

Job Title:	Band 4 Speech and Language Therapy Assistant (SLTA)
Reports to (job title):	SEND Therapies Manager
Line Manager to:	N/A

Job purpose

To work with the SEND Therapies Team to support children who have identified speech, language and communication needs, as part of their Education Health and Care Plans (EHCPs).

To work in partnership with education and other professionals and parents/carers, under the supervision of SEND Therapists, to provide this support.

Base

Family Hub/Delivery site within West Essex, to be agreed.

This post is responsible for

- Working primarily within a variety of schools, early years' and educational settings, in partnership with educational support colleagues as required, to deliver interventions under the direction of a SEND Therapies speech and language therapist.
- Supporting with relevant clinical administration tasks, relating to service delivery.
- Working with other assistants and administrative staff, as required.
- The post-holder will be accountable for own professional actions and recognise own professional boundaries, seeking advice and support as appropriate.
- He/she will be involved in projecting a positive image of the service at all times and participate in regular supervision and the organisation's appraisal system

Key responsibilities

- To carry out individual and group intervention programmes under the direction of a SEND Therapies, Speech & Language Therapist, primarily in educational settings. This may include special schools and specialist provisions as well as mainstream.

Job Description

- When specifically agreed with the service and SEND Therapies Manager, sessions may take place within Family Hubs and Delivery Sites and childrens' homes.
- Service delivery and support may be virtual, telephone or face-to-face and could include participation in training and workshops for education staff and carers.
- To work independently on delegated tasks, without immediate access to a qualified Speech & Language Therapist.
- To use/apply the skills and knowledge required of a Speech & Language Therapy Assistant through training/supervision. This will include completing the SLTA competencies on the fundamentals of communication and communication breakdown with specific reference to children with special educational needs, intervention programmes and models of care used within the SEND Therapies Service.
- To be aware of and ensure that clinical standards laid down by the service are met.
- To assist therapists and school/setting staff in the planning and implementing of therapy programmes for specific areas of speech, language and communication work.
- To attend multidisciplinary team meetings in the absence of qualified staff, when agreed with manager/supervisor
- To provide and receive highly complex and sensitive information regarding service users during the course of service delivery, which may include children on the child protection list.
- To support Therapists with running parent/carers and education staff workshops, including related administrative tasks, when required.
- Adapt practice to meet individual circumstances of child and family, including due regard for cultural and linguistic differences.
- To prepare, maintain and develop therapy materials/equipment requested by therapists for individual, group or class based work.
- To support with some general, agreed administration duties e.g. assist with responding to telephone calls and messages in a timely manner, assisting and liaising with SEND Therapies administrator over queries.
- To respond to and communicate with colleagues and other professionals through a wide variety of communication channels, including information technology.
- To take part in team meetings, in-house training and external training days as appropriate.
- To conform to the policies and practices within the SEND Therapies Service and Speech & Language Therapy Department, seeking clarification and support when necessary.
- To be responsible for applying time management principles to all areas of work, prioritise work and organise the day.
- To provide specific advice and training to parents, other education and health service professionals, under the guidance of a SEND Therapist.

- To participate in peer reflection and evaluation, networks and meetings with SLTAs with similar responsibilities within the service.
- To comply with mandatory training, ensuring that this is completed in a timely manner.
- To complete incident forms where appropriate and discuss pertinent issues regarding adverse incidents with line manager and others involved.
- To ensure that any Safeguarding concerns are reported appropriately, following local policies and procedures.

Proposed job plan

The post will be made up of a combination of direct clinical work and related administrative clinical tasks, essential for service delivery. The amount may vary from week to week, depending on demand.

Outline of Provisional Job Schedule:

To be discussed depending on hours.

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"> • Inspire • Understand • Communicate 	<ul style="list-style-type: none"> • Challenge • Improve • Learn 	<ul style="list-style-type: none"> • Accountability • Involve • Resilience

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 1998 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.

Medicines Management Responsibility

Nursing or registered healthcare professionals

Undertake all aspects of medicines management related activities in accordance within the company's medicines policies to ensure the safe, legal and appropriate use of medicines.

Skilled non-registered staff

Undertake all aspects of medicines management related activities in accordance with the company's medicines policy where appropriate training has been given and competencies have been achieved.

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.

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

Good general standard of education.

Experience of working with children and families or qualification in child care/services e.g.

- Child Development
- Courses/ study on conditions that affect child development, autistic spectrum disorders, ADHD, neurodevelopment conditions, learning difficulties.

Excellent general communication skills with excellent standard of written and spoken English.

Good level IT skills e.g. word processing, email, internet, as required for the effective execution of duties and responsibilities.

To be able to effectively communicate with children at a variety of developmental and chronological ages where there are likely to be significant barriers to understanding.

To be able to demonstrate excellent time management skills with the ability to prioritise in response to competing demands.

To be able to work collaboratively as part of a team, plan and co-ordinate joint working with colleagues and other professionals from health, education, social care and voluntary organisations.

To be able to demonstrate empathy and sensitivity in a professional manner and effectively manage difficult situations and distress.

To have the ability to recognise and manage signs of stress and to seek appropriate support.

Current driving licence (unless you have a disability as defined by the Disability Discrimination Act 2010) and use of own car for work

Desirable

- NVQ in Child care
- Previous work in a community/educational setting delivering therapy support services.
- Demonstrable experience of working in the NHS or education
- Good understanding of child protection processes

Other requirements: Car driver with own car insured for business use.

Job Description

Employee signature

Manager signature
