

Job Title:	Specialist Speech and Language Therapist Band 6
Reports to (job title):	Team Lead Speech and Language Therapy
Line Manager to:	Band 5 SLT and Band 3 SLTA

## Job purpose

- To provide speech and language therapy support to preschool and school age children up to the age of 19 years, in specialist and mainstream settings, with a wide range of speech, language and communication difficulties and their families, within the Wiltshire community
- To provide specialist advice to the SLT team through clinical supervision and second opinions
- To support hub waiting list management
- To work in partnership with parents, education settings, the wider multi-disciplinary team and other agencies
- To work collaboratively with speech and language therapy senior operational team to support service development and delivery

## Base

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

## This post is responsible for

- Providing specialist advice and support to the Wiltshire SALT service in order to identify and enable effective support and intervention for those with speech, language and communication needs (SLCN)
- 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

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

- Participate in multidisciplinary planning and strategy meetings regarding the needs of specific young people and the service as a whole. This will include identifying gaps in the service and generating possible solutions
  - Use specialist professional knowledge to plan and ensure the delivery of high quality training to the SALT team and other relevant agencies
  - Ensure that the tools, paperwork and information provided by the SALT team are accessible and appropriate to the needs of the young people with SLCNs, their families and educational settings
  - To manage a caseload of children with multiple and complex SLCN including children with social, emotional and mental health needs
  - Provide assessment, advice and support for children and young people (CYP) accessing specialist intervention
  - To work with a varied community caseload including CYP with developmental speech and language disorders, stammering and complex needs
  - Provide clinical support and management for skill mixed teams
  - To support and manage hub waiting lists including allocation of statutory work e.g. EHCP assessments
  - Independently assess, manage and provide second opinion advice and support on specialist clinical areas, early years, or school age, as part of the Wiltshire collaborative and training model
  - Have specialist knowledge to inform sound clinical judgements/decision making for case management
  - Identify appropriate strategies and implement speech and language therapy care plans based on evidence-based practice and evaluation of outcomes
  - To motivate and develop skills across the team for working with clients with significant speech, language, communication and learning difficulties as part of the Wiltshire collaborative and training model, including those at resource bases and District Opportunity Centres
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- To develop and deliver training packages for HCRG Care Group staff, educational staff, parents and outside agencies
  - To demonstrate clinical effectiveness by the use of evidence-based practice and outcome measures including TOMS
  - Independently take students on clinical placement
  - Provide expert advice to the Local Authority in providing reports and interpreting other professional reports for tribunal
  - Attend educational tribunals as required
  - Support the writing of clinical pathways, audits and other service initiatives
  - Use specialist 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
  - To support recruitment to the team in line with HCRG Care Group policies and procedures as required
  - To contribute to local and national audit and quality measures as part of the process of clinical governance
  - To deal with initial complaints sensitively, avoiding escalation where possible

- 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
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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"><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.

## 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
- Registered member of Royal College of Speech and Language Therapy
- Evidence of current 'Right to Work in the UK'
- At least 4 years' experience working as a Speech and Language Therapist- a progression post would be considered
- 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, stammering difficulties, autism spectrum disorders and other complex communication difficulties
- Experience of working within a range of paediatric community settings including with secondary school aged CYPs
- 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

- Membership of relevant Clinical Excellence Network / Special Interest Groups
- Experience of delivering training
- Knowledge of alternative and augmentative communication systems
- Demonstrable experience of working in the NHS

Employee signature

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Manager signature

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