children, parent and carers regarding the nature and implications of the child's speech, language, communication or learning difficulties.
- Occasional exposure to emotional family situations and circumstances when dealing with the on-going and long-term nature of children's difficulties.
- To appropriately manage children with challenging behaviour due to their speech, language, communication and learning difficulties.

### **Other Duties**

- To fully support the ethos, aims and vision of the academy.
- To take part in relevant professional development opportunities and school meetings.
- To promote effective children's safeguarding and assist with the development of policies and procedures relating to child protection, health and safety, security, confidentiality and data protection and reporting concerns to an appropriate person.
- To promote and implement the school's equal opportunities policies in all aspects of employment and service delivery.
- Any other duties as may reasonably be requested by the Head of School.
- The above duties do not define or include all tasks required of the post holder. Duties and responsibilities may vary without changing the level of responsibility.

### **Health & Safety**

- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety.
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so.

### **Safeguarding**

- Be aware and familiar with academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education 2023 where required.