

Job Description

Job Title: Speech Therapy Assistant
Reports to: Therapy Manager
Department: Therapy
Salary: £27,723.91

Overall Purpose

To support, teaching, learning and assessment by working with tutors and learning support assistants to implement therapeutic guidance to enable an educational experience, which prepares students for adulthood and is in accordance with our organisational values:

Equality Empowerment Respect Sustainability

Core Duties

Therapy Assistant Responsibilities:

- To independently carry out communication and eating and drinking support to students as directed by the qualified Speech and Language therapist.
- To independently undertake observations across different settings within the colleges learning environments as directed by the qualified Speech and Language Therapist.
- To participate in the assessment process alongside the qualified Speech and Language Therapist.
- Deliver training to the staff team (total communication, eating and drinking etc) as directed by the Speech and Language Therapist
- To write communication plans alongside the Speech and Language Therapist
- To deliver group and 1-1 therapy sessions under the guidance of the Speech and Language Therapist.
- To liaise with external Speech Therapy Teams to support the use of AAC devices within the college and ensure devices are updated as required.
- To independently work on therapy-based projects working across multi-disciplines where required.
- To work collaboratively across the multi-disciplinary therapy team and wider curriculum team to promote effective total communication for all.
- To maintain up to date records and reporting in line with the company's current electronic recording system.
- To attend EHCP reviews and weekly therapy Multi Disciplinary Team meetings to provide accurate reports and oversights of input and individual student progress.

- To work autonomously across all fields but know where they must take guidance from qualified therapists.
- To understand the risk factors associated with the client group and to respond and report any concerns in line with the company policy and procedures.
- To support students during times of emotional distress, seeking the support of others where required.
- To travel to all sites including campuses in Sileby, Mountsorrel and Nuneaton.
- Maintain own professional development and seek out regular training opportunities.
- Attend regular clinical supervision utilising a reflective practice approach.

General Responsibilities for all Staff:

- Ensure that all beneficiaries are treated with dignity and respect.
- Empower students and residents to maintain their personal independence and confidentiality.
- Contribute positively to a high-quality teaching, learning and caring environment.
- Comply with health & safety and safeguarding regulations.
- Any other reasonable duties commensurate with role as required

Person Specification

Education & Qualifications

Attribute	Criteria	Evidence
English at level 2 or above	Essential	Certs
Maths at level 2 or above	Essential	Certs
A Level 3 qualification	Essential	certs
Level 2 in Autism or willingness to work towards	Essential	Certs

Experience, Knowledge & Abilities

Attribute	Criteria	Evidence
Significant experience of working independently as a Speech and Language Therapy Assistant within a community learning disability team or education setting.	Essential	App Form & Int
Significant experience supporting people with a learning disability and SEMH whom have complex communication difficulties	Essential	App Form & Int
Experience working as part of a multi-disciplinary therapy team.	Essential	App Form & Int

Experience of independently delivering training to staff teams (communication, eating and drinking)	Essential	App Form & Int
Experience of reviewing eating and drinking needs under the supervision of a qualified Speech and Language therapist	Desirable	App Form & Int
Experience of implementing therapy-based interventions under the guidance of a qualified therapist	Desirable	App Form & Int
Experience of independently working on therapy based projects	Essential	App Form & Int
Experience of updating AAC devices and liaising with external communication teams	Desirable	App Form & Int
Experience of managing your own case load and being able to effectively priorities you case load.	Essential	App Form & Int

Interpersonal Skills & Qualities

Attribute	Criteria	Evidence
Skilled communicator and effective both orally and in writing	Essential	App Form & Int
Evidence of developing and maintaining effective relationships	Essential	App Form & Int
Be able to model best practice and support changes in practice	Essential	App Form & Int
Able to work on your own and as part of a team	Essential	App Form & Int
Has a genuine desire to improve the lives of both our students and residents and is passionate about equality, diversity and inclusion	Essential	App Form & Int
Self-motivated and proactive approach	Essential	App Form & Int
Flexible approach to work and hours of work	Essential	App Form & Int
Is able to use general IT platforms such as Microsoft office, teams and internal databases.	Essential	App Form & Int
To have a driving licence	Desirable	App Form & Int

Note: This job description and person specification is not an exhaustive description – it is a guide and will be subject to review to meet the service / business needs.