



Job Description

Speech and Language Therapist Assistant (SLTA)

The Edith Borthwick School caters for children with special needs including Severe Learning Disabilities (SLD), profound and multiple learning disabilities (PMLD) and autism.

JOB PURPOSE AND SCOPE:

- To effectively deliver programmes for the learners in the school under the direction of the therapy team
- To deliver training to a range of individuals with the support of the therapy team
- To liaise closely with the therapy team to reflect changes in need
- To promote communication aids and communication independence as part of the school ethos
- To support and maintain a Total communication environment across the school

REPORTING RELATIONSHIPS

Responsible to: Therapy Lead

Accountable to: Headteacher
Board of Governors

FUNCTIONAL LINKS:

The SaLT Assistant will be expected to work in collaboration with a broad team in order to effectively support the learners.

These will include:

1. Learners themselves and their parents/carers and advocates
2. School staff including teachers, teaching assistants and the senior leadership team
3. Other professionals working with learners including OTs and Physios
4. Wider school community

DUTIES AND RESPONSIBILITIES

CLINICAL

- To carry out programmes for learners either individually or within a group under the direction of the therapy team
- To model the use of therapy supports within the educational setting such as communication aids
- Where appropriate to support in the assessment of learners, sharing of information and supporting decision making
- To liaise with other professionals and to participate in the multidisciplinary team.

- To develop working relationships with families and carers.
- To assist in organising and running/overseeing therapy programmes designed by the SaLTs and under the supervision of SaLTs.
- To assist in the design of activities for individual and group therapy under the supervision of SaLTs.
- To support with ordering, maintaining and tracking of equipment under the supervision of SaLTs.
- To support with and participate in the training of curriculum staff around speech and language therapy.
- To design and make resources (administration and clinical) relevant to the post.
- To adhere to clinical guidelines as set by the Royal College of the Speech and Language Therapists (RCSLT) and the HCPC for assistant practitioners
- To maintain up to date and accurate case notes in line with school policies.
- To record progress made within intervention programmes.
- To undertake general administration duties
- To be aware of the vulnerability of service users and families and act in accordance with Protection of Vulnerable Adults, Child Protection and school Safeguarding Policies where concerns arise.

PROFESSIONAL

- To be able to identify areas for own personal/professional development evidenced by a personal development plan developed within an appraisal framework.
- To have knowledge of and adhere to relevant policies and standards.
- To recognise own professional skills and seek support from the therapy team as required
- To contribute to discussions regarding service delivery and policy development.
- To be accountable for own professional actions.
- To be aware of and adhere to current legislative and employer procedures relating to the post.
- To collect statistics information as/if appropriate.

PERSONAL DEVELOPMENT

- To keep abreast of recent developments in the education and care of adults with learning difficulties.
- To take an active part in the school's supervision arrangements.
- To attend relevant exhibitions and courses whenever possible, after consultation with the Line Manager, and give feedback if required.
- To organise and attend all appropriate in-service training programmes as discussed with the supervisor or line manager.
- Participate in the use and development of technology within the therapy service.

HEALTH AND SAFETY

Ensure that the school's Health & Safety policy is adhered to through:

- Taking care of own health & safety.
- Taking care of the health and safety of others.
- Co-operating with line manager and colleagues on health and safety matters.
- Not interfering with anything that is provided to safeguard health and safety.
- Complying with the school's Health and Safety Policy and Procedures.
- Ensuring safe systems of work and procedures are in place at all times

DATA PROTECTION ACT 1998

Under provision of this act it is the responsibility of each member of staff to ensure that all information, held manually or on computerised systems, related to students, staff or visitors to which he has access during the course of their employment is regarded as strictly confidential. Failure to observe confidentiality may result in disciplinary action

NOTES

- Many of the learners have complex physical disabilities and complex health needs. These include challenging behaviour and mental health issues. The post holder is expected to respond to challenging behaviour in accordance with school policy and procedure to minimise potential risk.
- Given the nature of the client group, the post holder will be expected to undertake basic manual handling training provided by the school and carry out manual handling techniques as required.
- The post holder should expect exposure to saliva and bodily fluids within the course of their work.
- The post holder should be prepared to work at the school.

This is not an exhaustive list of duties and responsibilities and the post holder may be required to undertake other duties that fall within the grade of the job, in discussion with the manager.

This content of the job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder.

The post holder is expected to comply with all relevant Edith Borthwick policies, procedures and guidelines, including those relating to Equal Opportunities, Health and Safety and Confidentiality of Information.

HOURS OF WORK

Hours of duty are 30 hours per week, term time only

You will work from 0830 a.m. to 1530p.m. (Monday to Wednesday)

0900-1500 (Thursday to Friday)