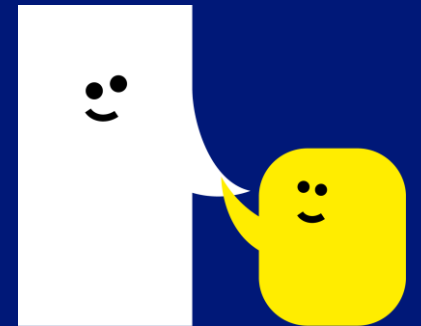


Speech and Language Therapy Assistant

Recruitment Pack
May 2025



A Speech and
Language UK school



About Dawn House



A Speech and
Language UK school

"Dawn House has been amazing – we've got our little boy back! He's made lots of friends, and he's understanding so much more."

Dawn House is set in a beautiful location with acres of well-maintained grounds. We pride ourselves as delivering outstanding, high quality integrated education, therapy, and care. You will work collaboratively as part of strong and supportive multi-disciplinary team of teachers, therapists, teaching assistants and residential care officers, with class groups, smaller groups and with individual children. To succeed we need people like you, who share our dedication and passion to contribute towards the successful futures of our young people.

Dawn House School is a non-maintained day and residential school for pupils aged between 5 – 19 years, who have severe and complex speech, language and communication challenges with associated learning and/or behavioural differences. The School retained its 'Outstanding' rating from Ofsted in June 2023. The 107 pupils at Dawn House, a Speech and Language UK School receive the integrated therapy, education and care that they need to learn and develop independence. They receive full access to the national curriculum (pre 16) and an enriched curriculum that supports the transition to adulthood (post 16).



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About Speech and Language UK

**Speech and
Language UK**
Changing young lives.



At Speech and Language UK, we want every child to face the future with confidence. For 1.9 million children in the UK, learning to talk and understand words feel like an impossible hurdle. Without the right help, this can destroy their world. They feel disconnected from their family. Unable to make friends. Unfairly punished for not following instructions they don't understand. What does the future hold for them?

We must reach children earlier, to make sure every child has the skills to face the future. We design innovative tools and training for thousands of nursery staff and teachers. We give families the confidence and skills to help their child. And we put pressure on politicians to prioritise support for children. Too many children are left waiting to be understood. Help us bring speech and language skills into the spotlight so they can all flourish.

For more information about Speech and Language UK, our work and values go to our website <https://speechandlanguage.org.uk/> or follow-us @SpeechAndLangUK.

To find out more about Dawn House School and Speech & Language UK please visit www.dawnhouseschool.org.uk and [Speech and Language UK: Changing young lives](https://speechandlanguage.org.uk/)



Principal's Welcome

Our vision is to be an outstanding school providing a collaborative, child centred and innovative experience that enables our children to achieve ambitious goals and have endless opportunities. Communication is a fundamental life skill and good communication is key to ensuring children get the best start in life. Supporting speech and language development is at the heart of everything we do at Dawn House School. We give a voice to those that do not always have the words.

We are committed to integrating outstanding education and in-house therapy for all pupils in a highly specialist environment where their speech, language and communication needs do not prevent them from learning. We work hard to ensure that children receive an appropriate curriculum, are happy and engaged, and partake in a range of experiences. All of which is made possible by our hardworking and dedicated staff who work in partnership with parents to meet our children's holistic needs.

Our 'entry to exit' curriculum ensures that throughout their school career, children are preparing for life beyond our school gates and are supported to develop strategies that help them to overcome the barriers to their learning. We ensure that each of our pupils emerge as self-confident, independent individuals, able to manage their own learning and behaviour and equipped with the competencies, skills and strategies to take the next steps into further or higher education and the world of work.

Our students are impressive young people and we are extremely proud of their achievements and of our school. We are always happy to welcome visitors and to share our good practice.

Jenny McConnell
Principal



Our organisational values

We are brave

Too many children are struggling with talking and understanding words – we have a duty **to be brave in creating new solutions and speaking out** to change their futures.

We are kind

Every child and family we work with and everyone who works here has unique circumstances – showing kindness and empathy to each other **allows us to help and understand each other better.**

We are curious

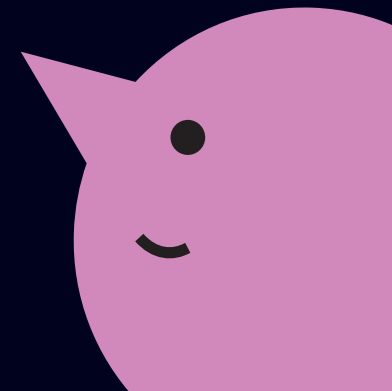
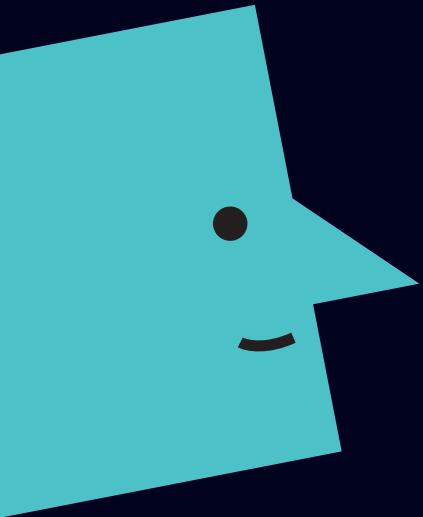
Being curious about what works **to change children's futures and make our charity work better** will mean we can change more young lives sooner.

