**SPEECH & LANGUAGE THERAPIST - JOB DESCRIPTION**

#### JOB TITLE: Basic Grade Speech and Language Therapist

# GRADE: NJC Scale 5/6 (dependent on experience) (£17,513 - £21,161 payable)

**DEPARTMENT: Curriculum Support Faculty**

**DIRECTORATE: Priestnall School**

**ACCOUNTABLE TO: Director of Curriculum Support (SENCo)**

**RESPONSIBLE TO: Director of Curriculum Support (SENCo)**

**MAIN DUTIES AND RESPONSIBILITIES: (SUMMARY INFORMATION)**

To take responsibility, with supervision, for the provision of assessment, diagnosis, and intervention of caseloads of children.

To develop skills and abilities in the delivery of speech and language therapy and the ability to reflect on clinical practice with the support of senior colleagues.

To provide a service which takes account of the needs of clients from a range of ethnic and linguistic backgrounds

To explain/raise awareness and understanding of the role of speech and language therapists to visitors, students and volunteers, other health professionals, carers, clients and the general public.

**SPECIFIC DUTIES:**

1. To manage a caseload of children up to 16 years with ASD, learning disabilities and speech and language difficulties independently, completing assessments, annual reviews, writing individual programmes, implementing groups, providing advice and resources and reviewing outcomes with a curriculum and functional based focus.
2. Assist in providing training to other staff & adults and take part in multi-disciplinary training as appropriate.
3. To work with teaching assistants, teachers, families and carers to achieve outcomes for individual clients, providing support, programs, ideas, advice and assessment.

**PROFESSIONAL DUTIES AND RESPONSIBILITIES**

**Patient/client care**

* To assess areas of need, develop and implement Speech and Language Therapy
* To provide advice to others regarding the management and care of patients/clients with communication difficulties.
* To demonstrate clinical effectiveness by use of evidence based practice and outcome measures
* To provide a service which takes account of the needs of clients from a range of ethnic and linguistic backgrounds.

**Policy/service development/implementation**

* To be aware of and adhere to service and team plans and policies, within Priestnall School and other contracts
* To contribute to proposed service/policy developments/working parties as appropriate

**Financial and physical resources**

* + To monitor stock levels in own service area and request new equipment as appropriate in conjunction with the other SALT
	+ To be responsible for the security, care and maintenance of equipment ensuring standards of infection control and safety are maintained – including equipment loaned to clients

**Human resources**

* + To supervise the work of assistants and volunteers
	+ To work alongside/supervise bilingual co-workers and work through Health Advocates in order to ensure access to an equitable service for all
	+ To assist in providing support for students from other professionals groups

**Information resources**

* + To maintain up to date and accurate case notes and write reports in line with RCSLT professional standards and local trust policies
	+ To share information with others, observing data protection guidelines
	+ To gather activity data accurately and regularly, ensuring the provision of such information promptly within local guidelines

**Research and development**

* + To participate in departmental research and clinical governance/audit projects
	+ To collect and provide research data as required

**Freedom to act**

* + To be accountable for own professional action and recognise own professional boundaries, seeking advice as appropriate
	+ To work within defined departmental and national protocols/policies and professional code of conduct
	+ To work independently accessing appraisal within an Individual Performance Framework at pre-determined intervals

**KNOWLEDGE AND SKILLS**

**Communication and relationship skills**

* + To demonstrate the ability to communicate the role of speech and language therapists to visitors, students and volunteers, other health professionals, carers, clients and the general public
	+ To contribute to clinical teams both multi-disciplinary and uni-disciplinary by discussing own and others input around clients’ needs ensuring a well co-ordinated care plan
	+ To communicate complex condition related information from assessment care plans and prognosis to clients, carers, families and members of the multi-disciplinary team/other professionals or agencies
	+ To contribute to review meetings, inter-disciplinary discussion, discharge planning, case conferences and other meetings which are central to client care.
	+ To work closely with clients, carers and families and other professionals agreeing decision making relevant to the patient/client management
	+ To demonstrate empathy with clients, carers, families and colleagues, ensuring that effective communication is achieved, particularly where barriers to understanding exist
	+ To develop skills in motivating clients, families, carers and other professionals to engage in the therapeutic process
	+ To develop negotiation skills in the management of conflict across a range of situations
	+ To deal with initial complaints sensitively, avoiding escalation where possible
	+ To form productive relationships with others who may be under stress and/or have challenging communication difficulties
	+ To employ excellent communication skills

