
Job description:

Multi-Disciplinary Team Assistant - Communication



Job details

School: Heritage House School

Salary / grade: Band 2 - 5

Hours: To be agreed

Contract type: Permanent

Responsible to: Lead Therapist

Main purpose

- The role of Communication Assistant is to work with the speech and language therapists to support the development of learners' communication skills across the school. The Communication Assistant will report to and regularly meet with the Lead Therapist.

Duties and responsibilities

- To liaise with schools' Lead Therapist and class teachers to ensure targets are SMART and specific to language and communication.
- To work with individual learners, pairs or small groups to deliver therapeutic interventions as agreed by the Lead Therapist
- To record observations and feedback to the schools' Lead Therapist
- To contribute to reports and multi-disciplinary team targets.
- To liaise with class staff to ensure all achievements are recorded against specific targets.
- To liaise with class staff to highlight information which may need to be recorded.
- To model interventions and strategies to classroom staff to support the implementation of these across the day
- To develop working knowledge of specialist therapy interventions used across the school, e.g. Intensive Interaction, Alternative Augmentative Communication (AAC)
- To work in a positive learning environment with resources relevant to the targets
- Undertake relevant training with regard to language and communication.
- The ability to model communication and use signing and or other alternative systems of communication.
- Participate in in-service training provided in school associated with language and communication.
- Be involved in planning and evaluation meeting with teachers and/or speech therapist to review learner progress.

Key Tasks

- To support the development of communication throughout the school
- To attend meetings as directed by the Lead Therapist
- To assess, monitor, evaluate and report on learner progress
- To develop and prepare therapy materials for sessions under guidance of the Lead Therapist
- To liaise with other professionals as required
- To establish and maintain a workshop environment conducive to effective learning
- To participate in Heritage House's agreed performance management scheme and subsequent agreed personal professional development
- To adhere to relevant equal opportunity issues
- To maintain an awareness of the need to represent a positive image of Heritage House to the Community at large

Further Duties

- To undertake other duties which may arise from time to time. These to be agreed with the Headteacher/ Deputy Headteacher
- Attend meetings/reviews where appropriate

The content of this job description will be reviewed with the post holder on an annual basis in line with the Heritage House's performance and development policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.

Please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the postholder will carry out.

HEALTH AND SAFETY

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection and report all concerns to the Headteacher (or delegated member of staff)

DISCLOSURE AND BARRING SERVICE

- This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of Buckinghamshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and Barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

WORKING ENVIRONMENT

- The work of the Communication Assistant is school-based but may require attendance at meetings and training in different locations

ACCOUNTABILITY

- Directly accountable to the Headteacher

Notes

- This job description may be amended at any time in consultation with the postholder.

Last review date: November 2024

Next review date: Annually

Headteacher / line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____

Person Specification

Essential	Desirable
<p>Education/Qualifications</p> <ul style="list-style-type: none"> • General education at least to GCSE or equivalent standard 	
<p>Experience</p> <ul style="list-style-type: none"> • Experience of working with children • Have worked successfully as a member of a team 	<ul style="list-style-type: none"> • Experience of working within a school setting
<p>Skills and Knowledge</p> <ul style="list-style-type: none"> • Able to support children’s learning and development and assist class teachers in their duties • Understanding of the requirement for confidentiality. • Appropriate social and interpersonal skills to function in a team • A willingness to extend existing skills and knowledge • An understanding and commitment to the safeguarding and welfare of children and young people 	<ul style="list-style-type: none"> •
<p>Personal Attributes</p> <ul style="list-style-type: none"> • Enjoy being with children and working as part of a team • Show resilience, patience, tolerance and calm when dealing with the unexpected. • Be adaptable in the workplace • Show initiative and be able to work independently when necessary • Appreciation of the importance of good relationships with staff, colleagues, parents and outside contacts with the school • Sense of fun • Be open and friendly whilst maintaining a professional approach • Flexible and open to new experiences and new ways of doing things • Be punctual and reliable • Have a good attendance record • Commitment to the vision and values of the school. 	

<p>Headteacher / line manager’s signature:</p>	<p>_____</p>
<p>Date:</p>	<p>_____</p>
<p>Postholder’s signature:</p>	<p>_____</p>
<p>Date:</p>	<p>_____</p>

