



Summary of the Role:

Job Title: Speech and Language Therapist

Responsible to: Headteacher/SENCo

Hours: Monday to Friday 8.00am to 4.00pm with a lunchbreak of 20 mins during term time, plus all inset days with some work during the holidays.

Salary: Competitive

Our ambition is that Moon Hall Schools Educational Trust continues on its pathway as a centre of excellence – not only providing children with a specially tailored curriculum to meet their dyslexic needs, but with the personal skills, confidence and qualities that will equip them to successfully navigate the next step to complete their GCSE's at Moon Hall School Reigate. Our schools aim is carried out each day in every classroom; *'Understanding the difference, making the difference'*.

Main purpose

- To work as a Specialist Speech and Language Therapist providing assessment, diagnosis, treatment and advice for our dyslexic students, aged 7 – 16 years.
 - To deliver 1:1 sessions and lead small group concentrating on the speech and language needs.
 - To provide training to others; professionals, carers and parents.
 - To liaise and work with teaching staff, support staff, advisory teachers and other health professional staff as required.
 - To maintain professional standards of service through CPD and other developmental activities, complying with the policies and procedures of Moon Hall Schools Educational Trust.
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Duties and responsibilities

- identify the speech and communication difficulty.
- Run groups, be in class and complete classroom observations.
- Complete 1:1.
- Provide any formal and informal training to all staff.
- Link in with all school activities.
- Liaise with SLT.
- Write all ILP.
- Write annual review reports.
- Attend annual reviews.
- Attend parents' events.
- Liaise with parents to find out how they feel OT can best help their child.
- To meet the needs of our current pupils with an EHCP.
- monitor and evaluate the pupils progress.
- write confidential reports, as well as information for parents, carers and other professionals
- work within a team to improve the effectiveness of educational needs.
- To contribute towards creating support plans for students detailing SENCo needs in a format which can be shared with school staff.
- To be responsible for administration and record keeping conforming to Moon Hall Schools Educational Trust regulations which concern the format and security of pupils and GDPR.
- To be aware of, and adhere to, legal requirements relating to the provision of a Speech and Language Therapy Service and of procedures relating to Child Protection.
- To recognise own professional boundaries and seek advice and support as appropriate.
- To attend and participate in staff meetings and inset days
- To be aware of, and adhere to, school policies and procedures.
- Paying their professional indemnity insurance.
- Any standardise scores, resources or equipment provided by the school will remain the property of the school.

This is not an exhaustive list. It gives an indication of the nature of responsibilities associated with this post

Specifications

All employees are required to be a member of a professional body are required to hold relevant registration and must comply with the standards and guidelines of their professional practice, education and conduct and must act at all times within the boundary of the code of conduct. All employees must hold a satisfactory DBS check.

To ensure that communication with students, staff, and other departments is effective and contributes to securing efficiency and high standards of care and personal development for students within a learning and residential environment.

To maintain high standards of safety and observe good practice in relation to health and safety and safeguarding in all issues and report any concerns to line management.

To pro-actively observe and comply with all school policies and procedures relating to child protection, equality and diversity, health, safety and security, confidentiality and data protection reporting all concerns to an appropriate person.

To appropriately use the recording and reporting processes whenever appropriate.

To maintain a flexible "can do" approach.

To manage the emotional consequences of working with students who may have life limiting or deteriorating conditions.

Please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the postholder will carry out