

## Speech and Language Therapy Assistant Job Description

<b>Job Title:</b>	Speech and Language Therapy Assistant
<b>Base Location:</b>	London Children's Practice 1A Queripel House, Duke of York Square
<b>Responsible to:</b>	London Children's Practice Directors and COO
<b>Client group:</b>	Children 2-19 years within Schools/clinic

### Essential requirements:

- Bachelor's Degree in relevant area
- GCSEs or equivalent
- Experience of working with children
- Effective communication professional skills

### Desirable

- Previous experience of working within health care
- Previous experience working with children with additional needs
- People management experience

### Main duties are as follows:

#### CORE ACTIVITIES

To assist the communication need of clients with a range of needs. Duties will be, but not limited to the following:

- Execute appropriate intervention under guidance from SLT individual or group
- Support indirect actions of SLT such as compiling programmes, reviewing prioritise and scheduling support.
- Continuous evaluation of treatment outcomes and review
- Attendance at case discussion alongside treating SLT
- Advocate for child and family needs
- Flagging to treating SLT additional areas of need

- To be responsible for managing a defined caseload under guidance of SLT
- To work under the guidance of treating SLT's and team lead
- To work collaboratively with colleagues from other professions and agencies, in particular schools
- To maintain accurate, up to date records for each client
- To maintain clinical space, resources and preform set duties
- Support SLTs within their day-to-day role
- Take some responsibility for own learning and development

### **Managing own Performance and Development**

- Being aware of and complying with policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate designated person
- Contributing to the overall ethos/work/aims of the company
- Appreciating and supporting the role of other professionals
- Attending relevant meetings as required
- Participating in training and performance management as required
- Achieve challenging professional goals
- Take responsibility for your own professional development
- Maintain up to date records of CPD, Supervision and individual professional development plan.
- Seek out individual learning opportunities internally and externally to LCP
- Ensure you are adequately prepared to perform duties required of you
- Manage own sick leave and follow report and communication procedures

### **TEAM ROLE**

- To attend and contribute to team and department meetings
- To contribute to team/service developments and projects within LCP
- To liaise with other relevant professionals and contribute to multidisciplinary and multi-agency meetings as appropriate
- To provide reports, information, and advice on the needs of this client group
- To disseminate knowledge and training within LCP

### **CLINICAL GOVERNANCE**

- To adhere to National and local standards relating to professional practice and maintain quality standards of service

- To adhere to HCPC ethics and guidelines and work within your scope of practice
- To continuously develop clinical expertise and achieve goals set for personal and professional development, with reference to ROT guidelines
- To attend workplace on time and prepared to be accountable for your time
- To maintain up to date knowledge of:
  - Relevant clinical developments
  - Relevant legislation
  - Employers' policies and procedures
  - To comply with Health & Safety guidance
  - To comply with Safeguarding policy and guidelines
  - To represent LCP's core values at all times
- Notify LCP of any changes to your registration or criminal history