

# Speech and Language Therapist Assistant

**Salary Grade:** UKAT Band C  
**Hours:** 32.5 Hours per week / Term time only  
**Responsible to:** Lead Speech and Language Therapist

## Key Working Relationships

Speech and Language Therapist's, Parents/Carers, Eliot Centre staff, SLT's, Administration staff, visiting Medical staff including Paediatricians, Nurses, Occupational therapy, Physiotherapy and Speech and Language Therapists.

## Summary

- Assist qualified Speech and Language Therapy staff to deliver programmes of care for the young people at the academy.
- Undertake a range of administrative tasks as required by the department.
- Communicate clearly Speech and Language Therapy care aims to students, parents and carers under the guidance of a speech and language therapist.
- Deliver packages of care for students in groups or individual sessions under the supervision of a Speech and language therapist.
- Support and model the use of universal strategies in classrooms.
- Contribute to, and provide feedback about, possible developments in the Speech and Language Therapy department.

## Main Responsibilities

### Clinical

- Independently deliver a programme of therapy to young people, following supervision / training from a qualified Speech and Language Therapist.
- Build and maintain successful relationships with students, parents/carers and school staff, communicating effectively to motivate them to participate in sessions.
- Be able to use behaviour management strategies in line with the school policy.
- Be clear of the young person's therapy targets and record the outcomes for the sessions in the young person's electronic notes.
- Facilitate parents to carry out speech and language therapy programmes / strategies / advice under the supervision of a qualified speech and language therapist.
- Communicate information from therapy to the young person and their families as appropriate.
- Work in an integrated way with local authority / health / social services for the effective delivery of therapy.
- Feedback to the speech and language therapist outcomes and progress on the identified targets for the students.
- Feedback to the speech and language therapist any concerns around the child's progress in therapy.
- Proactively identify clinical and service issues within supervision.
- Keep up to date with new developments within the department and apply this to working practice.
- Demonstrate the ability to reflect on practice with peers and supervisors and identify own strengths and development needs.
- Prioritise workload according to agreed priorities, clinical procedures and the departments' needs.
- Carry out administration tasks in a timely manner e.g. filing, typing, sending of referrals etc.
- Actively manage issues that arise where possible, seeking support if required.
- Raise issues that cannot be resolved with therapist / line manager/ SLT in a timely manner
- Recognise potential breakdown and conflict when it occurs and seek advice and support to resolve from a supervisor/therapist/SLT in a timely manner.
- Use appropriate strategies to manage aggressive behavior within the workplace, and to report any incidences of aggressive behavior.

- Listen to the concerns of students and families and to give feedback on these concerns to the speech and language therapist/SLT.
- Be able to demonstrate empathy and sensitivity in response to young people and parents/carers. Ensuring that effective communication is achieved particularly where barriers to understanding exist.
- Evaluate own delivery with support, to be accountable for own actions and recognise the boundaries of the role, seeking advice as appropriate from therapist/supervisor/ SLT.
- Report in a timely manner all concerns regarding Safeguarding issues to the Safeguarding team at the academy.
- Access clinical supervision sessions on a regular basis and appraisal on an annual basis.
- Collate evidence related to the Speech and Language Therapy Assistant's competency document and previous years objectives.
- Deal with initial complaints sensitively avoiding escalation where possible, and to inform the therapist / supervisor / SLT in a timely fashion.
- Adapt practice to meet individual children's / carer's circumstances with due regard for cultural, linguistic differences (including the use of interpreting services) and / or learning and language difficulties.
- Be aware of and adhere to service plans and policies.
- Assume appropriate level tasks as requested by therapist/SLT.
- Monitor stock levels in own service area and request new equipment as required via team leader.
- Be responsible for the care and maintenance of equipment ensuring standards of infection control and safety are maintained e.g. cleaning resources between sessions.
- Collate and organise therapy materials for use by the department.
- Organise own timetable of therapy and appointments for each term, ensuring all sessions are utilised.
- Attend, and contribute to, Team, admin / assistant and Departmental meetings.

## **Education and Training**

- Ensure that all mandatory training is kept up to date and recorded.
- Identify own training needs related to current role.
- Demonstrate the ability to reflect on practice with peers and supervisors and identify own strengths and development needs.
- Demonstrate duties and supervise less experienced staff / students / volunteers on a day to day basis as instructed by a qualified Speech and language therapist..
- Ensure that clinical boundaries are maintained where appropriate training has been given and competencies have been assessed.
- To not attempt any procedure without appropriate training and having been deemed competent.

## **Clinical Governance**

- Maintain clinical records for all students.
- Follow Data Protection Guidelines, confidentiality and Information Governance as per mandatory training.
- Seek advice from line manager where additional support is required.
- Ensure that all incidents are reported on in a timely manner

## **Organisational Citizenship**

- To participate in the whole staff performance management process.
- Display civic virtue and act as a role model for all stakeholders.
- Always adhere to professional and staff codes of conduct.
- As an employee to comply with the duty, under the Health & Safety at Work Act of 1974 and other relevant legislation, to take reasonable care when carrying out work duties and other activities, to avoid injury to oneself or to others, and to co-operate with the employer and others in meeting statutory requirements.
- Ensure complete commitment and compliance with safeguarding policies and procedures and promote the welfare of children and young people.

## Person Specification

### Post Title: Speech and Language Therapy Assistant

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• 5 GCSE grade A-C including English/Maths</li> <li>• Evidence of Personal Development</li> </ul>	<ul style="list-style-type: none"> <li>• HLTA status</li> <li>• SEN training/qualification</li> <li>• Good ICT skills</li> </ul>
<b>Experience and knowledge</b>	<ul style="list-style-type: none"> <li>• Paid or voluntary work with secondary school children.</li> <li>• Knowledge of children's communication development.</li> <li>• Experience of working within a team.</li> <li>• Experience of working with parents/carers.</li> <li>• Experience of working with students with SEN including speech, language and communication difficulties.</li> </ul>	<ul style="list-style-type: none"> <li>• Specific SLT training eg ELKLAN, Makaton.</li> <li>• Experience of running speech and language groups.</li> <li>• Understanding statutory SEN frameworks including the Code of Practice.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Good written and verbal communication skills</li> <li>• Adaptable and flexible to changing needs.</li> <li>• Ability to complete tasks to deadlines.</li> <li>• Able to work independently and as part of a team.</li> <li>• Good organisational skills including own timetable.</li> <li>• Good independent time keeping and prioritising of tasks and duties.</li> <li>• Negotiation and problem-solving skills.</li> <li>• Awareness of standards of record keeping.</li> <li>• Knowledge of policies and procedures.</li> <li>• Good I.T skills</li> <li>• To self- evaluate performance, completing set programmes independently and seek advice as appropriate</li> </ul>	
<b>Aptitude</b>	<ul style="list-style-type: none"> <li>• Good interpersonal skills</li> <li>• Ability to show empathy and apply tact and diplomacy when communicating with students, parents/carers.</li> </ul>	