# JOB DESCRIPTION

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**POST TITLE: SPEECH AND LANGUAGE THERAPY ASSISTANT**

## BASE: Brentwood School

**BAND:** **3 (NHS Equivalent)**

**LINE MANAGER: Speech and Language Therapist.**

**PROFESSIONAL ACCOUNTABILITY: Headteacher**

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**JOB SUMMARY:**

The post holder will work as a member of the Speech and Language Therapy Team at Brentwood School. This will include working within Trafford Council with children, young people and their carers/families, with regular access to the supervision of a qualified Speech & Language Therapist, to

* Provide ongoing input to identified children with speech, language and communication needs ,with support and supervision as needed.
* Carry out routine interventions, following aims given by the supervising therapist
* Follow departmental guidelines/standards to support the work of the therapist, e.g. run groups, support therapy programmes, complete screening tool.
* Provide some clinical administrative support to therapist.

#### SPECIFIC DUTIES AND RESPONSIBILITIES

**Pupil/Family care**

1. To be accountable for own professional action and recognise own capability boundaries, working within a clear supervisory framework, where supervising therapist is not always on site.
2. To carry out routine therapy activities following aims set by the therapist, working with some independence with pupils with a range of speech, language and communication, learning and health needs.
3. To use judgment to modify and adapt activities, whilst maintaining the level of intervention, to suit the context.
4. To carry out specified observation and information gathering to contribute to the therapist’s assessment.
5. To provide direct feedback to parents/carers, school staff and supervising Speech and Language Therapist on sessions carried out.
6. To report back to therapist as agreed and defined intervals to enable modification of level of intervention.
7. To analyse pupil’s response to treatment and feedback suggested changes to delivery to therapist.
8. To collect information on functional communication to contribute to monitoring of pupil’s progress.
9. To demonstrate input to other educators and parents/carers.
10. To communicate effectively and appropriately with pupils who have significant comprehension and expressive speech and language difficulties and/or have challenging behaviors.
11. To take the initiative to prepare and organise therapy activities and equipment for own or others therapy, within programme agreed with supervising therapist.
12. To maintain up-to-date and accurate case notes in accordance with RCSLT professional standards and School policy and within data protection guidelines.
13. To recognise potential breakdown and conflict when it occurs and seek advice and support from supporting therapist to resolve it.

**Departmental/Administrative Duties**

1. To manage and prioritise own workload in conjunction with the SALT team.
2. To manage a prioritised and specified caseload with support from therapist.
3. To support the administrative work of therapist using IT skills and initiative as appropriate, including arranging therapist’s appointments and timetables as requested.
4. To liaise with schools and other agencies as required.
5. To prepare and organise materials, information and accommodation for presentations by therapist.
6. To support therapist in monitoring stock levels in own service area and requesting new equipment as appropriate.
7. To be responsible for the security, care and, where appropriate, maintenance of equipment ensuring standards of infection control and safety are maintained – including equipment loaned to pupils.
8. To share information with others, observing data protection guidelines.
9. To gather activity data accurately and regularly, ensuring the provision of such information promptly within school guidelines.
10. To provide peer support to other members of staff within the school.

**Organisational Duties**

1. To attend relevant training and development in order to maintain/ further develop skills in implementing, and knowledge of therapy procedures/ programmes.
2. To participate in Appraisal, ensuring that the objectives set reflect the School plans.
3. To participate in clinical supervision, in line with the School’s policies and procedures.
4. To identify, with support, personal/professional development evidenced by Personal Development Plan/ Professional Portfolio developed within an appraisal framework.
5. To attend and implement all statutory and mandatory training as required by the School.
6. To work independently within defined departmental and national protocols.
7. To have awareness of relevant procedures/statutory requirements including: Safeguarding Children, SEN procedures, and other legal frameworks.
8. To comment on proposed service/policy developments as appropriate.
9. To ensure understanding and adherence to School policies and procedures including Incident Reporting, Risk Management, Health & Safety and Safeguarding.
10. To participate in implementation of School Governance Plan.
11. To participate in Clinical Governance /audit projects.
12. To collect and provide research data as required.

**GENERAL**

1. This job description is not exhaustive and can be altered in consultation with the post holder.
2. Any other duties which may be requested by the line manager in order to facilitate the smooth running of the school.
3. The school is an equal opportunities employer. The post holder is at all times expected to carry out their duties in accordance with the Schools Equal Opportunities Policy.
4. The school operates a non-smoking policy. Staff are not permitted to smoke on school premises.
5. The post holder is required to take reasonable care of the health and safety of his/her acts or omissions at work, and to co-operate with Brentwood School to ensure that statutory and departmental safety regulations are adhered to.

