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| Job Title:              | Speech and Language Therapist Band 5 |
| Reports to (job title): | Band 6 Speech and Language Therapist |

## Job purpose

- To provide speech and language therapy support to pre-school and school age children with a wide range of speech, language and communication difficulties and their families, within the Wiltshire community.
- To provide support, training and advice for families and other professionals

## Base

- Derby Court, Epsom Square, White Horse Business Park, TROWBRIDGE, BA14 0XG

## This post is responsible for

- The assessment and differential diagnosis of a child's communication difficulties through use of formal and informal assessment, specialist knowledge and consultation with parents and other professionals involved in their care.

## Key responsibilities

- To work independently, with responsibility and accountability to manage and prioritise caseloads of pre-school and school aged children with a wide range of speech, language and communication difficulties in the community
- To offer assessment and differential diagnosis of a child's communication difficulties through use of formal and informal assessment, specialist knowledge and consultation with parents and other professionals involved in their care
- To produce reports reflecting clinical knowledge regarding clients' needs and summarising proposed care plans/target sheets for parents, carers, setting staff, and other professional colleagues, based on evidence. This may include production of reports for education, health and care plans
- To manage ongoing care as per service clinical care pathways
- To ensure a person-centred partnership in the management and care of children with speech, language and communication difficulties so that clients, their parents/carers and setting staff are involved in the planning and prioritisation of their care plans/target sheets wherever possible as part of our collaborative approach. Demonstrate practical activities when appropriate, to increase their ability to

implement the therapy programme, to ensure realistic expectations from therapy, and to facilitate their adjustment to the speech and language consequences of the communication difficulties and likely prognoses

- To maintain sensitivity at all times to the emotional needs of children and young people and their parents/carers in particular when imparting potentially distressing information regarding the nature of a young person's difficulties and implication of the same
- To demonstrate clinical effectiveness by the use of evidence-based practice and outcome measures including TOMS.
- To maintain and provide full, accurate and comprehensive case record notes in line with HCPC professional standards and organisational policies and to provide timely and accurate statistical data
- To react appropriately to disclosure of information triggering child protection / vulnerable adult procedures, and also to share information with others about a child's communication needs which may involve child safeguarding issues
- To participate in the development and delivery of training (formal and informal) alone and with others for carers and professionals
- To recognise professional boundaries and be accountable for own professional actions, seeking advice as appropriate
- To participate in student placements as appropriate
- After two years post registration, to provide expert advice to Wiltshire Council in interpreting other professional reports for Tribunal
- To demonstrate the ability to reflect on practice with /peers/clinical supervisor and identify own strengths and development needs
- To contribute to local and national audit and quality measures as part of the process of clinical governance
- To contribute to clinical teams both multidisciplinary and uni-disciplinary by discussing own and others input around clients needs, ensuring a well coordinated care plan
- To participate in own Individual Performance Review and appraisal to identify personal/professional development ensuring that the objectives set reflect the organisation's plans including specific objectives relating to the clinical areas of development
- To develop a working knowledge of relevant procedures including: Safeguarding Children, SEND procedures, and other legal frameworks
- To foster an environment in which communication in an open, honest and direct manner is encouraged
- To recognise potential breakdown and conflict when it occurs and seek advice and support to resolve
- 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 have due regard for own personal safety and that of children/carers, in particular to have regard to moving and handling regulations, restraining policies and ensure the safe positioning of self and others

- To demonstrate the ability to manage children and young people in the workplace with challenging behaviours including the application of appropriate management strategies
- To identify, prioritise and manage unpredictable clinical or non-clinical situations (e.g. dealing with people with challenging behaviour, serious communication impairments, mental health issues, unwelcome diagnoses / recommendations) to achieve an appropriate and safe outcome
- To work alone ensuring appropriate risk management and lone worker policies are observed
- To be flexible to the demands of the environment including unpredictable work patterns, deadlines, frequent interruptions, cramped and noisy facilities in settings
- To work with a wide range of professionals in a variety of multidisciplinary teams across agencies

## Our values

Our values are our moral compass and core to our DNA. They underpin the way we deliver our services and treat those who use our services.

To many organisations values are just words which don't translate into reality of the day to day but our values flow through everything that we do, they define who we are, what we stand for and set the expectations of our colleagues, communities, customers and partners. They have been defined by our colleagues and have been integral to our journey so far and will be integral to our future as well.

We have three values which help us stand out from the crowd, not just because there's only three, but because they are unique to who we are. We care, we think, and we do.

| Care                                                                                                     | Think                                                                                             | Do                                                                                                          |
|----------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Inspire</li> <li>• Understand</li> <li>• Communicate</li> </ul> | <ul style="list-style-type: none"> <li>• Challenge</li> <li>• Improve</li> <li>• Learn</li> </ul> | <ul style="list-style-type: none"> <li>• Accountability</li> <li>• Involve</li> <li>• Resilience</li> </ul> |

## Confidentiality and Information Security

As our employee you will be required to uphold the confidentiality of all records held by the company, whether patients/service records or corporate information. This duty lasts indefinitely and will continue after you leave the company's employment.

