

## West Borough Primary School Job Description



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

**Reports to:** SENCo

**Current Grade:** KR4

**Core hours of work:** 3 days a week, 0830 – 1530 with 30 minutes for lunch

### **Job Purpose:**

To work under the direction of the SENCo, in a supportive role alongside Speech and Language Therapists working with children with a range of communication difficulties. You will deliver therapy programmes devised by Speech and Language Therapists including preparation and maintenance of therapy / training materials and equipment for the service and service users. This will include training and supporting other professionals to also deliver programmes.

### **Duties and Responsibilities**

- To carry out therapy programmes devised by Speech and Language therapists either with individual children or in small groups, often working independently, and reporting outcomes to the SENCo.
- To become proficient in recognising children with a range of communication difficulties, and delivering intervention plans, whilst being supported by a Speech and Language Therapist.
- To keep Speech and Language Therapists fully informed of a child's progress.
- To respect the confidentiality of all information to which she/he has access.
- To represent the school at meetings where required.
- To provide advice and support to teachers/TAs working with children with communication needs and typically developing children to ensure optimum development.
- To provide administrative support preparing, photocopying and maintaining supply of therapy materials/equipment and augmentative communication materials.
- To have very good verbal/written communication skills.
- To ensure that parents/ teaching staff are involved in the delivery of the treatment plans.
- To share information with parents/carers and other professionals, observing current data protection guidelines.

### **Personal Specification/ Necessary Experience**

To be able to demonstrate;

- Good standard of general education (i.e. NVQ level 2 or equivalent) together with good numeracy and literature skills.
- Previous experience (1-2 years) of working with children.
- Use basic technology (computer, video, photocopier)
- Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.
- Empathy and understanding with pupils of all ages
- Excellent organisational and inter-personal skills
- Effective positive working relationships with staff to ensure pupils' needs are met
- Systematic and methodical approaches to monitoring provision and record keeping
- Ability to work on own initiative

### **Organisation;**

The post holder will;

- Be directly line managed by the SENCo.
- Be required to support teaching and learning activities to individual pupils and groups of pupils
- Carry out lunchtime duties as required by the school