

**JOB DESCRIPTION**

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| **JOB TITLE:** | Highly Specialist Speech and Language Therapist |
| **BAND:** | 7 |
| **HOURS AND DURATION:** | As specified in the Contract of Employment |
| **DBS LEVEL:** | Enhanced and full disclosure |
| **REPORTS TO:** | Head Teacher/Deputy Head Teacher |
| **ACCOUNTABLE TO:** | Head Teacher/Deputy Head Teacher |
| **LOCATION:** | The post holder will work at two site, 88 Woodside Park Road, London N12 8SH and 90 East End Road, London, N3 2SY |

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| **JOB PURPOSE:**  The post holder will be responsible for the following main elements of highly specialist practice  in the area of Autism for school aged children at The Holmewood School:   * Provide highly specialist assessment, diagnosis and intervention approaches for children and young people of primary and secondary school age with identified needs. * Be responsible for leading service improvement and quality assurance of practice in the identified specialist area * Participate as an active member of the Multi-Disciplinary Team * Line manage junior speech and language therapists |

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| **MAIN CHALLENGES:**   * Developing and maintaining highly specialist professional practice knowledge and skills in practice for children and young people of primary and secondary school age with identified needs. * Being responsible for service development and improvement in education-based practice for children and young people of primary and secondary school age with identified needs * Demonstrating effective leadership skills within the Speech and Language Therapy team   **MAIN DUTIES AND RESPONSIBILITIES:**  **Service delivery for children and young people at The Holmewood School**   * Provide a highly specialist service to children and young people, demonstrating enhanced clinical judgement and evaluation of impact. * Formally and informally assess children’s communication needs and development with proficient knowledge and experience of a wide range of assessment tools * Evaluate assessment findings by employing sound clinical interpretation and analytical skills. * Implement and review highly specialist SaLT (Speech and Language Therapy/Therapist) intervention approaches to meet identified complex needs in line with good practice guidance. * Demonstrate highly specialist skills in dealing with complex clinical issues in the identified area of specialism * Ensure effective caseload management using professional experience to prioritise the caseload, ensuring the meeting of deadlines and appropriate use of time * Ensure quality, safety and reduction of risk in service delivery by use of evidence-based practice. * Act professionally in all aspects of own work, ensuring a high standard of clinical care for your caseload and support junior staff to do likewise. * Collaboratively work with parents and colleagues to aid understanding of the nature of each child’s communication difficulty and the impact of his/her learning, communication and ability to access the curriculum. * Empower and enable parents and carers to facilitate communication skills in their children. * Provide highly specialist advice to colleagues to support children in the school environment. * Ensure that families and service users are involved in the planning and delivery of therapy plans with the key aim of fostering participation * Work collaboratively with all colleagues, Parents and Carers, other Allied Health workers, Social Services and the Voluntary sector. * Advise on the promotion of positive communication environments to meet communication needs. * Refer on to other services/agencies as appropriate. * Be responsible for continuation of own clinical professional development, and practice reflective practice and clinical supervision as per RCSLT guidelines * Adapt practice to meet individual circumstances, including due regard for equality and diversity. * Be aware of, and respect the right for children and young people’s choice and dignity, and promote the school’s Equal Opportunities Policy. * Ensure that intervention aims to promote the child’s independence, confidence and competence * Be aware that duties may be delegated as appropriate by the Head of School.   **Governance and risk management**   * Develop innovations in quality standard setting and clinical effectiveness for SaLT in The Holmewood School * Lead service audit and evaluation of clinical effectiveness for SaLT * Be responsible for providing quality assurance of practice for SaLT in The Holmewood School * Participate in the appraisal process, for self and junior therapists * Maintain contemporaneous and accurate clinical records in line with Health and Care Professions Council and Royal College of Speech and Language Therapists’ professional standards * Share verbal and written information with others, observing confidentiality and data protection policies   **Leadership and Management**   * To work with the school leadership team as part of the whole school development and school improvement plan * Contribute to the school improvement plan and oversee and record rogress in your area. * Be responsible for the monitoring and evaluation of own specialist area and provide advice and recommendations for change within the school * Be responsible for ensuring the quality of the SaLT service across the school * Advise the SLT on issues of service delivery relating to user experience, safety and risk * Demonstrate a solution-focussed approach to complex issues arising in practice * Be accountable for own professional action and recognise own professional boundaries, providing advice on clinical issues as appropriate. * Practice within defined local and national policies, guidelines and professional standards. * Supervise junior SaLTs and SaLT Assistants * Carry out appraisals for junior SaLTs and SaLT Assistants   **Workforce development**   * When necessary, support ‘Newly Qualified Practitioners’ (NQPs) gain competencies in line with the Royal College of Speech and Language Therapists Guidelines * Provide observation sessions for prospective and current speech and language therapy students. * Participate in local undergraduate/postgraduate student placement programme, delivering work-based learning opportunities for speech and language therapy students. * Provide SaLT induction training for new and inexperienced teaching colleagues * Explain the role of the speech and language therapist to new and inexperienced teaching colleagues, students and volunteers. * Supervise indirect SaLT intervention of volunteers and inexperienced teaching colleagues. * Contribute to professional development of all staff through delivery of training. * Provide observation sessions for students/colleagues from other disciplines. * Provide highly specialist advice and support to less experienced SaLTs in the identified area of specialism. * Provide highly specialist advice to SaLTs and to other colleagues in the multi-disciplinary team, particularly in respect of complex clinical issues in the area of specialism. * Lead the development and delivery of highly specialist training approaches in the identified area of specialism, for a diverse range of learners. * Contribute to the identification of the workforce training needs * Assist with the recruitment and selection of new colleagues * Demonstrate positive professional behaviour within day-to-day practice, acting as a role model for the profession   **Finance and resource management**   * Calculate an annual projection of expenses for submittal to the school bursar * Manage the SaLT budget to take into account therapists training needs * Monitor the effectiveness and condition of the SaLT assessment and resources and order new equipment as appropriate. * Be responsible for the security and maintenance of the SaLT resources ensuring that standards of safety and infection control are maintained. * Provide advice where required on SaLT resources needed within the school   **KEY RESULT AREAS:**   * Provision of highly specialist Speech and Language Therapy practice for children and young people with identified needs in the primary and secondary School context. * Ensure impact of therapy is evident and communicated with stakeholders. * Management of a highly complex caseload. * Quality assurance of Speech and Language Therapy practice in the specialist area, so that practice is safe, effective and of high quality. * Service improvement across the specialist area, with evidence of clear linkage with whole school policies * Active participation in the Multidisciplinary team.   **COMMUNICATIONS AND WORKING RELATIONSHIPS:**  The post holder will communicate effectively with a wide range of service users, including  those whose first language may not be English, where the use of an interpreter will  be necessary. This will be in order to deliver on all aspects of the specialist role to:-   * Children, young people and families * Speech and Language Therapy colleagues both within and beyond the service * Multi-Disciplinary Team * Teaching and admin colleagues * Senior Leadership Team * Local authority and NHS colleagues * Voluntary and independent service user groups   The post holder will:   * Produce highly specialist reports regarding needs, summarising proposed intervention plans and future recommendations. * Contribute to termly Individual Education Plans (IEP), Annual Reviews, Case studies, and other Multidisciplinary meetings about children and young people at The Holmewood School. * Represent Speech and Language Therapy at multidisciplinary team meetings to ensure the delivery of an integrated multidisciplinary service to include discussion of intervention, evaluation and progress*.* * Be expected to follow the staff code of conduct and provide a welcoming environment where they are courteous to colleagues, visitors and telephone callers. |

