



JOB DESCRIPTION

Speech and Language Support Practitioner



INTRODUCTION

OUR VISION

Careers focussed education inspiring learners to create their future.

OUR MISSION

To deliver outstanding technical and professional learning, which raises aspirations, develops skills and creates futures

OUR VALUES

Defining our values:

EXCELLENCE

- The quality of being **outstanding** or extremely **good**.
- Having **outstanding features** and/or **qualities**.

We show excellence by:

- Having high aspirations and expectations for ourselves and those around us.
- Celebrating and valuing expertise and mastery at all times.
- Recognising that personal responsibility affects our ability to fulfil our potential, embracing opportunities to grow and develop our knowledge and understanding.

Waltham Forest College 

Defining our values:

INCLUSION

- Including **all types** of people and ideas, treating them **equally** and **fairly**.
- Providing equal access to **resources** and **opportunities**.

We show inclusivity by:

- Ensuring that everyone feels welcomed and valued and is allowed to be their true, authentic self.
- Not just recognising, but celebrating the diversity of our community, ensuring that everyone has a voice.
- Making sure that everyone has equal access to what the College does.

Waltham Forest College 

Defining our values:

INTEGRITY

- The quality of being **honest** and having **strong moral** principles.

We show integrity by:

- Acting with honesty at all times, taking responsibility for our own actions.
- Always doing the right thing, especially when no one is looking.
- Demonstrating professionalism, working to fulfil our moral purpose - especially when times are challenging.

Waltham Forest College 

JOB DESCRIPTION

This Job Description sets out the organisational position, reporting lines, key accountabilities and relationships.

Post	Speech and Language Support Practitioner
Department	Foundation Learning
Pay Spine	Business support scale 5 19-22
Post Reports To	ALS Manager

POST OUTLINE:

To support students with speech, language, and communication needs (SLCN) by implementing interventions, and collaborating with the Speech and Language Therapist (SaLT) staff to improve access to learning and communication skills. The post holder will deliver a variety of support, including contributing to CPD days and contribute to inclusive practice across the College.

MAIN TASKS:

- To deliver 1:1 and small group interventions to improve communication skills.
- To collaborate with curriculum staff, Learning Support team (LSPs, LM, EBSP, SSP's, ALS manager), and external agencies to implement targeted support plans.
- To design and adapt learning materials to support students with SLCN.
- To maintain accurate and confidential records of assessments, support strategies, and outcomes using College systems.
- To lead on the communication and language element of EHCP Annual Reviews, working closely with key members of staff and the EHCP Officer.
- To support in providing guidance to curriculum and FL/ALS staff on best practices for supporting students with SLCN.
- Promote inclusive education and equal access by contributing to the development of evidence-based communication strategies in teaching and learning.
- Liaise with students, families, Speech and Language Therapists, and other professionals to coordinate support.
- Ensure that all interventions and strategies align with current best practices and statutory guidance (e.g., SEND Code of Practice).
- Uphold safeguarding responsibilities and promote student wellbeing at all times.

JOB ACTIVITIES:

- To work collaboratively, with the Lecturers, LSP's, SSP's and other support staff to ensure the highest quality of provision that facilitates student involvement in all aspects of the learning process including target setting, support records and reviews.
- To meet regularly with the SaLT, planning and reviewing SaLT programmes.
- To provide support in one to one/small group sessions to students who have additional needs, to enable them to develop their communication skills, access the curriculum and achieve their potential.
- To work collaboratively to conduct assessments and reviews for students who present with additional needs in order to identify support required to access their course.

