

Job Title:	Band 5 Speech and Language Therapist
Reports to (job title):	Speech and Language Therapy Line Manager
Line Manager to:	N/A

Job purpose

To provide assessment, diagnosis and evidence-based intervention to children referred for speech and language therapy (SLT). This role is predominantly for sessions within our core mainstream and core preschool teams.

To provide information and support to parents, carers, the wider children's workforce, and other professionals. To work in an integrated manner with educational settings.

Base

23-27 Landswood Park Business Centre

Broomfield Road

Elmstead Market

Colchester

CO7 7FD

This post is responsible for

- Providing high quality, child-centred care for children on core community SLT caseloads from 0-19 years.
- To work with the clinical leads and other members of the core team service to develop, change and improve service delivery.
- To work in collaboration with other professionals and agencies to provide holistic care to the children under the core speech and language therapy service (Schools, preschool/nursery settings, Family Hubs).
- Supporting non-qualified staff and students working within the core team.
- Providing specialist knowledge and skills within relevant clinical areas.

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: -

Planning and organisational tasks / duties:

- To work within the core SLT team to provide speech and language services to community caseloads across a variety of settings.
- To work with carers, the multidisciplinary team and the wider children's workforce to provide a co-ordinated approach to children's speech, language and communication needs.
- To contribute to service development.
- To work in partnership with other agencies in order to meet local and national objectives as agreed with commissioners.
- Supporting non-qualified staff and students working within the core team.
- To support with planning and delivering training programmes to other professionals, carers and SLT assistants.

Patient Care Responsibilities

- To assess, differentially diagnose and formulate treatment plans in collaboration with parents, carers and other professionals.
- To write clinical notes and reports, including reports for Education, Health and Care Needs Assessments.
- To provide appropriate intervention and evaluate treatment outcomes.
- To work closely with clients, carers, families and the wider children's workforce agreeing decision making and intervention relevant to the child's management.
- To contribute specialist information to joint planning of targets for children.
- To participate in multiagency meetings including safeguarding case conferences when necessary.
- To provide and receive complex, sensitive information whilst working with parents and carers to agree future management.
- To communicate assessment and treatment results to the appropriate disciplines by verbal feedback, reports and letters. To include completing reports in a standardised format for the Local Authority

education department to enable them to formulate Education, Health and Care Plans and Annual Reviews.

- To adapt own clinical practice to meet the needs of individual child and family, including due regard for cultural and linguistic differences.
- To seek advice and supervision where appropriate and to participate in the team's clinical supervision offer of group and 1:1 clinical supervision.
- To complete the Royal College of Speech and Language Therapist's newly qualified practitioner competencies within 15 months of joining the team (and ideally sooner than this).

Operational delivery:

- To provide information and advice about speech, language and communication development and access to speech and language therapy to other professionals and carers.
- To work with children with a variety of disorders and their carers across the service.
- To work flexibly in order to provide an equitable service to all children, as part of the SLT team.
- To form and maintain strong communication links with the Pre-Birth to 19 service (Healthy Family Team), Early Years settings, Schools, working in partnership with other stakeholders.
- To complete incident forms when appropriate and discuss pertinent issues regarding adverse incidents with line manager and others involved.
- To assess, report and manage any risk, clinical and non-clinical, in line with Risk Management Policy.
- To positively participate in and promote Clinical Governance, thus ensuring the highest quality of practice is maintained, within the service.
- Implement service policies and procedures on a daily basis in own work area.
- To participate in discussions on policy and propose changes to working practice.
- To ensure that any Safeguarding concerns are reported appropriately, following local policies and procedures.
- To access regular safeguarding supervision in line with local policy.
- To demonstrate use of evidence-based practice and participation in clinical audit as necessary.
- To comply with mandatory training, ensuring that this is completed in a timely manner.
- To take responsibility for own continuous professional development and actively participate in clinical supervision.

Proposed job plan

- Full time, as agreed at time of appointment.

- Workload agreed with SLT clinical leads, with time allocated for clinical delivery, training, travel, CPD, meetings and supervision, appropriate to role and geographical team.

Outline of Provisional Job Schedule:

- Clinical duties may be in early years settings, schools , SLT clinics, Family Hubs or remote working from home.
- Administrative work may be undertaken at office base or through remote working from home as agreed and depending on the particular tasks being undertaken.
- Laptop and mobile phone are provided to support remote and agile working.

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.

It is your responsibility to ensure you are registered with the Health and Care Professions Council (HCPC) and that you renew your registration in a timely manner every 2 years when prompted to do so.

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

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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 or equivalent (Post Graduate Diploma or MSc in Speech and Language Therapy leading to registration with HCPC).
- Health and Care Professions Council Licence to Practice (HCPC).
- Member of the Royal College of Speech and Language Therapists.
- Specialist knowledge of assessments and interventions for client group.
- Knowledge of national and local policies and procedures relevant to client group and role.
- Understanding of the role of other professionals (relevant to care group).
- Awareness of policies and procedures relating to Child Protection.
- Experience of engaging effectively with a range of client groups.
- Excellent communication and interpersonal skills with ability to establish positive relationships and mutual respect with people at all levels.
- Ability to work effectively within a multi-disciplinary team.
- Ability to analyse and interpret data.
- Effective problem solving skills.
- Able to adapt flexibly to changing priorities.

Desirable

- Knowledge of PCI, Hanen strategies.
- Knowledge of educational training packages e.g. ELKLAN, WellComm.
- Knowledge of various strategies and interventions e.g. PECS, Makaton, Core Boards.
- Experience of delivering and developing training.
- Demonstrable experience within the NHS.

Other requirements: the successful applicant will need to be a car driver.