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| **PHYSICAL DIMENSIONS:**  **The post holder will**   * Be required to travel to and from The Holmewood School sites (N12 8SH and N3 2SY) to carry out duties for the role. * Demonstrate highly developed auditory discrimination and perceptual skills in assessment, diagnosis and intervention for children and young people with speech, language and communication needs. * Demonstrate skills in the safe handling of children and young people with complex needs, including unpredictable and challenging behaviour.   **EFFORT AND ENVIRONMENT**  **The work of the post holder will require the following;**  **Mental effort**   * Ability to maintain intense concentration in all aspects of work for prolonged periods. * Flexible to mental demands of the environment e.g. deadlines and frequent interruptions, unpredictable work patterns.   **Emotional effort required in the job**   * Ability to maintain sensitivity to the emotional needs of others, particularly when imparting potentially distressing information. * Exposure to scenarios with other colleagues regarding emotional and stressful subjects for those involved. * Ability to manage emotional consequences for oneself when working with children and families in difficult circumstances. * Ability to manage children and young people with challenging behaviour.   **Working conditions of the post (environment)**   * Ability to work within infection control and health and safety guidelines, especially when encountering unpleasant/highly unpleasant conditions on a regular basis related to client contact e.g. exposure to infectious conditions, body fluids. * Ability to use appropriate strategies to manage challenging behaviour within the workplace. |

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| **HEALTH AND SAFETY:**  It is the duty of all school employees to ensure that a safe working environment and safe working practices are maintained at all times. Any specific duties you are required to fulfil as part of the job you are employed to undertake will be detailed as part of your job description.  All employees must comply with the duties imposed on them by the Health and Safety at Work Act and follow the school’s Health & Safety Policy.  DATA PROTECTION:  * In line with national legislation, and The Holmewood School policies, all personal data is processed fairly and lawfully, for the specific purpose(s) it was obtained and not disclosed in any way incompatible with such purpose(s) or to any unauthorised persons or organisations, unless a lawful exemption applies. * The post holder must be familiar with and comply with all of The Holmewood School Policies on Data Protection, Confidentiality and Information Security and Access to children and young people’s’ records and know how to deal with a request for personal information. * The post holder must be familiar with and comply with the data protection regulations with the GDPR (May 2018).   **CONFIDENTIALITY:**  The Holmewood School attaches the greatest importance to confidentiality and to the confidentiality of personal health data, personal data and other data held and processed by the School. All data should be treated as confidential and should only be disclosed on a need-to-know basis.  Some data may be especially sensitive and is the subject of a specific organisation policy, including information relating to the diagnosis, treatment and/or care of children and young people and individual staff records. Under no circumstances should any data be divulged or passed on to any third party who is not specifically authorised to receive such data.  Due to the importance that the school attaches to confidentiality disciplinary action will be considered for any breach of confidentiality. All members of staff are expected to comply with national legislation in respect of confidentiality and data protection.  All employees should be mindful of the **six Caldicott principles** when dealing with person identifiable information.   1. Justify the purposes of using confidential information 2. Only use it when absolutely necessary 3. Use the minimum that is required 4. Access should be on a strict need to know basis 5. Everyone must understand his or her responsibilities 6. Understand and comply with the law  **POLICIES AND PROCEDURES:** All staff should comply with the School’s Policies and Procedures. It is the employee’s responsibility to ensure that they are aware of the relevant Policies and Procedures for their area of work. Key Policies and Procedures will be explained as part of induction training. **EQUALITY, DIVERSITY AND RESPECT:** All employees must comply with the Equality, Diversity and Respect Policy and must not discriminate either directly or indirectly on the grounds of race, colour, nationality, religious belief, ethnic or national grounds, sex, marital status, sexual orientation, disability or any other grounds which cannot be shown to be justifiable.  **CLINICAL SUPERVISION:**  It is mandatory for all professionally qualified Speech and Language Therapists and clinical support staff to actively participate in clinical supervision as an integral part of their professional development. Clinical Supervision will be monitored via agreed review and appraisal mechanisms.  **SAFEGUARDING CHILDREN AND ADULTS:**  The Holmewood School takes the issues of Safeguarding Children and Adults very seriously. All employees have a responsibility to support the School in its duties by:   * attending mandatory training on Safeguarding children * being familiar with individual and the School’s requirements under relevant legislation * adhering to all relevant national and local policies, procedures, practice guidance and professional codes * reporting any concerns to the appropriate authority |

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