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| Job Title: | Speech and Language Therapist |
| Reports to (job title): | Head of SLT for Adults with Acquired Difficulties in Communication and/or Swallowing in the Community |
| Line Manager to: |  |
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## Job purpose

The Speech and Language Therapist (Band 6) will deliver high-quality, autonomous assessment and intervention to adults with acquired communication and/or swallowing difficulties. This role involves supporting patients across community and inpatient settings, with a base at the Swindon Intermediate Care Centre, and includes work in patients' homes, care homes, and other community locations.

Base

Swindon Intermediate Care Centre, with outreach to a variety of community-based settings.

This post is responsible for

* Managing an independent caseload, including admission, treatment, and discharge decisions.
* Assessing and analysing complex communication and swallowing difficulties using formal tools and clinical reasoning.
* Delivering personalised, hypothesis-driven interventions in partnership with patients and carers.
* Providing clinical education, supervision, and second opinions to SLT colleagues, assistants, and students.
* Collaborating with multidisciplinary teams and external agencies to optimise care pathways.
* Contributing to service development, quality improvement, and evidence-based practice

## Key responsibilities

* Use expert assessment and diagnostic skills to identify type and impact of communication/swallowing disorders.
* Analyse results from standardised assessments and apply them within a holistic, patient-centred care model.
* Communicate highly sensitive and complex clinical information with clarity and empathy.
* Make independent clinical decisions about treatment, referral, and discharge planning.
* Use advanced observational and sensory skills (e.g., acoustic/phonetic transcription) in assessments.
* Provide training and education to students, rehabilitation assistants, carers, and other professionals.
* Contribute to and sometimes lead service audits, journal clubs, and quality improvement initiatives.
* Support students and newly qualified SLTs through structured supervision and reflective practice.
* Ensure safeguarding practices, data protection, health and safety, and clinical governance standards are met.
* Maintain and update knowledge of best practice through CPD, reading, and relevant training

**Proposed Job Plan**   
The postholder will work flexibly across settings to respond to the evolving needs of the SLT service. Support and supervision will be provided in line with experience and service priorities

**Outline of Provisional Job Schedule**   
A balance of patient-facing time across inpatient and community locations, casework management, professional development, and clinical supervision. Schedule will be regularly reviewed with line management.

## 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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| **Care** | **Think** | **Do** |
| * Inspire * Understand * Communicate | * Challenge * Improve * Learn | * 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](https://www.nhsx.nhs.uk/media/documents/NHSX_Records_Management_CoP_V7.pdf) , [NHS Constitution](http://www.nhs.uk/choiceintheNHS/Rightsandpledges/NHSConstitution/Pages/Overview.aspx) and [HSCIC Code of Practice on Confidential Information](https://digital.nhs.uk/data-and-information/looking-after-information/data-security-and-information-governance/codes-of-practice-for-handling-information-in-health-and-care/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**

* Degree in Speech and Language Therapy.
* HCPC registered.
* Demonstrated experience working with adults with communication and/or swallowing difficulties.
* Ability to independently assess, diagnose, and manage complex SLT needs.
* Strong interpersonal, written, and verbal communication skills.
* Ability to work across disciplines and engage patients and carers in goal-setting.
* Experience supporting SLT students or junior staff.
* Good time management and organisational skills.
* High standard of clinical record keeping.

**Desirable**

* Experience in testing and evaluating new assessments or treatment approaches.
* Experience leading formal and informal training sessions for staff and carers.
* Experience in quality improvement, clinical audit, or research.
* Specialist skills in dysphagia management

**Other Requirements**

* Full UK driving licence and ability to travel across the Trust area.
* Commitment to reflective practice, supervision, and CPD.
* Awareness of and adherence to SLT and Trust-wide professional policies and legal frameworks.
* Willingness to be flexible in response to service developments and changes in care delivery

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| Employee signature |
| Manager signature |