

Band 4 Senior Speech and Language Therapy Assistant

Full Time: 37 Hours Per Week – Term Time Only / Full Time

Salary: £31,399.12 - £34,661.85

Location: Cognus Office, First Floor, Cantium House, Wallington, SM6 0DZ (working across educational settings in the London Borough of Sutton and surrounding areas)

Cognus Therapies are a thriving multidisciplinary team of speech and language therapists, occupational therapists, teachers, practitioners and therapy assistants who support children and young people aged 4 – 25 years in mainstream schools, colleges, and specialist settings within the London Borough of Sutton and surrounding boroughs. We work with children and young people with a variety of special educational needs, e.g. Autism, Deafness, Down Syndrome, Developmental Language Disorder, PMLD, MLD, Dyslexia and many more and encourage all our therapists to gain experience and expertise across a range of specialisms.

We are seeking an enthusiastic senior speech and language therapy assistant to join our friendly and supportive team. You will need to have experience of working in education settings with children/ young people with special educational needs and a relevant qualification related to speech and language or occupational therapy will be expected.

Cognus Therapies is owned by the London Borough of Sutton and forms part of Cognus Limited who are the providers for special educational needs services within the borough.

Cognus Therapies provides a robust supervision framework with all posts receiving Managerial and Clinical Supervision. Regular time is allocated for Continuing Professional Development.

Own transport an advantage but not essential.

You will give us great commitment and in return we offer an excellent package including:

- i) Starting salary of £31,399.12 - £34,661.85 per annum
- ii) Workplace pension scheme 4% to 8% matched contributions
- iii) 28 days annual leave pro rata (plus Bank Holidays)
- iv) Regular manager support and supervision
- v) Hybrid and flexible working subject to agreement
- vi) Staff benefits package, currently including Employee Assistance Programme, Perkbox and (upon completion of probation) Sovereign Healthcare Cashback plans
- vii) Staff EDI group and Mental Health First Aiders to support wellbeing and inclusion
- viii) Cognus Coaching Programmes
- ix) An ambitious culture with friendly and supportive colleagues

We also offer the following benefits for this post:

- Access to highly skilled speech and language therapists
- Access to a wide range of clinical resources





- Access to regular and supportive peer supervision
- Assistant RCSLT registrations paid

If you are interested and would like to be considered for this role, please apply to recruitment@cognus.org.uk with the completed [application form](#), downloaded from <https://www.cognus.org.uk/work-with-us/current-vacancies/cognus-application-form/>, outlining your suitability.

If you are applying via NHS Jobs and would like to be considered for this role, please complete the application form via NHS Jobs.

The deadline for receipt is midnight on the 23rd December 2024. Candidates are requested to be available for interview on the 10th January 2025.

For an informal conversation about the role, please contact Tamara Rainsley, Principal Speech and Language Therapist at tamara.rainsley@cognus.org.uk. To find out more about Cognus Limited, visit our website: www.cognus.org.uk. Check out the Cognus Therapies X page: @CognusTherapies

All offers of employment are subject to successful completion of recruitment formalities which includes an enhanced DBS check. These checks must have been completed prior to commencement of employment. We expect our staff to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Company and the Local Safeguarding Children's Board.

We have several other roles we are recruiting to at different levels within Cognus. Please get in touch for an informal conversation about these and other opportunities if you or anyone else you know may be interested in working with us.



JOB DESCRIPTION

POSITION:	Band 4 Senior Speech and Language Therapy Assistant
DIVISION:	Cognus Limited
BUSINESS UNIT:	Cognus Therapies
REPORTS TO:	Therapy Lead
RESPONSIBLE FOR:	<ul style="list-style-type: none"> Independently deliver provision for pupils with therapy needs in mainstream settings and/ or specialist SEND provisions/bases. Liaising with therapies, Head Teachers, SENDCos, staff and families to promote the best outcomes for children and young people.
GRADE/PAY	<p>Band 4 Senior Therapies Assistant</p> <p>£31,399.12 - £34,661.85 FTE per annum</p> <p><i>Contract for either full-time or pro-rata / term time only plus 2 – 4 weeks.</i></p>

JOB SUMMARY:

- Working within a multidisciplinary team of speech and language therapists and occupational therapists, the post holder has the opportunity to work within specified local schools and/or specialist provisions within primary, secondary and post-16 settings.
- Supporting staff/ parents / families with children and young people with speech, language and communication needs under the supervision of a therapist.
- Managing a caseload to ensure that intended outcomes are delivered within agreed service standards, under the supervision of a therapist.

PRINCIPAL ACCOUNTABILITIES:

Under the supervision of a speech and language therapist to undertake a caseload of children/young people to include:

- Responsibility for maintaining a caseload of children, following their SALT assessment and devising treatment activities based on therapy goals set by the therapist, in line with appropriate developmental stages.
- To complete appropriate informal assessments/ questionnaires under the direction of an speech and language therapist with individual children/ young people
- Writing and reviewing therapy targets for the caseload and sharing this with families and staff.



- Support staff with occupational therapy advice and therapy demonstrations within the classroom.
- To participate in the training of staff/ parents to deliver speech and language therapy programmes.
- Implement and evaluate delegated speech and language therapy interventions for children/ young people feeding back to the therapist.
- Independently organise the SALTA therapy timetable with school staff within the setting.
- Maintain children's/ young people's files to a high standard in line with Cognus Therapies' standard operating procedures.
- To have responsibility for devising and producing high-quality programmes, resources and visuals as required for speech and language therapy interventions and embedding therapy in the education setting.
- To keep up to date with clinical developments by attending regular training and CPD.
- To have responsibility for devising and producing high-quality Augmentative and Alternative Communication (AAC) resources using specialist applications such as Boardmaker.