We are practical

We create practical solutions that can **change children's futures in the real world today** – because children shouldn't have to wait for change.

We are collaborative

So many children's futures are at risk, no one organisation or one team can make enough of a difference alone – **we have to collaborate and work together.**



What we offer

Dawn House, a Speech and Language UK School is a fantastic place to work, with benefits including;

- Salaries regularly benchmarked against market rates
- Employee assistance programme providing a confidential helpline
- Supportive and paid sick leave, if needed
- Free optional flu jab in the Winter
- Contributory pension scheme
- Life assurance cover
- Enhanced maternity and paternity leave
- Free eye test
- Interest-free annual season ticket loan and bike loan
- Access to hundreds of exclusive perks, discounts and wellness resources through Perkbox
- Use of the swimming pool
- A comprehensive induction programme and opportunities to shadow therapists and other staff to gain a good understanding of different roles in school
- Continued professional development and training opportunities, and regular professional support
- Staff tea and toast breakfast catch-ups
- Good attendance perks, long service and employee of the month awards
- A friendly, passionate and enthusiastic team dedicated to getting the best outcomes for our young people



Job Description

Job title: Speech and Language Therapy Assistant

Salary: Actual salary £21,628.30
Speech and Language UK
Pay point 5

Responsible to: Deputy Head of Therapy SLT

Start Date: September 2025

Location: Dawn House, Helmsley Road,
Rainworth, Nottinghamshire, NG21
0DQ

Hours: 35 hours Full time.
Part-time will also be considered

Working Weeks: 40 weeks per annum (term time plus
up to one week during the school
closure period)



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Job Description

JOB TITLE:	Speech and Language Therapist Assistant
RESPONSIBLE TO:	Head of Therapy and Deputy Head of Therapy SLT
LOCATION:	Dawn House School

JOB SUMMARY

To professionally and competently support the teaching, therapy and care of pupils with Speech, Language and Communication Needs (SLCN) within school. With support to plan, implement and evaluate programmes maintaining the necessary paperwork and contributing to reports, meetings and training. To provide administrative support to therapists and Head of Therapy. To contribute to the development of the school and Speech and Language UK.

Specific Responsibilities – Speech & Language Therapy Assistant

Pupil related activities:

1. Call upon specialist staff for advice as appropriate.
2. Be aware of the national and local standards and guidelines.
3. Be aware of and adhere to current legislation and school policies.
4. To work with a given number of SLTs, working with both individual pupils and participating in the running of groups across the school.
5. Support individual pupils in the classroom as appropriate and as directed, liaising with relevant staff (SLTs, teachers and teaching assistants)
6. To contribute to assessment and differential diagnosis by providing information in discussion.
7. Under the direction of SLT and with appropriate guidance and planning, deliver and evaluate programmes of therapy.
8. To support in the management of dysphagia under the direction of the dysphagia trained therapist.
9. Maintain contemporaneous records of intervention (online via WriteUpp and manually), in accordance with professional standards.
10. Maintain regular contact through face-to-face liaison, with SLTs. Speech & Language Therapy Assistant, Head of Therapy.
11. Assist in the efficient preparation and use of therapy materials and equipment and displays.
12. Assist in the recording of pupil data in a variety of formats. Be responsible for collecting own work statistics e.g. Contact time/lesson time, outcome measures.

Dawn House | A Speech and Language UK Services Ltd school | Principal: Jenny McConnell

Helmsley Road, Rainworth, Nottinghamshire, NG21 0DQ | 01623 795361 | www.dawnhouse.org.uk | enquiries@dawnhouse.org.uk
Non-Maintained School | DfE No. 891/7022



13. Work as part of a collaborative, multidisciplinary team working within an education context.
14. Be a reflective practitioner. Considering and evaluating alternative and innovative approaches to the management of pupils with speech, language and communication needs and Asperger's and discuss these with SLTs.
15. Be involved in the dissemination of skills, knowledge and experience through training and offering advice to other staff, parents, carers and significant others about individual and groups of pupils. Demonstrating practical procedures when appropriate.

Therapy team and department:

1. Support volunteers and SLT students on placement as appropriate.
2. Contribute to curriculum development within the school as appropriate.
3. Access support from designated colleagues, when necessary.
4. Carry out general administrative duties within the department such as photocopying, filing, etc.
5. Develop an area of interest or responsibility within the department or school e.g. AAC, Shape Coding, Team Teach training, Attention Autism.
6. Support SLTs with producing meaningful wall displays (and updating them) and completing administrative tasks such as keeping the assessment forms stocked up and an inventory of resources.

School/Service:

1. Attend and contribute to staff meetings, training and Inset when required.
2. Work as part of a multi-disciplinary team to enable access to the National Curriculum, at appropriate key stages, through planning, delivery and support. Work proactively in class modelling strategies and suitable SLT approaches to help the pupils to access their learning.
3. Contribute to the development, collaboration and maintenance of effective joint working practices between various staff groups.
4. Contribute to developing and sustaining an appropriate communication environment within the school or service.
5. Contribute to the life and working practices, environment and ethos of the school/service e.g., lunchtime supervision, school trips.
6. Assist with hosting visitors when required.
7. Contribute to whole school development plan as appropriate.



Organisation wide:

1. Contribute to Speech and Language UK events (e.g., staff events, professional development) and provision of services (e.g. outreach, training and information) at alternative locations.
2. To act as an ambassador for Speech and Language UK, supporting and communicating the vision and goals of the organisation.

Personal development:

1. After initial training, understand the nature of a range of speech, language and/or communication difficulties. Understand how these relate to a pupil's interaction, learning and behaviour.
2. Develop and/or maintain knowledge and competency in dealing (with support) with speech, language and communication needs and associated disorders in children (e.g., Receptive/expressive language disorders, social communication difficulties, speech disorders, DLD etc).
3. Undertake relevant training and development, as required, including behaviour management and child protection training.
4. To gain or maintain proficiency in Makaton signing as indicated in the school's signing policy.
5. Participate and contribute to one's own performance appraisal and supervision sessions.



Additional requirements:

1. Provide cover for colleagues as directed by your manager.
2. Refrain from acting in a manner that in any way endangers pupils, yourself, fellow employees or the public.
3. Ensure that all policies and procedures relating to the protection of children in Speech and Language UK's services are followed at all times.
4. Avoid any behaviour, which discriminates against your fellow employees, or potential employees on the grounds of their sex, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability.
5. Safeguard at all times confidentiality of information relating to children, staff and Speech and Language UK's work.
6. Refrain from smoking in any area of Speech and Language UK premises not designated as a smoking area.
7. Behave in a manner, which ensures the security of Speech and Language UK property and resources.
8. Abide by all relevant Speech and Language UK Policies and Procedures.
9. Speech and Language UK is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The list of duties and responsibilities is by no means exhaustive and the postholder may be required to undertake other relevant and appropriate duties as required.

The job description is subject to regular review and appropriate modification

Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> Very good numeracy/literacy skills equivalent to GCSE Level 4/5 and above. 	<ul style="list-style-type: none"> Training/qualification in Speech and Language, Occupational Therapy or related field/early years/child development
Experience	<ul style="list-style-type: none"> Experience of working with children or young people in a school setting paid/unpaid Experience of working with children with speech, language and communication needs and associated difficulties 	<ul style="list-style-type: none"> Experience of working within a multidisciplinary team Experience of following individualised programmes of intervention with children
Skills and Knowledge	<ul style="list-style-type: none"> Ability to relate to children & young people individually and in groups Ability to communicate effectively with colleagues, parents and outside agencies Clear, accurate written communication Knowledge of language and motor development, development, play and social development Basic numeracy skills Effective listening skills 	<ul style="list-style-type: none"> Competent in the use of IT skills Basic knowledge about Occupational therapy/ sensory needs of children



Other Factors	<ul style="list-style-type: none">• Ability to work effectively as part of a team• Flexibility and adaptability to work with a variety of groups/pupils in different ways• Accuracy and attention to detail• Ability to follow instructions reliably• Willingness to undertake training• Understanding of the importance of confidentiality• Positive and constructive attitude to change and a willingness to effect it• Willing to strive to deliver a high quality service and contribute towards continuous improvement• Commitment to safe guarding and promoting the welfare of children and young people	
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How to Apply

The closing date for this vacancy is **9am Friday 13th June 2025 with interviews Tuesday 24th June 2025.**

To apply please send the completed Application Form together with the further information form to School Business Administrator
catherine.ingram@dawnhouse.org.uk

Informal enquiries about this post can be made to Andrea Robinson, Head of Therapy on 01623 795361, andrea.robinson@dawnhouse.org.uk

Speech and Language UK is committed to safeguarding and promoting the welfare of children. We carry out appropriate vetting and verifications on all staff. Please find details of our safeguarding policy [Safeguarding - Dawn House School](#)

All shortlisted candidates will be subject to an online search covering content that is in the public domain.

In line with Keeping Children Safe in Education the successful candidate's employment is subject to an enhanced DBS and barred list check.

Thank you for your interest and we look forward to hearing from you.



dawnhouse.org.uk

speechandlanguage.org.uk

Follow us @SpeechAndLangUK



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