

JOB DESCRIPTION SPEECH AND LANGUAGE TECHNICIAN

Post Title:	Speech and language technician
Scale:	Grade 5 (£23,541 - £27,041 – Pro Rata)
Responsible to:	Head Teacher
Responsible for (staff):	N/A
Working hours /pattern/term:	32 hours Term Time Only
Location:	Westcrot School Staff may be asked at any time to work at another school for a specified period of time.
Disclosure level:	Enhanced
Post Purpose:	<ul style="list-style-type: none"> • Plan, prepare, deliver, assess, report and mark learning activities for individuals/groups or SULP • To liaise with and contribute positively to the staff team in developing and raising the profile of speech, language and communication therapy provision throughout the school • Responsible for the management, development and resourcing of speech and language, and communication within the school • Support and training of staff in speech and language and communication within Westcrot • Support and training of college students • Attend professionals meeting when and where appropriate
Main Duties and Responsibilities:	<ul style="list-style-type: none"> • Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' speech, language and communication • Establish productive working relationships with pupils, acting as a role model and setting high expectations • Contribute to IEPs • Promote the inclusion and acceptance of all pupils within the classroom

- Support pupils consistently whilst recognising and responding to the individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognize and reward achievement of self-reliance
- Provide feedback on pupils in relation to progress and achievement through written and verbal feedback to parents and agencies
- Manage the speech and language budget to support and source communication aids for pupils
- Produce and deliver speech and language therapy for pupils from a PCT programme and evaluate the therapy
- Organize and manage appropriate learning environments and resources
- Develop communication strategies for use in classrooms
- Support pupils in class with communication
- Provide objective and accurate verbal feedback and written reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Be responsible for recording progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment using the school's and PCT's assessment systems
- Establish a clear framework for discipline in line with established policy, anticipate and manage behaviour constructively promoting self-control and independence
- Supporting the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc.
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use
- Advise on and resource appropriate deployment and use of specialist aid/resources/equipment
- Take the initiative to develop appropriate multi-agency approaches to supporting pupils
- Lead for whole school in this specialist area and share expertise and skills with others
- Report annually on the progress of pupils receiving speech and language programmes within the school

Requirements of all posts in CLPT

The post holder is required to:

- To undertake such other duties which may be regarded as within the nature of the duties, responsibilities and grade of the post as defined and subject to any reasonable adjustments under the Disability Discrimination Act, subject to the provision that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.
- To undertake a systematic study of practice with a consequent programme of self and professional development to ensure that the necessary skill, knowledge and understanding is kept up to date
- To play a full part in the life of the school community, to support its distinctive mission and the ethos

Other Duties – The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post.

Health & Safety – The post holder is required to carry out the duties in accordance with CLPT Health and Safety policies and procedures.

Equal Opportunities – The post holder is required to carry out the duties in accordance with CLPT Equal Opportunities policies.

Safeguarding – Where employees are working with children they have a responsibility to safeguard and promote the welfare of children during the course of their work. If you are required to work with students you will be required to undertake an Enhanced DBS check and keep up to date on all policies and requirements for safeguarding.

Data Protection - the post holder must comply with GDPR.

The school will endeavour to make any necessary reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The job description is current at the date shown, but following consultation with you, may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Endorsement

I accept the specified job description

Name

Signed **Date**