**JOB DESCRIPTION**

Dovecote school is committed to creating a diverse workforce. We’ll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

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| **Job Title** | Lead Speech and Language Therapy Assistant |
| **Hours**  | 37.5 hours p/w |
| **Working Weeks**  | 39 weeks p/a |
| **Salary**  | £20,330 -£24,882 (dependent on experience and qualifications) |
| **Responsible to** | SaLT |
| **Responsible for** |  |
| **Purpose of Job** | To support the SaLT to provide speech and language therapy at a specialist level to students with complex communication needs in association with and in addition to Autism Spectrum Disorders, within a school setting.To ensure the service is provided in close collaboration with education staff and other professionals to meet the needs of the pupil. |

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| **DOVECOTE SCHOOL VISION**1. We strive to equip all pupils with the skills needed to meet their full potential through an innovative and specialised curriculum. Small scale learning communities where young people are known as individuals.
2. The learning process is active
3. The learning community is underpinned by environmentally sustainable values and practices
4. Pupil voice is empowered through a strong emphasis on developing individual communication strategies.
5. Families and the local community are vital partners in the life of the school, and they share in the decision-making. We work together as a team to provide a happy, safe, and stimulating environment, whilst promoting well-being for all and building confidence for the future
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| **WE VALUE** | **WE AIM TO** |
| **LEARNING** | Create nurturing, challenging and empowering learning opportunities for children, staff and parents/carers. |
| **INCLUSION** | Offer a broad, balanced curriculum that is relevant and accessible for all children |
| **ACHIEVEMENT** | Celebrate the achievements and successes of each individual |
| **COMMUNICATION** | Ensure everyone has a voice and their contribution is valued |
| **RESPONSIBILITY** | Secure the accountability of all through distributive leadership, rigorous monitoring and evaluation |
| **REFLECTION** | Improve future performance through the continuous evaluation of our practice |
| **CREATIVITY** | Think outside the box and try new ideas to continuously raise standards |
| **COMMUNITY** | Foster positive working relationships with parents/carers, multi-agency professionals and the local community |
| **ENVIRONMENT** | Protecting our future and our planet |
| **DIVERSITY** | Promote tolerance and respect for individual differences, abilities, needs and beliefs |
| **WELL-BEING** | Create a safe, caring environment in which everyone is healthy, happy and ready to learn |
| **TRANSITION** | Equip children and families with the knowledge, skills, independence and resilience to face future challenges |

**AIMS AND OBJECTIVES**

As a Speech and Language Therapy Assistant you will work with the qualified Speech and Language therapist to support students in developing their speech, language and communication skills

You will support the therapeutic team with administrative tasks and resource making and work collaboratively with other professionals as well as education staff to ensure therapy is integrated with the learner’s educational curriculum

**MAIN DUTIES & RESPONSIBILITIES**

* To assist the SaLT in administration tasks such as creating and maintaining resources
* To support information gathering such as liaising with colleagues and classroom observations, under supervision/guidance of SaLT
* To contribute to the delivery of intervention under supervision and guidance of SaLT such as delivering activities following plans and targets set by SaLT
* Encourage and support the use of a Total Communication approach
* Work closely with colleagues to ensure SaLT strategies are embedded across the school environment
* To provide written and/or verbal feedback to SaLT on student interactions including notes
* Ensure records of all interactions and discussions are up to date and recorded within a timely manner
* To manage their timetable in conjunction with SaLT and SENCo
* To support the school generally by taking on additional responsibilities such as break and lunch duties, when necessary, as directed by the line manager

**Practice**

* Ensure that all students, adults and visitors are treated with dignity and respect, in an environment which reflects the importance of and their right to be treated as valuable worthwhile individuals.
* Ensure every step necessary to ensure that students are protected from neglect, abuse and exploitation.
* Maintain strict confidentiality.
* Report any safeguarding concerns to the Designated Safeguarding Lead/Head Teacher.

**Continuous Professional Development**

* Assume responsibility for own professional and personal development.
* Maintain a high level of competence to deliver the organisation’s requirements.
* Ensure a robust and thorough working knowledge of fire regulations, H&S, children’s safeguarding and all relevant regulatory and legal requirements impacting on the organisation and services.
* To recognise and demonstrate commitment to personal development and acquisition of further skills and knowledge relating to clinical areas and evidenced by PDP and Professional Log as specified in the job purpose and the application of these skills to clinical practice.
* Attend and participate in supervision
* Undertake relevant mandatory training.

**Safeguarding**

* Ensure that the Safeguarding Policy is always followed.
* Ensure that any safeguarding concerns are reported and followed-up without any undue delay
* When required, complete fact-finding investigations for safeguarding allegations

**Additional Responsibilities**

The above job description forms part of your main terms and conditions of employment, although does not include or define all tasks. The Company reserves the right to vary duties and responsibilities at anytime.

**Equal Opportunities**
Dovecote School supports Equal Opportunities in employment and opposes all forms of unlawful discrimination on all grounds. You are expected to comply at all times to the Companies EO Policy and Guide to Equality document

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|  | **ESSENTIAL**  | **DESIRABLE**  |
| **Personal Attributes** | * Be responsive and reflective
* Be accountable, honest and reliable
* Provide individuals with confidence, inspiration, direction and guidance
* Understanding and empathy with the work of the school
* Self-motivate with a positive attitude
* Develop innovative solutions
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| **Job Skills** | * Excellent interpersonal skills including observation, listening and empathy skills
* Negotiation and problem-solving skills
* Good analytical and reflection skills
* Well-developed concentration skills
* Good presentation skills, both written and verbal
* Good auditory discrimination skills and ability to transcribe speech phonetically
* Possess a good ability to communicate effectively using records, reports, emails, and verbal communication with individuals and groups.
* Ability to prioritise
* Ability to use IT: Microsoft Word and Outlook,
* Strong organisational skills
* Attention to detail
* Ability to work collaboratively and co-operatively with all professional colleagues and students
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| **Knowledge** | * Knowledge and understanding of the principles of teamwork
* Non-discriminatory practice
* Working as part of a team
* Good understanding of Safeguarding legislation, policy and procedures.
* Knowledge of a range of appropriate therapeutic interventions relating to children with complex communication difficulties and/or language disorder
* Understanding of the roles of other professionals within a multi-disciplinary
* Knowledge of standards of record keeping.
 | * Working with children and young people who have experienced trauma.
* Makaton Foundation Workshop
* PECS 2-Day Basic Training
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| **Experience** | * At least six months experience of supporting young people with Autism and Learning Difficulties
* Experience of providing Speech and Language Therapy intervention to children with communication difficulties
* Experience of working with a multi-disciplinary team
* Working individually and within a team
* Leading, supervising and managing teams
* Building and maintaining effective working relationships
 | * Experience of working in a special needs setting.
* Undertaking risk assessments
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| **Qualifications** | * GCSE Math and English
 | * Recognised Speech and Language Therapy Degree Qualification or equivalent
* Health and Care Professions Council Licence to Practice
* Team Teach or similar
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| **Training** | * Commitment to personal and professional development.
* Ability to engage with learning opportunities including effective use of supervision, training, e-learning and feedback
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| **Working Conditions** | * Participate in in the Senior Team on call rota
* The ability to be physically able to perform your duties as recognised in Team Teach
* A satisfactory DBS will be required for all employees
* Willingness to be outside in all weathers and patience to undertake all sorts of practical, sometimes repetitive jobs
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