

JOB SUMMARY

Post Title	Speech and Language Therapy Assistant						
Job Family	<i>Service Delivery</i>	Pay Range	6	Line Manager to others?	No	Role profile ref	SD06
Service Area	<i>Schools Speech and Language Support Team</i>						
Line Manager	<i>Vanessa O'Dea / Hannah Pye</i>						
Location	<i>County Hall</i>						

Job Purpose

- To work in mainstream and specialist settings alongside school staff to support children and young people with speech, language communication difficulties and to promote communication friendly environments.
- To act in a supporting role under the direction of a qualified speech and language therapist (SLT) or qualified specialist teacher advisor (STA).

Job Context

- To develop, prepare and maintain resources and materials for use in schools, settings and home.
- To deliver session plans for individual and group sessions for children and young people who have identified speech, language and communication difficulties.
- To undertake modelling for staff in schools, settings and children's centres and other colleagues as appropriate to run groups and complete individual programmes of work.
- Provide objective and accurate feedback to speech and language therapists to ensure targets set are appropriate and accurate.
- To support parents in speech and language therapy sessions and with using resources provided.
- To attend Team Around the Family and annual review meetings where appropriate and contribute to plans under the guidance of speech and language therapist.
- Establish constructive relationships and communicate with other agencies/professionals in liaison with the speech and language therapist to support children and young people with communication difficulties,
- To undertake clerical and administrative tasks as and when needed.
- To attend and participate in training and learning activities to support job role.
- To have a robust and secure knowledge and understanding of safeguarding protocols and own role and responsibilities in terms of safeguarding.

Knowledge, Skills and Experience

Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Reliable, responsible.	<i>Proven ability to complete set work to a high and consistent standard. Proven ability to work within the limits of own role. Able to pro-actively seek support and guidance when required.</i>	X	
Self-motivated with the ability to work to targets / deadlines.	<i>Proven ability to manage own diary in order to prioritise and complete set clinical work outlined by SLTs/STA within set deadlines.</i>	X	
Awareness and understanding of the customer's / businesses' needs.	<i>Ability to adapt approach to work according to the needs of the individual setting, whilst always adhering to the ethos, aims and standards of The</i>		X

JOB SUMMARY

	<i>Schools Speech and Language Support Team.</i>		
Evidence of practical experience in an appropriate work environment and ability to advise others on relevant issues.	<i>Experience of working in education settings and proven ability to advise and support others on the strategies, activities and advice to support children with identified speech, language and communication skills.</i>	X	
Safe and competent use of relevant equipment / tools.	<i>Experience of using resources to support children and young people's speech, language and communication skills effectively.</i> <i>Proven ability to manage and organise resources with due care and attention.</i> <i>Proven ability to seek out support with the use of specialist resources when required.</i>	X	
Knowledge of relevant health and safety procedures.	<i>Proven ability to adhere to health and safety guidance specific to an identified situation or context and an awareness of own responsibility to ensure knowledge of relevant health and safety procedures is up to date.</i>	X	
Ability to communicate clearly with sensitivity and empathy to build trust both one to one and with groups.	<i>Proven ability to establish rapport and positive relationships with children, young people, schools and families.</i>	X	
Ability to explain technical / legislative information with clarity and patience.	<i>Ability to explain the Core offer from The Schools Speech and Language Support Team and advise stakeholders as to the relevant and available pathways for support for schools and individual children and young people.</i>		X
Ability to follow routines, carry out set plans, record and monitor information accurately.	<i>Ability to follow instructions from an SLT or STA accurately (as detailed using casenotes) to carry out required modelling for schools' staff and intervention for children and young people within education settings. Sessions will be recorded using the agreed format and progress towards identified goals will be monitored and recorded in order to feedback to SLTs/SLTAs accurately as to progress.</i>	X	
Literate and numerate.	<i>Able to communicate clearly and concisely in both written and spoken formats.</i>	X	
Practical knowledge of ICT systems.	<i>Experience of using Microsoft word, Microsoft excel. Experience of using symbol to text systems such as widget and board maker would be desirable.</i>	X	

JOB SUMMARY

Able to maintain accurate records as and when required.	<p><i>Documentation of contact/involvement with service users will be contemporaneously and accurately recorded using an agreed format.</i></p> <p><i>Data and records will be organised as per The Schools Speech and Language Support Team outlines processes.</i></p>	X	
Qualifications			
Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
May require relevant certifications including evidence of fluency in English language.		X	
GCSE level qualifications or equivalent experience		X	
Full UK driving licence with access to own vehicle for work purposes.		X	
Other Requirements			
Full DBS check for children and young people and adults		X	
Elklan 5-11's or 11-16 training accessed and accredited at Level 3			X
Organisation Structure (optional)			