

Role Profile

Part A - Grade & Structure Information

Job Family Code	7PCS	Role Title	Specialist Speech and Language Therapy Assistant
Grade	PS7	Reports to (role title)	Clinical Team Leader
		Directorate	Children, Schools and Families
JE Band	228-268	Service	Speech and Language Therapy
		Team	Speech and Language Therapy
		Date Role Profile was created	31/03/2020

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs	<p>To provide frontline therapy to children and young people in either special schools, specialist centres or mainstream schools working with the speech and language therapists within the team. The majority of the working week will be working autonomously within schools where there is no on site therapist providing support to school staff, carrying out dynamic assessment to support with target setting and review. To provide support to new and less experienced assistants through informal training and joint working</p> <p>To facilitate meetings of assistant groups and ensure any issues/ ideas are fed back to team leads</p> <p>To take part in projects where appropriate</p> <p>To support the therapy team in evaluating therapy input through use of an outcome measures tool. To provide written feedback on the therapy inputs. To support the therapy team in assessment through use of classroom observation skills.</p> <p>To liaise with schools regarding the children on caseload under direction of the speech and language therapy team.</p>
Work Context	<p>The post holder will work within a team of therapists and assistants who support children and young people within either a special school environment or in mainstream schools, including specialist centres.</p> <p>The post holder within the mainstream team will be required to travel, although allocated schools will be within a defined geographical area.</p> <p>The post holder will be supported by the speech and language therapy team in the planning of the working week but will work with a high level of autonomy.</p> <p>The post holder will receive regular 1:1 supervision as well as group and team support in order to develop skills needed for the post.</p>
Line management responsibility	none
Budget responsibility if applicable	Provide buddy support for any assistants new to post
Representative Accountabilities Typical accountabilities in roles at this level in this job family	<p>Risk Management</p> <ul style="list-style-type: none"> Contribute to risk awareness in carrying out duties and raise issues where appropriate. Assess and manage risk associated with assigned cases/service delivery to ensure safeguarding of service users. <p>Case Management</p> <ul style="list-style-type: none"> Monitor, manage and deliver care plans in specified service area. Undertake case related reports and maintain records in accordance with procedural and legislative requirements. <p>Planning & Organising</p> <ul style="list-style-type: none"> Initiate assessments, plan and carry out care management within procedural and regulatory framework. May plan the work of other staff. Assist in development and project work, and working with other staff to provide information and feedback. <p>Finance/Resource Management</p> <ul style="list-style-type: none"> Make recommendations for the provision of services in line with the budget determined according to assessment of needs. <p>Work with others</p> <ul style="list-style-type: none"> Liaise, communicate and work in partnership with other internal departments, partner organisations, agencies and/or contractors and engage with the community and volunteers. <p>People Management</p> <ul style="list-style-type: none"> Contributes to the induction and training of new staff and the on-going development of more junior staff, and may coordinate and supervise the work of team assistants. <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.</p>

Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	<ul style="list-style-type: none"> • Vocational Qualifications Level 3 or equivalent in relevant field with practical knowledge of service user group needs, or equivalent experience. • For some roles a relevant degree may be required. • Understanding of relevant legislation, processes and procedures and issues relating to the service user group. • Ability to show an understanding of the circumstances of people with more complex social care needs, to gather detailed and appropriate information and to reach a view about the likely source of assistance. • Able to plan, manage and prioritise a caseload and seek guidance where necessary. • Numerate and able to make recommendations for the provision of services in line with the budget determined according to assessment of needs. • Competent in a range of IT tools including MS Office and database management systems. • Effective written and oral communication and interpersonal skills with the ability to build relationships with a range of stakeholders. • Problem solving skills or ability to undertake process or practice improvement with minimal supervision. • Ability to work effectively and flexibly as part of a team, and provide guidance and assistance to less experienced or more junior members of staff. • Experience of working with the user group and of staff supervision where appropriate. • Satisfactory DBS clearance might be required.
Details of the specific qualifications and/or experience if required for the role in line with the above description	<p>Significant experience in working with children or young people within a school setting with complex speech and language therapy needs.</p> <p>Experience and ability to train others through modelling. Knowledge of speech, language and communication difficulties and their impacts on learning, ability to carry out observations and some assessment.</p> <p>Willingness to undertake relevant training and implement learning. An enhanced DBS will be required.</p> <p>A car driver is essential as there will be a requirement to visit a number of schools independently.</p>
Role Summary	<p>Roles at this level provide a practical front line support service helping with advice and guidance, managing a varied caseload, and working as necessary with community, professional groups and local organisations to ensure provision of support. They have practical knowledge of the procedural framework, service user group needs, and are authoritative on procedures of some complexity and variety, with an in-depth knowledge and understanding of a particular functional area. Planning and organising is a key element, mainly in terms of planning own time, planning and prioritising for the weeks ahead. Although most work will follow established patterns, initiative is needed to resolve problems and queries based on experience and judgement, mainly without reference to others, but with access to clear guidance. They may supervise a team and coordinate service delivery in their own service area.</p>
Reference Number	BM-2020-074