# Job Description

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| Job Title: | Speech and Language Therapist |
| Reports to (job title): | Team Lead, Children's Speech and Language Therapy |

## Job purpose

To provide specialist speech and language therapy support to preschool and school/further education age children and young people in specialist and mainstream settings, with a wide range of speech, language and communication difficulties and their families, within BSW.

## Base

Saltway Centre, Swindon.

## This post is responsible for

- Providing advice and support to the BSW 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/young person's communication difficulties through use of formal and informal assessment, specialist knowledge and consultation with parents/carers and other professionals involved in their care.

## Key responsibilities

- Assessment and differential diagnosis of a child's communication difficulties through the use of standardised assessments, reflection of auditory, visual and kinaesthetic aspects of a child's communication, informal observation, specialist knowledge and consultation with parents and school staff
- Highly developed auditory and perceptual skills
- Skills in handling children with disabilities including making oral examinations
- Specialist knowledge to inform sound clinical judgement/decision making for case management
- Identification of appropriate strategies to facilitate and enhance communicative effectiveness, and to develop and implement speech and language therapy treatment using information gained through assessment and to develop clear care plans based on evidence and the evaluation of outcomes



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- To produce reports reflecting clinical knowledge regarding patients' needs and summarising proposed care plans for parents, carers, school staff, educational psychologists and the local education department and medical staff including paediatricians. This will include production of reports for education, health and care plans
- To provide advice to others regarding the management and care of children with speech, language and communication difficulties
- To communicate complex condition related information from assessment to clients, carers, families and members of the multi-disciplinary team/other professions in order to facilitate joint working to maximise the effectiveness of speech and language therapy input and engage children and parents in therapy
- To adapt practice to meet individual patients' circumstances, including due regard for cultural and linguistic differences
- To ensure that patients and their parents/carers are involved in the planning and prioritisation of their care plans wherever possible
- To demonstrate clinical effectiveness by use of evidence based practice and outcome measures
- To manage and prioritise own complex caseloads independently and to manage and prioritise own workload
- To demonstrate skills in dealing with complex issues to generate appropriate strategies for caseload management
- To contribute to interagency/multi-disciplinary team building
- To be aware of and adhere to service and team plans and policies
- To monitor equipment needs in own service area and request new equipment as appropriate
- To co-ordinate necessary equipment needs for delivery of training
- To share information with others about a child's communication needs which may involve child safeguarding issues with others, including mainstream school staff, and other professionals
- To participate in the development and delivery of training (formal and informal) alone and with others
- To target training appropriately to the needs of course participants and to reflect on and evaluate training provided
- To supervise the work of assistants and volunteers
- To participate in student placements as appropriate
- To explain the role of speech and language therapists to visitors, students and volunteers
- To be responsible for liaison, support and training to a wide range of parents and staff in a variety of locations including schools
- To contribute to the evaluation of the service to the paediatric SLT service and to implement change where appropriate



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- To be accountable for own professional action and recognise own professional boundaries, seeking advice as appropriate
- To work independently accessing appraisal within an individual performance framework at pre-determined intervals
- To contribute to clinical teams both multidisciplinary and uni-disciplinary by discussing own and others input around clients needs, ensuring a well co-ordinated care plan
- To participate in own Individual Performance Review to identify personal/professional development ensuring that the objectives set reflect the organisation's plans including specific objectives relating to the clinical specialism
- To attend relevant training and development in order to maintain skills and knowledge required of a speech and language therapist working in schools and to maintain up to date HCPC registration
- To recognise potential breakdown and conflict when it occurs and seek advice and support to resolve
- To form productive relationships with others who may be under stress and/or have challenging communication difficulties.
- To employ appropriate strategies to manage unpredictable behaviour within the workplace from children. To demonstrate the ability to manage young people with challenging behaviours including the application of appropriate management strategies.
- To travel between base and education settings and other locations on a daily basis.
- To maintain intense concentration in all aspects of patient management for prolonged periods. In particular, to monitor auditory, visual and kinaesthetic aspect of children's communication, adapting and facilitating according to perceived client needs, including cultural and linguistic difference.
- To be flexible to the demands of the environment including unpredictable work patterns, deadlines and frequent interruptions.
- To maintain sensitivity at all times to the emotional needs of 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

## 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.



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# Job Description

| Care | Think | Do |
|---|---|---|
| • Inspire | • Challenge | • Accountability |
| • Understand | • Improve | • Involve |
| • Communicate | • Learn | • 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



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## 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.



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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.



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## Personal Specification

### Essential

- Recognised Speech and Language Therapy Degree Qualification or equivalent
- Health Professions Council – Licence to Practice
- Knowledge of assessment tools relevant to school age children
- Knowledge of a range of appropriate therapeutic interventions relevant to the client group and an ability to compare and contrast relative benefits
- 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
- Negotiation and problem solving skills
- Excellent diplomacy skills
- Demonstrates excellent analytical and reflection skills
- Demonstrates ability to be a good team member including working with other agencies
- Well-developed concentration skills
- Excellent presentation skills both written and verbal
- Excellent organisational skills
- Prioritisation skills
- Good auditory discrimination skills and ability to transcribe speech phonetically
- Experience working with children with speech, language and communication difficulties as an undergraduate
- Experience of developing relationships with staff from other agencies/organisations and management teams

### Desirable

- Knowledge of Signalong
- Experience of working within mainstream and/or specialist provision.
- Experience of delivering training
- Registered member of Royal College of Speech and Language Therapy
- Membership of relevant Special Interest Groups
- Knowledge of the principles of clinical governance and audit



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Other requirements:

- Able to travel in order to carry out duties of the post

**Employee signature**

**Manager signature**



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