**Knowledge, training and experience**

* + To identify personal/professional development evidenced by Personal Development Plan/ Professional Portfolio developed within an appraisal framework
	+ To participate in Individual Performance Review ensuring that the objectives set reflect the Service and Trust plans
	+ To attend relevant training and development in order to develop skills and knowledge required of a therapist working in the field of paediatrics and maintain up to date HPC and RCSLT registration
	+ To demonstrate knowledge of, and adhere to RCSLT Professional,Clinical,National and Local Guidelines
	+ To participate in the development and delivery of training (formal and informal) to others including carers/professional and non-professional staff with and without support
	+ To keep up to date with new techniques and developments for the promotion and maintenance of good practice in speech and language therapy in clinics and schools
	+ To attend relevant course, meetings and special interest groups
	+ To develop a working knowledge of relevant procedures including: safeguarding children, SEN procedures, working with vulnerable adults and other legal frameworks.
	+ To develop a working knowledge of the principles of Clinical Governance and their application to professional practice

**Analytical and judgmental skills**

* + To develop the ability to reflect on all aspects of client’s communication and to identify appropriate strategies to facilitate and enhance communicative effectiveness
	+ To negotiate with carers, clients and others around individual case management
	+ To recognise potential breakdown and conflict when it occurs and seek advice and support to resolve
	+ To make appropriate clinical decisions following assessment seeking support and advice from a supervisor as appropriate
	+ To make a differential diagnosis on the basis of evidence from assessment seeking advice as appropriate
	+ To develop clear care plans based on best practice
	+ To demonstrate the ability to reflect on practice with peers/clinical supervisor
	+ To develop the ability to target training (formal and informal) appropriately to the needs of course participants
	+ To develop the ability to reflect on and evaluate training provided

**Planning and organisational skills**

* + To manage and prioritise a defined caseload independently
	+ To manage and prioritise own workload
	+ Participate in any service planning required to provide service cover in the event of staff absences

**Physical skills**

* + To demonstrate highly developed auditory and perceptual skills in the assessment diagnosis and treatment of patients/clients
	+ To develop skills in handling clients with disabilities

**SCHOOL POLICIES**

# Confidentiality

It is the responsibility of all employees to:

* Safeguard at all times, the confidentiality of information relating to patients/clients and staff.
* Clearly understand that any confidential information obtained from or relating to the service provider, its employees, patients or agents is the property of the service provider.
* That confidential information shall only be used for the purpose of the roles and responsibilities of the post and no confidential information shall be disclosed to any third party without the prior written consent of the service provider.

You shall not either during or after the end of your employment (however it is terminated) divulge to any unauthorised person confidential information relating to the service. This includes, but is not limited to, information covering patients, individual staff records, employment relations, financial affairs, contract terms and prices or business forecasts.

Your obligations of confidentiality under this clause shall not prevent you from raising genuine concerns about healthcare, or a belief that criminal conduct, breach of a legal obligation, health and safety breaches or damage to the environment has been, is being, or is likely to be committed, or any information tending to show any of the above has been, is being, or is likely to be deliberately concealed provided that such disclosure is made in good faith and in accordance with the provisions of the Public Interest Disclosure Act 1998.

# Safeguarding Children

The School and LA actively promote a “safeguarding children culture” within the organisation in line with The Children Act 2004. As such each employee is expected to carry out their role and responsibility in relation to a child or children’s welfare; for example ensuring they access child protection training in accordance with their role, accessing child protection supervision if they are in a clinical role working with children and being aware of who to contact and what action to take if they are concerned regarding the welfare of a child. We are committed to ensuring that all employees are supported in respect to their safeguarding children duties.

# Disclosure & Baring Service Checks

You must immediately notify your line manager if during the course of your employment, an event occurs that may cause a notification on a Disclosure check.

**Equalities and Diversity Policy**

It is the aim to ensure that no job applicant or employee receives less favourable treatment on grounds of sex, race, age, disability, colour, nationality or ethnic or national origins or is not placed at disadvantage by conditions or requirements which cannot be shown to be justifiable. The school has an Equalities and Diversity Policy and each employee is expected to contribute to its success.

# Health and Safety

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974) and current directives to maintain a safe working environment for both staff and visitors. This requires each employee to observe obligations under organisational and departmental Health and Safety Policies, maintaining awareness of safe practices and assessment of risk.

# Data Protection

If required to do so, each employee should obtain, process and/or use information held on computer or word processor in a fair and lawful way. To hold data only for specific registered purpose and not use or disclose it in any way incompatible with such purpose. To disclose data only to authorised persons or organisations as instructed.

# Smoking Policy

The School provides a smoke-free work environment.