All information which identifies living individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 2018 Data Protection Act and should be managed in accordance with this legislation. This and all other information must be held in line with NHS national standards including the Records Management: NHS Code of Practice , NHS Constitution and HSCIC Code of Practice on Confidential Information and should only be accessed or disclosed lawfully. Monitoring of compliance will

be undertaken by the Company. Failure to adhere to Information Governance policies and procedures may result in disciplinary action and, where applicable, criminal prosecution.

## Information governance responsibilities

You are responsible for the following key aspects of Information Governance (not an exhaustive list):

- Completion of annual information governance training
- Reading applicable policies and procedures
- Understanding key responsibilities outlined in the Information Governance acceptable usage policies and procedures including NHS mandated encryption requirements
- Ensuring the security and confidentiality of all records and personal information assets
- Maintaining timely and accurate record keeping and where appropriate, in accordance with professional guidelines
- Only using email accounts authorised by us. These should be used in accordance with the Sending and Transferring Information Securely Procedures and Acceptable Use Policies.
- Reporting information governance incidents and near misses on CIRIS or to the appropriate person e.g. line manager, Head of Information Governance, Information Security Lead
- Adherence to the clear desk/screen policy
- Only using approved equipment for conducting business

## Governance

Clinical governance is a framework through which organisations delivering health and care services are accountable to continuously improving the quality of their services and safeguarding high standards of care by creating an environment in which clinical and other forms of care flourishes. Employees must be aware that clinical governance places a duty on all staff to ensure that the level of care services they deliver to patients is safe and high quality, and that they follow/comply with our policies and procedures.

## Registered Health Professional

All staff who are a member of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements.

## Risk Management/Health & Safety

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the company. Staff are required to observe the Hygiene Code and demonstrate good infection control and hand hygiene.

Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for other employees, patients and visitors. It is essential to observe strict fire and security precautions at all times.

All staff must report accidents, incidents and near misses so that the company can learn from them and improve safety.

## Safeguarding Children and Vulnerable Adults Responsibility

We are committed to safeguarding and promoting the welfare of children and adults at risk of harm and expects all employees to share this commitment.

## Policies and Procedures

All colleagues must comply with the Company Policies and Procedures which can be found on the company intranet.

## General

We are committed to serving our community. We aim to make our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so.

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will recognise the commitment from our staff to meeting the needs of our patients.

The company recognises a “non-smoking” policy. Employees are not able to smoke anywhere within the premises or when outside on official business.

# Job Description

## Equal Opportunities

It is the company's intention to be an employer of choice and ensure that no job applicants or employees are unfairly disadvantaged on the grounds of gender, disability, race, ethnic origin, colour, age, sexual orientation, religion or belief, trade union membership or any other factors that are not relevant to their capability or potential. To this end, the company has an Equality and Diversity policy and it is the responsibility of each employee to contribute to its success.

## Flexibility Statement

This job description is not exhaustive and may change as the post develops or changes to align with service needs. Any such changes will be discussed directly between the post holder and their line manager.

## Personal Specification

### Essential

- Recognised Speech and Language Therapy Degree Qualification or equivalent
- Health Professions Council – Licence to Practice
- Evidence of current 'Right to Work in the UK'
- Knowledge of assessment tools relevant to pre-school and school age children
- Good auditory discrimination skills and ability to transcribe speech phonetically
- Knowledge and experience of working with children and young people with language disorder, speech sound disorders, fluency difficulties, autism spectrum disorders and other complex communication difficulties
- Knowledge of a range of appropriate therapeutic interventions relevant to the client group and an ability to compare and contrast relative benefits
- Knowledge of the principles of clinical governance and audit
- Knowledge of national and local clinical guidelines in speciality areas, and an ability to apply these to clinical practice and service policies
- Understanding of the roles of other professionals relevant to the client group
- Knowledge of the standards of record keeping
- Highly self-motivated and enthusiastic
- Excellent interpersonal skills – including observation, listening, empathy – and ability to deal with difficult/sensitive situations
- Negotiation and problem-solving skills
- Excellent diplomacy skills
- Excellent analytical and reflection skills
- Ability to be a good team member including working with other agencies
- Prioritisation skills
- Well-developed concentration skills
- Excellent presentation skills both written and verbal in the English language
- Excellent organisational and time management skills
- Experience of developing relationships with staff from other agencies/organisations and management teams
- Confident using IT systems and be able to demonstrate working knowledge of Microsoft Office packages i.e. Outlook, Word, Excel
- Valid UK Driving Licence and access to a car in order to carry out duties of the post in various locations as required

### Desirable

- Registered member of Royal College of Speech and Language Therapy
- Membership of relevant Special Interest Groups
- Experience of working within a range of paediatric community settings

# Job Description

- Experience of delivering training
- Knowledge of alternative and augmentative communication systems, both low and high tech

Employee signature

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Manager signature

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