



Job Description

**School
Post Held**

**Bradstow School
Speech and Language Therapy
Assistant**

**Salary Scale
Hours**

**Scale 5
37.5 hours per week, 41 weeks per year**

To Whom Responsible

**Deputy Head/Speech and Language
Therapist**

Aim of the Post

This is a position supporting the speech and language therapy team in delivering effective clinical support through assessment, intervention and ongoing support to young people and families at Bradstow. This post involves direct work with all young people and staff within the school. The post will cover term time support, and specified inset days. In addition, the Post holder will be required to commit to an additional two weeks respite care work, during Easter or Summer holidays.

Duties Comprise:

- Delivering interventions assessed to be appropriate by the Speech and Language Therapist.
- Delivering training to parents/carers, staff and other relevant parties.
- Supporting the team in the production of resources and materials that support individual communication needs and the total communication approach used at Bradstow School.
- Creating, organising, delivering and monitoring all Makaton signing training to staff (including signing workshops to parents). Including monitoring of staff performance on a regular basis and providing input at induction programmes.
- Assisting in the assessment of young people including keeping comprehensive records of observations and assessments in accordance local, professional, organisational and National guidelines.
- Attending and contributing to meetings related to an individual as appropriate i.e. case discussion meetings.

- Assisting with administrative tasks e.g. telephone calls, organising and maintaining staff training records, maintaining stocks of consumable materials and developing office systems to support clinical and administrative work.
- Implementing individual and group interventions within the programme, making modifications and using own initiative as necessary to suit the young person's needs whilst having due regard for cultural and linguistic differences and modes of communication including signs and symbols.
- Liaising with teaching and care staff to support functional communication and Speech and language programs and interventions while they work with students, supporting delivery of the 24 hour curriculum.
- Creating and producing a range of augmentative communication aids for students.
- Developing a range of materials to support young people with communication skills and learning across the 24 hour curriculum.
- Adhering to HCPC regulations and RCSLT Code of Ethics and Professional Conduct for Speech and Language Therapy Assistants.
- Attending training as appropriate to the role and applying/role modelling knowledge gained through training.
- Engaging in support and supervision sessions to reflect on practice enhancing communication and quality of service.
- Working flexible hours when required, including evenings, weekends and bank holidays to ensure efficient operation of the service.
- Any other duties commensurate with grade as directed by Line Manager or Senior Management
- To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people.
- To ensure that the line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.

Please note: 41 weeks per year consists of 38 weeks in term time, 1 week of inset days, and 2 weeks' short term break as directed by senior management

This job description may be amended at any time after discussion with you.



Person Specification

Qualifications and Experience

1. Experience in functional communication approaches/Augmentative and Alternative communication
2. At least 2 years' experience relevant to working with children with autism and/or severe learning difficulties.

Knowledge

3. Experience of using a variety of IT packages, including; Word, Excel, Publisher and cocontoon technologies such as communicate in print programs.
4. Experience of working within a training environment.
5. An understanding of augmentative communication.
6. Experience of working in a Care or Educational environment.

Abilities and Skills

7. Ability to assess and monitor progress in interventions including assessing provision for a young person and its effectiveness with oversight of the speech and language therapist
8. Ability to deliver AAC interventions to young people and role model good practice to other staff in the use of Augmentative and Alternative communication methods
9. Good organisational skills.
10. Excellent interpersonal skills.
11. Ability to work on own initiative.
12. Ability to plan, prioritise and execute tasks and activities within provided and own deadlines.
13. Understand the importance of equal opportunities and putting this into practice in the work place.

Working at Bradstow can be both physically and mentally demanding. In order to be able to cope with this stress, candidates must be both physically and emotionally robust.

Candidates are shortlisted according to these stated criteria. Please list each supporting statement according to the numbers above.