



JOB DESCRIPTION

The information given on this job description is intended to provide both postholder and management with an understanding and appreciation of the workload of this particular job and its role within the organisation.

The job description outlines main duties and responsibilities under broad headings only, as it is not possible to specify every item in detail.

Post Title: Speech and Language Therapist (SALT)

Grade: SO2, points 26 to 28

Hours: 30 hours per week, term time only

Prime Objective of the Post

The post-holder is responsible for providing a speech and language therapy service for the school. Working closely with the SENCO this will include the assessment, diagnosis, treatment and management of speech, language and communication difficulties of children attending the school. The post-holder is required to work as part of a multidisciplinary team with teaching staff, outside agencies and parents, and to provide training of staff.

Supervisory Responsibility

None

Main Duties and Responsibilities

Clinical:

1. To provide detailed assessment, diagnosis, treatment and management to children attending the school.
2. To identify specific targets in conjunction with teaching staff on a termly basis and annual objectives as part of the child's individual education plan.
3. To attend and contribute to review meetings for children on the postholder's caseload.
4. To provide therapy in the context of the curriculum and the wider school and extended home settings.
5. To attend and actively contribute to parents evenings and other meetings with parents as appropriate and to share with them termly and annual targets and objectives.

6. To actively reinforce the use of visual support systems and teaching approaches embraced by the whole school.
7. To create an optimal learning environment.
8. To make relevant referrals to outside agencies in collaboration with the school SENCO.
9. To act as a point of contact for other SALT's or professional staff as appropriate.
10. To assess prospective pupils in collaboration with educational staff in line with school admissions procedure.
11. To monitor and evaluate the child's progress in relation to therapy and generalisation of skills across settings.
12. To provide additional written reports as required on a child's progress and current strengths and needs in the areas of speech, language and communication (e.g. for SEN tribunal)
13. To maintain accurate records and case notes.
14. To contribute to and act upon annual appraisal meetings.
15. To develop special interests in relation to clinical skills and share with colleagues and the school team.
16. To maintain and update SALT assessment and resources as necessary in line with professional developments.

Teaching, training and research

1. To initiate and implement informal and formal training for colleagues, other educational staff, and parents in collaboration with the school.
2. To take responsibility for own professional development of clinical expertise and to maintain registration Health Care Professional Council (HCPC).
3. To attend further professional training both locally and nationally and apply acquired knowledge in work within the school.
4. To maintain links with SALT locally and nationally professional liaison and networking.
5. To undertake and develop (with support) projects/research as appropriate identified by Senior Leadership Team.

Teacher/ Curriculum Support

1. To attend and contribute to staff meetings, SEN team meetings and INSET days.
2. To jointly plan and provide training for the school team as required.
3. To input into the whole school curriculum development.
4. To develop and share innovations to improve the standard of SALT service in school.
5. To work collaboratively and co-operatively with all staff members.

6. To identify approaches/resources appropriate for the whole school in consultation with school teaching staff.
7. To actively liaise with relevant agencies.

General Duties

1. To further support the climate for learning, improve the school's ethos and develop further the merging culture of achievement and high expectation.
2. To work collaboratively with school staff, parents/families and other agencies to ensure all interventions achieve the shared objective.
3. Attend meetings as required by the line manager.
4. To work within the team and share good practice.
5. To take part in any CPD activities appropriate to the role.
6. Support the development and implementation of initiatives and policies eg data protection, child protection, health and safety.
7. To respect the confidentiality of all children and pupils by using the School protocols for sharing information eg child protection information.
8. The postholder will be required to undertake any other professional duties as required by their line manager.