Role Profile

Part A - Grade & Structure Information

Job Family Code	**5PCS**	**Role Title**	**Speech and Language Therapy Assistant**
Grade	PS5	**Reports to (role title)**	**Clinical Team Leader**
		Directorate	**Children, Schools and Families**
JE Band	161-191	**Service**	**Speech and Language Therapy**
		Team	**Speech and Language Therapy**
		Date Role Profile was created	**06/12/2016**

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	To provide therapy to children and young people in either special schools, specialist centres or mainstream schools under the direction of the speech and language therapy team. To support the therapy team in evaluating therapy input through use of an outcome measures tool. To contribute to the written feedback on the therapy inputs. To support the therapy team in assessment through use of classroom observation skills.
Work Context	The post holder works within a team of therapists and assistants who support children and young people within either a special school environment or within a team of therapists supporting children and young people in mainstream schools, including specialist centres. The post holder within the mainstream team will be required to travel, although allocated schools will be within a defined geographical area. 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.
Line management responsibility if applicable	none
Budget responsibility if applicable	none
Representative Accountabilities Typical accountabilities in roles at this level in this job family	Risk Management • Contribute to risk awareness in carrying out duties and raise issues where appropriate. • Conduct standard assessments of service users' circumstances and issues and contribute to reviews of individual programmes under supervision from more senior colleagues. Case Management • Ensure individual care plans are implemented and the personal and health care needs of service users are met, working within guidelines and procedures, and record service user progress. • Support service users to access community opportunities and work directly with users, providing advice and support to facilitate independence. Planning & Organising • Plan, organise and supervise allocated activities within procedural and regulatory framework. Finance/Resource Management • Make effective use of resources and provide feedback on improvements to contribute to cost effectiveness.

	Work with others • Support other team members and demonstrate understanding of others' needs and views. • Liaise with carers, relatives, colleagues and other agencies to ensure good communication and service to users. People Management • Assist in the induction of new staff and by sharing expertise and knowledge within the team. • May oversee and guide more junior staff. Duties for all Values: To uphold the values and behaviours of the organisation. Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity. 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.
Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	Vocational Qualifications Level 2 or equivalent in relevant field with practical knowledge of service user group needs, or equivalent experience. • Awareness 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 social care needs, to gather appropriate information and to reach a view about the likely type and source of assistance. • Able to present options and choices and support others to come to their own conclusions. • Good written and oral communication skills with the ability to build relationships with a range of stakeholders. • Competent in a range of IT tools including databases and MS Office. • Ability to explain processes and concepts in simple terms, maintain appropriate records, and to build effective relationships with service users and others. • Able to manage own time effectively and identify priorities. • Ability to work effectively and flexibly as part of a team. • Ability to guide and support less experienced or more junior colleagues • Experience of working with the user group. • 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	NVQ Level 2 or equivalent experience in working with children or young people Enhanced DBS clearance
Role Summary	Roles at this level provide practical social care services under direction to improve the quality of life of service users with a range of challenging problems. They liaise with service users, colleagues and other agencies to ensure good service to users. Some roles may oversee and guide the work of more junior staff. Role holders will typically be expected to work in terms of the vocational qualifications in social care and may be encouraged to consolidate their experience through accreditation at level 2. They will need to have the ability to acquire a knowledge of systems, procedures and good practice. They work within clear procedures and best practice guidelines. They will be subject to supervision but will be expected to organise their own workload and prioritise within short, e.g. day-to-day timescales.

Reference Number	BM-2017-098