Specific Duties:

To advise and support school staff on the education of children and young people with therapy needs regarding:

- Appropriate differentiation of and access to the curriculum.
- Promotion of effective inclusion of children and young people into all aspects of the school curriculum.
- Specialist strategies and approaches to support access to learning, social and emotional development.
- To collaborate with school staff to develop an Individual Education Plan/Provision Map where appropriate.
- To participate in the planning, delivery and evaluation of training sessions for schools and educational providers as appropriate.

To maintain effective liaison with all partners e.g. parents, professionals in Education, Health, Social Care and other Services with particular regard to Safeguarding and best practices:

- To attend team meetings as required.
- To attend clinical and managerial supervision sessions.
- To track and monitor data to provide evidence of the impact of intervention and use this to plan further programmes of intervention.
- To liaise with parents/ carers and schools and attend multi-agency meetings as required.



To promote robust Transition arrangements for pupils with occupational therapy needs including:

- Collaboration with a range of partner agencies to create effective Transition support for specific children and young people.

To contribute to collaborative working between all specialist SEN teams by:

- Effective liaison with the Team Manager and lead therapist.

GENERIC OBJECTIVES:

Contribute to Cognus Limited's business objectives at the appropriate level by ensuring every child matters and has access to education and learning opportunities, including:

- a) Health and safety
- b) Safeguarding and protection of children
- c) Equal opportunities and management of diversity
- d) Data protection
- e) Outstanding Customer care

GENERAL:

SAFER RECRUITMENT:

Cognus is committed to safeguarding and protecting the children and young people that it works with. An offer of employment is subject to safer recruitment practices which include an enhanced DBS check, two professional references acceptable to Cognus Limited, proof of qualifications, proof of right to work in the UK, proof of personal address and employment history covering 5 years and, fitness to work with children (occupational health assessment). These checks must have been completed prior to commencement of employment. We have a range of policies and procedures in place which promote safeguarding and safer working practices across the organisation.

PROCESSING OF DATA:

- a) You ("the employee") consent to the holding and processing of personal data provided by you to the Company ("the Company") for all purposes relating to your employment, but not limited to administering and maintaining personnel records, paying and reviewing salary and other remuneration and benefits, undertaking performance appraisals and reviews, the compulsory Disclosure and Barring Services check (DBS) details in line with its statutory responsibility to safeguard and protect children and vulnerable service users; maintaining sickness and other absence records and taking decisions as to your fitness for work.
- b) You hereby acknowledge and agree that the Company may, in the course of its general and statutory duties as an employer be required to disclose personal data relating to you for legislative purposes during or after the end of your employment. This does not affect your statutory rights under the General Data Protection Regulation 2018.



CONFIDENTIALITY AGREEMENT:

- a) During the course of your employment, you will have access to and knowledge of Company confidential information and trade secrets.
- b) Disclosure of any of this confidential information and/or trade secrets could have serious financial consequences and/or create serious competitive disadvantages for the Company. There may be material damage, financial or otherwise, deliberate or otherwise, to the Company's legitimate business interest.
- c) Under the terms of this confidentiality agreement, you agree to keep secret and shall not at any time, either during employment or post-employment, use, communicate or reveal to any person any trade secret or confidential information relating to the Company or any Associated Company.
- d) You are aware of the Company's policies in relation to compliance with the General Data Protection Regulation and undertake to act in accordance with these at all times. Any breach of these policies will be dealt with under the Company's disciplinary procedure and action taken can include dismissal without notice.

This job description and person specification outlines the summary of key accountabilities and is not an exhaustive list of duties and, is subject to periodical review and changes in line with the business needs.



PERSON SPECIFICATION

The main duties and responsibilities of the post holder are indicated below although other duties of an appropriate level and nature will also be required.

No	Description	Criteria
a.	Educated to GCSE level or above with good written and spoken English as well as good basic numeracy. Recognised qualification relevant to childcare or health/therapies.	E, S, I
b.	Evidence of additional training relevant to the post e.g. ELKLAN, child development.	E, S
c.	Experience working as a therapy assistant or delivering speech and language therapy packages alongside a therapist.	E, S, I
d.	Knowledge of child development and an understanding of special educational needs (including an awareness of the SEND Code of Practice).	E, S
e.	Experience in multi-agency and multi-disciplinary working.	E, S, I
f.	Experience in creating resources using IT (e.g., Microsoft, symbol systems, internet)	E, S, I
g.	Experience in planning and delivering therapy sessions independently.	E, S, I
h.	Excellent communication skills.	E, S, I
i.	Demonstrates behaviours in line with company values.	E, S
j.	Awareness of the Royal College of Speech and Language Therapists / The Health and Care Professionals Council.	D
k.	Can demonstrate problem-solving skills and initiative	E, S, I
l.	Has working knowledge of safeguarding procedures and protocols with children and young people (B3 & B4)	E, S, I
m.	Honours and upholds the Company's Equal Opportunity Policy, Dignity at Work Policy, Safeguarding and Protection of Children, Health and Safety and Data Protection Policy at all times.	E

KEY:	D	Desirable	I	Evaluated at interview
E	S	Shortlisting criteria	T	Subject to test

