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| Job Title: | Speech and Language Therapy Team Lead (Band 7) AfC |
| Reports to (job title): | Professional Lead for Speech and Language Therapy |
| Line Manager to: | SLT Team in a busy Hub |

Job purpose

To provide high quality care to children and young people from 1 month of age to 19 years including working in special schools, specialist and mainstream pre-school and school settings across Wiltshire, and occasionally home visits.

To work in partnership with parents, education settings, the wider multi-disciplinary team and other agencies.

To develop and deliver training packages for HCRG Care Group staff, educational staff, parents and outside agencies.

To provide specialist advice to the SLT team through clinical supervision and second opinions.

To be the SLT Team Lead for a busy key Hub.

To work collaboratively with speech and language therapy senior operational team to support service development and delivery.

To provide operational support for key organisational areas for the Professional Leads.

Base

- Flexible to any Hub base in Trowbridge, Salisbury or Chippenham

Key responsibilities

This list is intended to summarise the key responsibilities and is not intended to cover every task that may be required of the role: -

- Provide clinical leadership and management for skill mixed teams
- To manage staff in a Hub to include overseeing case allocation, chairing Hub meetings, supporting SLT Hub staff
- To deputise for Professional Leads in internal and external meetings, and check/sign EHCP contributions as required

- To triage referrals into HCRG Care Group to include for children and young people with a variety of speech, language and communication needs as well as those going through the MDT process
 - Independently assess, manage and provide second opinion advice and support on specialist clinical areas, early years, or school age, or complex needs as part of the Wiltshire collaborative and training model
 - Have highly developed knowledge to inform sound clinical judgements/decision making for case management
 - Identify appropriate strategies to facilitate and enhance communicative effectiveness, and to develop and implement specialist speech and language therapy care plans based on evidence based practice and evaluation of outcomes
 - Independently take students on clinical placement
 - Provide expert advice to the Local Authority in providing reports and interpreting other professional reports for tribunal.
 - To support junior staff through the tribunal process and to attend educational tribunals as required
 - Manage data collection to inform service development and referral to treatment time (RTT)
 - Lead on reviewing and writing clinical pathways, audits and other service initiatives in line with current evidence base
 - Use highly developed clinical knowledge as well as knowledge of local and national policies, drivers and research to inform proposed service/policy developments and clinical governance as appropriate
 - Work in allocated hub base for 2 sessions per week
 - To support monthly and quarterly feedback requirements
 - To support recruitment to the team in line with HCRG Care Group policies and procedures
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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 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.

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

- Recognised Speech and Language Therapy Degree Qualification or equivalent
- Health Professions Council – Licence to Practice
- Membership of relevant Clinical Excellence Networks/special interest groups
- Evidence of right to work in the UK
- Minimum of 6 years clinical practice post qualification
- Knowledge of local and national policies and procedures relevant to the specialist client group such as NICE guidelines.
- Evidence of continuing education/CPD
- Excellent management skills of teams to drive quality service delivery
- Highly developed negotiation and problem solving skills and ability to manage difficult situations.
- Well established knowledge of the principles of clinical governance and audit
- Understanding of the roles of other professionals relevant to the client group
- Knowledge of the standards of record keeping
- Excellent interpersonal skills – including observation, listening and empathy skills
- Knowledge of local and national policies and procedures relevant to the specialist client group such as NICE guidelines.
- Well established knowledge of assessment tools and intervention relevant to children and young people with SLCN
- Experience of working within mainstream and/or specialist provision.
- In depth knowledge of the SEND code of practice and the national curriculum and be able to support all staff to write statutory assessment reports.
- Evidence of continuing education/CPD
- Excellent diplomacy skills
- Demonstrates excellent analytical and reflection skills
- Demonstrates ability to be a good team member including working with other agencies

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- Prioritisation skills
- Well-developed concentration skills
- Excellent presentation skills both written and verbal including delivering training
- Excellent organisational skills

Desirable

- Registered member of Royal College of Speech and Language Therapy
- Experience managing clinical caseloads and offering specialist support for children with school age complex SLCN, AAC and dysphagia OR school age service provision (inc DLD) OR early years and complex needs SLCN service provision
- Experience in developing communication policies and practices related to the specialist clinical/operational area
- Post graduate qualification to masters level or above in relevant clinical field

Other requirements:

- Valid UK Driving License in order to carry out duties of the post

Employee signature

Manager signature

Job Description