**FLEXIBILITY**

The School reserves the right to amend your job description and/or your duties from time to time. You also agree that you will work with the School to deliver the School’s services, including without limitation, by complying with lawful and reasonable instructions from the School by adapting to new ways of working and attending training courses determined by the School from time to time.

**CONTINUING PROFESSIONAL DEVELOPMENT**

To attend and contribute to staff meetings and forums, supervision sessions, training courses, seminars and workshops, to ensure the development and enhancement of current working practices.

To participate in all personal review meetings, and take responsibility for personal and professional development. Responsibility for developing the role and the services provided.

**DATA PROTECTION ACT**

You should be aware of the Data Protection Act and follow the local Codes of Practice to ensure appropriate action is taken to safeguard confidential information.

**HEALTH & SAFETY**

You are required to take responsibility for Health and Safety Risk Assessment and Workplace Inspections, and to take reasonable care for your own health and safety and that of other persons who may be affected by his/her acts of omissions.

You are also required to co-operate with all staff to ensure that all statutory regulations, policies, Codes of Practice and school safety procedures are adhered to, and to attend relevant training programmes.

**INFECTION CONTROL**

Managers at all levels have a responsibility to act as role models to ensure that Infection Control is on the school’s agenda and remains a priority in terms of attention and resources.

All staff providing pupil care must ensure that they follow procedures aimed at reducing the risk of passing on the organisms that can cause infections.

All staff, collectively and individually, have a duty of care in following best practice in adherence to guidelines which is a fundamental requirement in underpinning the management of Infection Control.

**CONFIDENTIALITY**

Your attention is drawn to the confidential aspects of this post. You must not disclose any information of a confidential nature relating to the School or the service that it provides, or in respect of which the School owes an obligation of confidence to any service user, client or third party during or after your employment except in the proper course of your employment or as required by law.

You must not remove or copy any documents or tangible items including software which belongs to the School or which contain any confidential information from the School’s premises at any time without proper advanced authorisation. You must return to the School upon request and in any event upon the termination of your employment, all documents and tangible items which belong to the school or which contain or refer to any confidential information and which are in your possession or under your control.

**CLINICAL GOVERNANCE**

The School aims to provide the highest standards of care. To further this aim you are expected to adhere to acceptable working practice as defined in School policies and guidelines. You also have a personal responsibility to your team and service to keep up to date and, if you encounter unacceptable practice, to raise though accepted channels.

**ASYLUM & IMMIGRATION ACT 1996 AND AMENDMENTS**

In order to comply with the Asylum and Immigration Act 1996, it is Schools policy to check documentation of all applicants in respect of proper immigration status to work in the UK. Employment will not be offered to any applicant or employee who does not have valid leave to remain in the UK or is subject to conditions, which prevent the individual from taking up employment.

**SAFEGUARDING CHILDREN AND VULNERABLE ADULTS**

Safeguarding of individuals who come into contact with our services, whether a child or young person, person with Learning Disabilities or an older or vulnerable adult, is the responsibility of all employees of the school in whatever capacity they are employed.

**SAFEGUARDING CHILDREN**

The School adheres to the Councils Child Protection Procedures, and all employees have a duty of care and a responsibility to safeguard and promote the welfare of children.

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**PERSON SPECIFICATION**

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| **Post Title: Speech and Language Therapy Assistant – NHS Band 3** |

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| Category | Essential | Desirable |
| **1.Education/Qualifications** | * Relevant NVQ III/B Tech **OR** * 2.5 years relevant prior experience * Plus English and Maths GCSE grade A-C |  |
| **2. Training** |  | Relevant short courses and/or on the job training in areas associated with speech, language and communication, |
| **3. Previous Experience** | * Relevant practical work experience related to the clinical area of this post |  |
| 4. Knowledge, Skills and Ability | * Excellent interpersonal skills   + - able to listen well     - able to demonstrate empathy   with pupils, carers, families  and colleagues   * + - able to communicate   effectively particularly where  barriers to understanding  exist   * Demonstrates a good standard of spoken and written English * Able to organise work load and manage time * Demonstrates a knowledge of educational settings, e.g. knowledge of Foundation Curriculum and/or Key Stages in the National curriculum, P levels. * Demonstrates ability to be a good team member * Able to routinely maintain concentration in all aspects of work * Able to manage emotional consequences of working with patients with a range of complex health needs/disabilities * Able to identify own strengths and needs * Able to identify when to seek support * Demonstrates the ability to reflect on practice with peers/team leader. * Demonstrates willingness to learn and develop * Demonstrates standard Word processing skills * Demonstrates a willingness to work flexibly | * Demonstrates awareness of the roles of other professionals * Fully IT literate and able to use a range of applications to support workload * Demonstrates awareness of standards of record keeping * Demonstates a willingness to attend training that relates to managing challenging behaviour |
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