

Job Title:	Band 6, Specialist Speech and Language Therapist for Children with Special Educational Needs (SEND)
Reports to (job title):	Band 8A SEND Therapies Manager
Line Manager to:	N/A

## Job purpose

To provide assessment, diagnosis and specialist, evidence-based speech and language therapy (SLT) intervention to children and young people with Special Educational Needs.

To work with education and other professionals and parents/carers to support the SLT needs of children with Education and Health Care Plans (EHCPs).

To ensure a high standard of child centred service delivery is achieved in line with best practice and commissioning intentions.

## Base

Tree House Family Hub,  
Parnall Road,  
Harlow,  
CM18 7NG

## This post is responsible for

- Providing high quality, child-centred care for children on a designated SLT SEND caseload
- Working with educational professionals, carers and the multidisciplinary team to provide a co-ordinated approach to children and young people's speech, language, communication needs, within their Education Health and Care Plan (EHCP).
- Providing timely SLT advice, reports and programmes to be integrated within the child or young person's daily curriculum, including attending Annual Review meetings and updating SLT recommendations and provision, as part of a child or young person's EHCP.
- Provide information, relevant training and support to parents, carers and education/other professionals.
- Participating in the Tribunal process for relevant children, with support, as requested by the SEND Therapies Manager and Local Authority.

- Contributing to service key performance targets
- Working with the SEND Therapies team and SEND Therapies Manager on service developments within clinical area.
- Working alongside and liaising with the Community Therapies Team over the needs of child/ young person and service provision.
- Supervising and allocating work to assistants, SLT students and less experienced therapists
- Providing specialist knowledge and skills, including training, within relevant clinical area, to other SLTs and other professionals and assistants

## 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 manage own delegated caseload of SEND children independently across a variety of predominantly educational settings.
- To work with parents/carers, education colleagues, the multidisciplinary team and the wider children's workforce to provide a co-ordinated approach to children's speech, language and communication needs, as part of their EHCP provision.
- To contribute to the EHCP process, including annual reviews, advising and updating schools, parents/carers and the SEND Therapies service manager accordingly.
- To support the service to meet key performance targets and contribute to agreed service development.
- To work in partnership with other agencies in order to meet local and national objectives as agreed with commissioners and SEND Therapies Manager.
- To supervise and allocate work to assistants, SLT students and less experienced therapists, when required.
- To plan and deliver training programmes to other professionals, carers and less experienced SLTs and SLT assistants, in liaison with SEND Therapies team and service manager.
- To participate in the recruitment, selection and interview process if required.

## Patient Care Responsibilities

- To assess, differentially diagnose and formulate therapy care plans in collaboration with parents, carers and other professionals, as well as to write reports, provide appropriate intervention and evaluate treatment outcomes.
- To work closely with children/young people, parents/carers and education colleagues, and other relevant professionals in agreeing decision making and intervention relevant to the child's management.
- To contribute specialist information to joint planning of objectives for children on own caseload
- To participate in multiagency meetings including Team Around the Child and safeguarding case conferences, when appropriate.
- Provide and receive complex, sensitive information whilst working with parents/carers and colleagues.
- To communicate assessment findings and intervention outcomes and complete reports in a standardised format for the Local Authority education department to formulate Education, Health and Care Plans, Annual Reviews and to support the educational tribunal process if required.
- 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 as required, beyond the usual support and supervision arrangements.

## **Operational delivery:**

- To provide information and advice about relevant support for children with speech, language and communication needs, the role of speech and language therapy, training and resources for education professionals and parents/carers.
- To work directly with children with a variety of speech, language and communication needs and indirectly, through their parents/carers and education colleagues, upskilling them in the child/young person's programme and appropriate strategies to provide the required daily support.
- To work flexibly in a variety of settings, using a variety of clinically effective approaches, including virtual consultations if appropriate. Consideration should be given to the clinical need of the child and young person, as well as their educational environment.
- To form and maintain strong communication links with relevant colleagues within educational services and settings, as well as those within the Pre-Birth to 19 service (Healthy Family Team), specialist community children's and Therapies services. This is to ensure all services work in partnership over the needs of children/ young people and their families, as well as the support needs of settings.
- To complete incident forms when appropriate and discuss pertinent issues regarding adverse incidents with line manager and others involved.
- Assess, report and manage any risk, clinical and non-clinical, in line with Risk Management Policy
- Positively participate in and promotes 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
- 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 demonstrate use of evidence-based practice and participation in clinical audit
- To comply with mandatory training, ensuring that this is completed in a timely manner.
- Takes responsibility for own continuous professional development and actively participates in clinical supervision

## Proposed job plan

- Full time / part-time, as agreed at time of appointment
- Bulk of core clinical delivery to take place within school hours and education term dates, however service needs not to be exclusively term time only, with clinical and administrative work for school holiday periods to be discussed and agreed with SEND Therapies Manager. Post holder may be required to support Community Therapy service, if appropriate.
- Caseload agreed with SEND Therapies manager, 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 to be predominantly carried out in schools and other educational settings. There may be some occasional delivery in a family's home or Family Hub, as agreed. There is scope for blended service delivery, involving virtual video and telephone consultations for example, as appropriate.
- 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

- Inspire
- Understand
- Communicate

## Think

- Challenge
- Improve
- Learn

## Do

- 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.

## 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 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
- Minimum of 2 years post qualification experience
- Member of relevant Clinical Excellence Network
- Evidence of relevant post graduate training, internal or external
- Evidence of continuing professional development
- 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 managing own caseload and to work effectively with a range of client groups
- Experience of delivering and developing training
- 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 /training in complex needs/learning difficulties
- Knowledge/training in signing (e.g. Makaton, BSL) and AAC
- Knowledge/training in ASD strategies and interventions e.g. PECS, SCERTS
- Knowledge/training in PCI/Hanen strategies
- Demonstrable experience of working in the NHS and in educational settings



# Job Description

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

Employee signature

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Manager signature

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