



Rivermead Inclusive Trust

Long Catlis Road,

Gillingham,

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Job Description:

Speech and Language Therapy Assistant

Responsible to: Therapy Lead / Speech and Language Therapists

Grade: C1 – 6 – 19 (£23893 - £29777) FTE

Salary: Pro rata - £19439.84 - £24227.19

Days and hours: 35 hours per week, 39 weeks per year

Job Purpose:

The Speech and Language Therapy Assistant (SALTA) will work effectively across trust schools, including mainstream and specialist, under the direction of the Therapy Lead and qualified therapists. The SALTA will: prepare resources; plan and deliver therapeutic intervention to individual learners and groups; monitor and record progress as well as supporting class staff and parents/carers as required to ensure best outcomes can be achieved.

Key Responsibilities:

- Under the guidance of a Speech and Language Therapist: plan, prepare, deliver therapy sessions within and outside of the classroom working towards set targets, monitor and review progress, record notes and report on progress for small groups and individual learners.
- Liaise with parents/carers where appropriate to share information and resources.
- Build and maintain positive collaborative relationships and communicate effectively and sensitively with staff, parent/carers, learners and relevant outside agencies (e.g. NHS).
- Promote and support the universal offer and inclusion of learners in learning activities by liaising with class staff and supporting learners with SLCN where required.
- Ensure effective handover of resources and advice/strategies to class staff following blocks of intervention as required.
- Ensure written notes and reports are clear and completed in a timely manner.
- Use ICT and technologies effectively to prepare resources, record written notes, complete the therapy tracker and communicate effectively via email.
- Select and prepare effective therapy resources that are creative and inspiring to engage learners.
- Record progress in interventions and where learners are not making expected progress, feedback to the relevant therapist to ensure adaptations can be made in a timely manner.
- Report on learners' progress as required to the therapists, SENCOs or other relevant staff. This may include contributing to In School Reviews or PCARs where appropriate.
- Attend and contribute to therapy meetings including sharing best practice.



Essential Criteria:

- Grade C, GCSE (or equivalent) in English and Maths.
- Ability to produce coherent written notes/reports.
- Experience working in educational settings.
- Excellent organisational skills with the ability to work flexibly and adapt own timetable as required to ensure interventions are carried out weekly.
- Excellent communication skills; able to work effectively and sensitively with learners, parents/carers and other professionals.
- Good IT skills.
- Ability to maintain confidentiality.
- Self-motivated and proactive.
- Car driver able to travel between school sites.

Desirable Criteria:

- Experience working with children and young people with a range of SEN including Autism Spectrum Condition.
- Experience delivering interventions, monitoring progress and recording notes.
- Some knowledge of a range of speech, language and communication strategies and interventions.
- Some knowledge and experience using Augmentative and Alternative Communication (AAC) systems.