



Ripplevale School Speech and Language Therapy Assistant Job Description

Name of Post Holder:

Post Title: Speech and Language Therapy Assistant

Post Purpose: Working closely with a speech and language therapist in improving the lives of children and young people with a variety of additional difficulties that may include: producing and using speech sounds; understanding & using spoken language, stammering; and social interaction skills (associated with ASD).

Reporting to: Speech and Language Therapist

Responsible for: None

Liaising with: SLT, Therapy Team and Teaching staff

Working Time: Monday – Friday 08.30 – 3.45pm term time

Disclosure level: Enhanced

Summary of main duties/tasks of post

- Working closely with a speech and language therapist in improving the lives of children and young people with a variety of additional difficulties that may include: producing and using speech sounds; understanding & using spoken language, stammering; and social interaction skills (associated with ASD).
- Carrying out therapy programmes as devised by the Speech and Language Therapist(s) either with individual children / young people or in small Speech and Language Therapy groups.
- Ensuring and maintaining an open communication system where all relevant parties are kept informed on the child's / young person's progress whilst operating within confidentiality guidance.
- Keeping the Speech and Language Therapist informed on any session outcomes and children's progress.
- Supporting an individual within the classroom.
- Providing administrative support to the Speech and Language Therapist by making resources relating to specific speech, language and communication targets - as suggested by and discussed with the Speech and Language Therapist.
- Making and organising the speech and language therapy electronic and paper resources.

- Where applicable, supporting staff in the understanding and implementation of communication strategies.
- Attending and participating in professional team meetings where required.
- Facilitating generalisation of skills learnt within therapy setting and / or therapy targets for specific children and young people as planned by and discussed with the Speech and Language Therapist.
- Keeping department inventory, and notes up to date.
- Once trained, to provide cover for absent Speech and Language Therapist by delivering session plans as stipulated by the Speech and Language Therapist.
- Completing administrative SaLT tasks – using an updated check list.
- Providing an environment for the children that enables them to realise their potential and maximise their academic, social, physical and emotional development

Staffing

- To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in any relevant areas.
- To work as a member of a designated team and to contribute positively to effective working relations within the school.

Quality Assurance

- To help to implement school quality procedures and to adhere to those.
- To take part, as may be required, in the review, development and management of activities relating to the organisation and pastoral functions of the school.

Communications and Liaison

- To communicate effectively with the parents of pupils as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the school.
- To follow agreed policies for communications in the school.
- To take part in liaison activities such as reviews, parents evenings and open day.
- To participate in occasional extra-curricular activities such as evening theatre visits and annual camp.

Management of Resources

- To contribute to the process of ordering and allocation of equipment and materials, where appropriate.
- To assist managers to identify resource needs and to contribute to the efficient/effective use of physical resources.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and the pupils.

Pastoral System

- To promote the general progress and well being of individual pupils.
- To liaise with the Education and Parent Support Advisor to ensure the implementation of the school's Pastoral System.
- To evaluate and monitor the progress of pupils and keep up to date pupil records as may be required.
- To alert the appropriate staff to problems experienced by pupils and to make recommendations as to how these may be resolved.
- To communicate as appropriate, with the parents of pupils and with persons and bodies outside the school concerned with the welfare of individual pupils, after consultation with the appropriate staff.
- To apply the school's behaviour management systems.

School Ethos

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.
- To promote actively the school's corporate policies.
- To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate.

General Duties

- To undertake the professional duties of SALT Assistant
- To work in accordance with the school's agreed policies and procedures as contained in the school handbook.
- To ensure that all activities are carried out in accordance with Equal Opportunities legislation and the school's Equal Opportunities Policy.
- To undertake your personal Health and Safety responsibilities within the HASAWA 1974.
- To undertake any other duties that are reasonably assigned to you commensurate with the level of the post.

The above outlines the main duties and responsibilities of the post but may not identify each individual task to be undertaken.

Child Protection & Safeguarding

- To make yourself aware of all policies and ensure that you abide by Ripplevale School's Child Protection & Safeguarding Policies, which contain the names and points of contact for all relevant agencies.
- To participate in all Child Protection & Safeguarding training required by the school.
- To immediately report any incidents of a child protection/safeguarding nature to the school's Designated Safeguarding Lead, the Head of School/CEO/Deputy Heads or the Directors.
- Failure by a member of staff to report actual or suspected physical, sexual or emotional abuse or neglect of a pupil is a disciplinary offence.

Signatures:

The school will undertake to make any reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for an employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis (or as need arises) and following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed: (SALT Assistant)

Date:

Signed: (Manager)

Date: