JOB DESCRIPTION & PERSON SPECIFICATION

CENMAC HLTA (AAC)

Responsible to Head of Service

Purpose of Job

- To work as a member of the CENMAC Team at Charlton Park Academy as a specialist HLTA in Speech and language therapy, Communication and Assistive Technologies. To provide high quality support for CENMAC as part of the Academy in all aspects of its work.
- To assist advisory teachers and speech therapists in the implementation, training and ongoing support to the wide range of students, staff and families we provide a service to. To ensure students reach their full potential in their use of CENMAC assistive technology and communication equipment.
- To take a particular role in supporting the implementation and monitoring of effective use of assistive technology and communication systems within Charlton Park Academy.
- To support transition of students an area identified as being particularly problematic in the consistency of students using their assistive technology.
- To play an active role in the development of the service and in particular assist in the production of online and printable training resources. To also assist facilitation of training sessions both web and face to face.

Key Responsibilities

- To attend visits with Advisory teachers/SaLT and assist schools, staff and students with identified targets and implementation of AAC.
- To build positive relationships with key schools and identify support needs and communicate this with key teachers.
- To work in class and support TAs and students in integrating their technology / communication systems throughout the curriculum.
- To coordinate the CENMAC reviews and equipment used within Charlton Park Academy.
- To be part of the Communication Team within Charlton Park Academy and support their priorities for students and staff in implementing High Tech Communication systems.
- Ensure information on visits are added to the SharePoint files of each individual student and school.
- To assist the Advisory Teachers/SaLT with general administration around managing large caseloads.
- To have good knowledge of the range of software packages we use and be able to offer training jointly with teachers and on an individual basis. In particular communication software and apps.
- To assist in producing online training materials.
- To have good technical skills and be able to problem solve minor issues.

- To check equipment prior to delivery and provide basic technical support if required on visits. This may include installing software, setup of equipment and ensuring backups are in place.
- To make digital resources for particular students in supporting their curriculum access, which may include setting up communication grids and vocabulary.
- To work with other professionals (i.e. Speech and language therapists) within schools to support the coordination of targets and goals for the student.
- To attend monthly staff meetings
- To keep up to date with training and developments of new technologies.
- To support and take on activities/roles as directed for CENMAC events, in particular the annual Communication Works.
- To work with the technical team to ensure services are not delayed.
- To support schools in inclusive practises and overcoming barriers to assistive technology use.
- To meet deadlines as agreed within team.
- To support the collation of case studies and evidencing the impact of our service. To actively contribute to CENMAC publications and newsletters.
- To support the transition of students to ensure the new placements / classes are equipped to continue the effective use of their technologies. This may include the use of video and online Wikis.
- Carry out any other work as appropriate to the level and general nature of the duties of the post.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- To be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the Academy.

Data Protection

- To be aware of the Academy's responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of personal data held on such systems.
- To maintain student records and archive systems in accordance with departmental procedure, policy and statutory requirements of Charlton Park Academy, the local authorities, schools and clients.

Confidentiality

- You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employees' access to and use of the Academy's databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

Equalities

- The Academy has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

Health & Safety:

- Every employee is responsible for their own Health and Safety, as well as that of colleagues, service users and the public. Employees should cooperate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to appropriate departments.

Commitment to Diversity

As a member of the Charlton Park academy team to take individual and collective professional responsibility for championing the Academy's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes.

PERSON SPECIFICATION

Experience

Experience of working with children/young people with physical difficulties in an educational setting	E
Experience of assessing the educational needs of children/young people with a range of difficulties	E
Experience of using a wide range of ICT resources in enhance access to the curriculum for children and young people with difficulties	E
Experience of using digital media and willingness to learn new skills	E
Experience of teaching children/young people in mainstream, special school in particular use of media and ICT	D
Experience of working within a multi-disciplinary setting	E
Experience of the organisation and delivery of training to colleagues	D
Experience of implementing equal opportunities policies	E

Qualifications

HLTA Status	D
Additional qualification in/knowledge of Special Education	D
Graduate Status	D

Training

Evidence of recent and relevant INSET	E

Skills

High level of ICT literacy	E
Ability to plan effectively	E
Highly developed communication skills (written and oral)	E
	E

Personal Qualities

Ability to work under pressure	E
Willingness to learn and share new skills	E
Ability to work independently and self motivated	E
Creative and flexible in approach	E
Ability to with students, staff and parents	E
Commitment to the concept of self empowerment	E
To be supportive and patient with a number of learning styles	D

E Essential
D Desirable