**The Galaxy Trust**

**Job Description: Speech and Language Therapy Assistant**

**School: The Galaxy Trust**

**Grade: Kent Range 5**

**Responsible to: Speech and Language Therapist**

**Purpose of the Job:**

To work as a Speech and Language Therapy Assistant, providing support to the Speech and Language Therapist and to support and develop all pupils regardless of ability, education, behaviour, social or emotional needs. The role will involve working in conjunction with the school’s Speech and Language Therapist to support primary aged children (3-11) in small groups or one to one.

The successful candidate will have a speech and language background with SEN/ASD/Complex needs experience. The post holder must be able to effectively manage their own time, and demonstrate excellent communication skills. An interest in working with children and their families is essential.

**Key duties and responsibilities:**

* Carry out speech and language link assessments.
* Assist in the delivery of therapy sessions as directed by the Speech and Language Therapist.
* Work with children who have a range of speech and language needs in small groups and one to one sessions.
* Provide detailed observations of children to the Speech and Language Therapist.
* Implement and deliver agreed Speech and Language Therapy programmes and school interventions.
* Monitor, report and feedback relevant information to the Speech and Language Therapist.
* Maintain records, reports and required paperwork.
* Work collaboratively with a Speech and Language Assistant and Speech and Language Therapist.
* Take responsibility for own CPD opportunities, reflect on own practice strengths and learning needs, keep up to date and actively seek new learning opportunities.
* Provide required resources and feedback for school staff and parents when required.
* Attend and undertake mandatory training/sessions.
* Carry out other duties related to the role as and when required.

**Person Specification:**

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|  | **CRITERIA** |
| **QUALIFICATIONS** | Level 3 or 4 Certificate (or equivalent) for Teaching Assistants / Speech and Language and / or HLTA qualification  GCSE’s (or equivalent) in English & Maths at grade “C” or above |
| **EXPERIENCE** | Experience and knowledge of working with children with a wide range of abilities including moderate to complex learning difficulties and speech and language disorders  An interest, motivation and passion for working with special needs children and developing skills to facilitate this |
| **SKILLS AND ABILITIES** | Numeracy and literacy skills  Sound IT skills  Excellent communication skills with the ability to work constructively as part of a team  Effective time management skills with ability to work on own initiative  Relate well to children and adults, understanding their needs and being able to respond accordingly  Good influencing skills to encourage pupils to interact with others and be socially responsible |
| **KNOWLEDGE** | Knowledge of policies and procedures relating to Safeguarding, child protection, health, safety, security, equal opportunities and confidentiality  A general understanding of national/foundation stage curriculum  Knowledge and skills relating to strategies in working with pupils with Complex Learning Needs |
| **BEHAVIOURS** | High levels of professionalism able to distinguish personal and professional boundaries in school related relationships both in and outside of the school  Calm and controlled  Reflective and self-evaluating to ensure strong collaborative working to meet the needs of all pupils |