

**Raine’s Foundation School**

**JOB DESCRIPTION**

**Speech and Language Therapist (SALT)**

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| **Department** | Learning Support Team |
| **Reporting to** | Special Educational Needs Coordinator |
| **Purpose of Job** | To work across the Primary and Secondary Phases at Raine’s Foundation School to provide support for those students who have various levels of speech language and communication needs (SLCN). The post holder will be responsible for identifying SLCN, and training staff to actively contribute to identification. The post holder will actively develop the communication skills of all students as well as providing tailored, individual programmes and support for students whose speech and language needs are a barrier to progress. The post holder will also assess students to identify specific needs and complete assessment reports when appropriate. The post holder will lead and deliver staff training to continue to develop competencies in how to support our pupils with SLCN. |
| **Key Tasks** |
| 1. | Establish positive and productive working relationships with students and actively promote the inclusion of all students |
| 2. | To identify any students’ speech and communication difficulties across school, including the screening of nursery and reception pupils, and the year 7 transition group |
| 3. | To use the appropriate assessment techniques to provide differential diagnosis, and to review and monitor identified pupils’ progress |
| 4. | To devise and implement relevant interventions to improve the communication skills of students. This may be on a 1:1 basis, as a group intervention, or in the form of a closely supported and reviewed teaching assistant handover |
| 5. | To produce high quality assessment reports and therapy programmes |
| 6. | To provide guidance for teachers and support staff on the needs and progress of individual pupils, and ensure teaching and learning is appropriate for students with speech and communication difficulties |
| 7. | To contribute to the CPD offer for teaching and support staff focused on understanding and developing speech and communication needs |
| 8. | Liaising with teaching staff to determine individual strategies to support learner achievement, as well as outside agencies and parents/carers in respect of specific communication needs |
| 9. | Creating and adapting resources to support the development of speech, language and communication skills, whilst also assisting in the wider provision of learning support |
| 10. | Keeping concise, accurate and contemporaneous clinical records in line with RCSLT standards |
| 11. | Referring children to other professionals and agencies where appropriate in co-operation with the SENCO and NHS link speech and language therapist |
| 12. | Taking responsibility for case notes and personal data, and ensuring they are kept in a secure area and then archived in accordance with national guidelines and data protection regulations |

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| 13. | Informing parents and carers of the involvement of an in-school speech and language therapist and ensure that written consent is obtained from them to allow their child to be screen and provided with intervention/support if necessary |
| 14. | Attending Parents’ Evenings, Open Evening and Options Evenings as required |
| 15. | Attending INSET Days and other CPD/Training events in house. To be actively responsible for meeting the needs of RCSLT professional development requirements |
| **Other Duties and Responsibilities** |
| Promote and implement equality and diversity |
| Adhere to legislation and the Academy’s policies and procedures |
| Due regard to safeguarding and promoting the welfare of children and young people. |
| Participate in performance reviews and professional/personal development activities. |
| Will model the Academy’s values and ethos at all times. |
| Respect confidentiality. Confidential information to be kept in confidence and not released to unauthorised persons. |
| To undertake any other reasonable related duties as may from time to time be required by the Principal or SENCO. |

This job description will be reviewed as and when necessary in accordance with the needs of the School.

**Date of Issue:** April 2018