- To work with the students, SaLT, LSP's, SSP's and Lecturers to develop an initial support plan and set individual targets for students, taking into account any relevant information that may be included in their Educational Health and Care Plan (if applicable).
- To ensure all parties are informed of the support plan where appropriate and to regularly review the support.
- To ensure that where additional support needs are identified, support is negotiated and set up, and that appropriate resources are made available, including the adaptation of learning materials, provision of assistive equipment and software.
- To support with providing relevant training to ensure that academic staff and/or personal tutors are able to utilise evidence-based communication and support strategies with their teaching and delivery. To promote inclusive learning and participation for students with additional needs.
- To support the transition, implementation, and review of Educational Health Care Plans.
- To maintain auditable records and relevant documentation of support provided to students in a secure and confidential manner; to work with the Additional Learning Support Management in compiling relevant reports and to use the data emerging from reports to inform the team's QIP as well as training requirements for the staff. To maintain confidentiality and security of all documentation and other information pertaining to students and staff in line with current GDPR.
- To evaluate and report on students' progress made towards communication and speech and language outcomes termly, and produce a summary to be shared with the ALS manager
- To keep up to date with any changes and developments to legislation pertaining to additional learning support and to work closely with the Additional Learning Support Management and SaLT in regularly reviewing ALS practice and seeking out examples of good practice in order to contribute to best practice and quality improvement.
- To support with college enrolment for students with SEND and work collaboratively with other SSPs and the Management Team to ensure that effective initiatives are in place to highlight any students with additional needs during open days, enrolment and induction period.
- To provide assistance and cover for colleagues as necessary, taking on additional projects as required.
- To sign post to activities throughout half terms and holidays to best support students and families with SEND.
- To promote and implement all College policies, particularly those which refer to health & safety, equality of opportunity and Safeguarding young people and vulnerable adults.
- To participate in College programmes of staff appraisal and continuing professional development.
- To develop effective working relationships internally and with external partners such as Speech and Language professionals and other professionals.
- To operate at all times in line with the College's values and staff code of conduct.
- Undertakes other duties as may reasonably be required in the interests of the efficient functioning of the College

WALTHAM FOREST COLLEGE COMMITMENTS

Waltham Forest College aspires to be an outstanding College and in recognition of the crucial role that members of staff play, individually and collectively, in achieving and maintaining high standards all employees are required to:

- Be a positive ambassador for the College at all times.
- To adhere to the College’s policies, procedures and practices regarding the safeguarding of learners, including attendance at training and updating sessions as required and responding appropriately and supportively to any issues associated with safeguarding.
- Adhere-to the College policies, codes, procedures and frameworks.
- Undertake continuing personal and work related professional and skills development.
- Work collaboratively with colleagues across the College as a whole so as to support the achievement of the College goals.
- Be a positive role model in terms of supporting and promoting equality & diversity.
- Understand and actively support the College’s approach to health and safety and, in particular, to take into account the duty of care for others and oneself in all day to day actions.
- Challenge unacceptable behaviour (such as, for example, discriminatory language, not wearing College ID, shouting or playing loud music in corridors, spitting or swearing) whilst not putting one’s personal safety at undue risk.
- Make an active and positive contribution to team meetings, one to one sessions with line managers and the appraisal process

In recognition of the ever-changing environment in which the College operates, the contents of this job description will be the subject of regular review in consultation with the post holder

PERSON SPECIFICATION

Essential/Desirable criteria will be identified at*			
	AF	I	A
EDUCATION AND TRAINING			
Possess a Level 2 qualification in English and Maths	E		

Recent Training in the field of Disability/ SEND/ Youth Engagement/Mentoring/ SaLT and Communication etc	D		
Relevant qualification in the field of SEND, Supporting Learners and/or Education at Post 16	D		
EXPERIENCE			
Experience of leading and implementing Speech and language support/strategies for young people with additional communication needs	E		
Experience of supporting people with Special Educational Needs, Disabilities, or Social Emotional and Mental Health Needs	E		
Experience of supporting young people/ adults with significant barriers to learning	D		
Experience of planning support and timetabling interventions	D		
Experience of working effectively in a team	E		
Experience of leading a support provision and coordinating others	D		
Experience of setting targets and supporting the achievement of targets	E		
Experience of using a wide range of strategies to support learners to develop their independence and communication skills to achieve their goals	E		
Experience of promoting awareness of SEND and good practice	E		
SPECIAL ABILITIES AND APTITUDE			
Demonstrable understanding of assistive technology and it's benefits when used to increase independence	D		
The ability to develop positive working relationships with individuals at all levels	E		
Sound administrative and IT skills	E		
Ability to work with parents/carers, outside agencies and other professionals	E		
The ability to communicate effectively orally and in writing.	E		
Flexible approach to your work with a creative and problem-solving approach to situations	E		
OTHER REQUIRMENTS			
Safeguarding <ul style="list-style-type: none"> • An understanding of safeguarding and a commitment to creating a safe learning environment • An understanding of and commitment to safeguarding young people and vulnerable adults. • Motivation to work with children/young people/Vulnerable adults • Ability to form and maintain appropriate relationships and personal boundaries with children and young people/vulnerable adults • Emotional resilience in working with challenging behaviours • Ability to use authority with dignity and respect in maintaining discipline 	E		
The ability and determination to promote equality and diversity throughout all aspects of college life, including employment and service delivery.	E		
Confident, self-motivated with a committed approach to work.	E		
Commitment to inclusive and comprehensive educational provision	E		

* **Key:** AF = Application Form, I = Interview, A = Assessment