SPEECH AND LANGUAGE THERAPIST

JOB DESCRIPTION

JOB DETAILS

Job Title: Speech and Language Therapist
Band: 5
Hours of Work: 36hrs/ week
Division: Primary Special Needs
Directorate: Therapies; Speech and Language Therapy
Base: Manor School

ORGANISATIONAL ARRANGEMENTS

Accountable to: Senior Speech and Language Therapist
Reports to: Senior Speech and Language Therapist

JOB SUMMARY

- To contribute to the provision of SALT services in Manor School, participating in the achievement of SALT mission and quality objectives. This will involve providing high quality, efficient and effective speech and language therapy services, within available resources and in accordance with appropriate regional and national guidelines.

DUTIES AND RESPONSIBILITIES

To:

CLINICAL

1. Manage own caseload of children with severe or complex needs, with appropriate support from the Senior Speech and Language Therapist, in accordance with the service’s models of care, including:
   - Carrying out clinical observations, informal and formal assessments of children and analysing the results reflecting on own knowledge and experience and seeking more specialist advice as required.
   - Being responsible for devising child-centred therapeutic intervention plans in association with the child's parents / carers and education staff.
   - Monitoring intervention outcome and adapting the plan accordingly
   - Providing reports reflecting own knowledge and experience with reference to established and evidence-based practice within the profession
2. Be a key member of the multi-disciplinary therapy team providing advice regarding speech, language or communication needs for parents / carers, education and health professionals in respect of both individual children and/or general guidance regarding the management of these difficulties.

3. Establish a trusting and respectful relationship with clients and their parents/carers and ensuring that appropriate boundaries are maintained.

TRAINING

4. Collaborate with therapy colleagues and parents/carers to assist in devising, delivering and evaluating training courses for parents/carers.

5. Collaborate with therapy and education colleagues to assist in devising, delivering and evaluating training courses for school staff.

ADMINISTRATION

6. Maintain clinical records in line with service policies.

SERVICE PROVISION

7. Delegate work to and provide day-to-day guidance for speech and language therapy assistants and volunteers.

8. Demonstrate knowledge of national legislation, local protocols and professional guidance relevant to the specialty and advise colleagues accordingly.

9. Contribute data or participate directly in a service development project.

10. Contribute to the development of Manor School in collaboration with therapy colleagues and other professionals, including creating opportunities for income-generating activities, when appropriate.

PERSONAL PROFESSIONAL DEVELOPMENT

11. Actively engage with clinical supervision demonstrating the ability to reflect on own practice with peers and mentors and identify own strengths and development needs.

12. Be competent and able in safe manual handling of children and young people in the context of speech, language and communication therapy.

13. Actively engage in extending knowledge and clinical experience in areas of personal interest and professional relevance.

14. Maintain and develop core professional competencies, underpinned by current evidence-based practice, national standards and RCSLT clinical guidelines.

15. Maintain membership of RCSLT and HCPC.
FREEDOM TO ACT
The post-holder is responsible and accountable for own actions and is free to use their own initiative and act independently within the remit of the post.

COMPETENCE
You are responsible for limiting your actions to those which you feel competent to undertake. If you have any doubts about your competence during the course of your duties you should immediately speak to your line manager / supervisor.

REGISTERED HEALTH PROFESSIONAL
All employees of the SALT department are required to comply with the School’s code of conduct and requirements of their professional registration.

SUPERVISION
Where the appropriate professional organisation details a requirement in relation to supervision, it is the responsibility of the post holder to ensure compliance with this requirement. If you are in any doubt about the existence of such a requirement speak to your Manager.

RISK MANAGEMENT
It is a standard element of the role and responsibility of all staff at Manor School that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

RECORDS MANAGEMENT
As an employee of SALT department, you are legally responsible for all records that you gather, create or use as part of your work within the department, whether paper based or on computer. All such records are considered public records, and you have a legal duty of confidence to service users (even after you leave the department). You should consult your manager if you have any doubt as to the correct management of records with which you work.

HEALTH AND SAFETY REQUIREMENTS
All employees of Manor have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable SALT services to meet its own legal duties and to report any hazardous situations or defective equipment.

FLEXIBILITY STATEMENT
The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

CONFIDENTIALITY
All employees of the SALT Department are required to maintain the confidentiality of members of service users and members of staff.

The Job Description covers only the key result areas and, as such, does not intend to provide a comprehensive list of objectives. Specific objectives will be reviewed each April, and may develop to meet the changing needs of the service. The post-holder will need to take due account, in the way they achieve the key result areas, of school policies and procedures.

Agreed by: ................................................................. Date: ............

Employee’s Name and Signature:

Agreed by: ................................................................. Date: ............

Manager’s Name and Signature:
# PERSON SPECIFICATION

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<th>ESSENTIAL CRITERIA</th>
<th>DESIRABLE CRITERIA</th>
<th>HOW TESTED</th>
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<tr>
<td><strong>EDUCATION/QUALIFICATIONS</strong></td>
<td>• Recognised Speech and Language Therapy Degree Qualification or equivalent&lt;br&gt;• Health and Care Professions Council Licence to Practice&lt;br&gt;• Registered member of RCSLT</td>
<td>• Post graduate certificate in Paediatric Dysphagia at basic/intermediate level</td>
<td>• Application form&lt;br&gt;• Documentary proof&lt;br&gt;• Interview</td>
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<td><strong>EXPERIENCE</strong></td>
<td>• At least six months experience of supporting young people with Autism and Learning Difficulties&lt;br&gt;• Experience of providing Speech and Language Therapy intervention to children with communication difficulties&lt;br&gt;• Experience of working with a multi-disciplinary team</td>
<td>• Experience of working in a special needs setting.&lt;br&gt;• Use of signing systems and other AAC systems</td>
<td>• Application form&lt;br&gt;• Interview/presentation&lt;br&gt;• References</td>
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<td><strong>KNOWLEDGE/UNDERSTANDING</strong></td>
<td>• Knowledge of a range of appropriate therapeutic interventions relating to children with complex communication difficulties and/or language disorder&lt;br&gt;• Understanding of the roles of other professionals within a multi-disciplinary&lt;br&gt;• Knowledge of standards of record keeping&lt;br&gt;• Understanding of the principles of Clinical Governance/Audit&lt;br&gt;• Knowledge of National policies and procedures relating to children</td>
<td>• Membership of relevant Clinical Excellence Networks&lt;br&gt;• Intensive Interaction Training&lt;br&gt;• Makaton Foundation Workshop&lt;br&gt;• PECS 2-Day Basic Training</td>
<td>• Application form&lt;br&gt;• Interview/presentation&lt;br&gt;• References</td>
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<td><strong>SKILLS/ABILITIES</strong></td>
<td>• Excellent interpersonal skills including observation, listening and empathy skills&lt;br&gt;• Negotiation and problem solving skills</td>
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<td>• Application form&lt;br&gt;• Interview/presentation&lt;br&gt;• References</td>
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- Good analytical and reflection skills
- Well-developed concentration skills
- Good presentation skills, both written and verbal
- Good organisational skills
- Prioritisation skills
- Good auditory discrimination skills and ability to transcribe speech phonetically
- Good team member

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<th>OTHER REQUIREMENTS Including physical requirements</th>
<th>Computer skills, keyboard, PowerPoint etc</th>
<th>Use of electronic communication aids</th>
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<td>Familiarity with Communicate in Print</td>
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