

Job Title:	Assistant Practitioner- speech and language therapy
Reports to (job title):	Band 6 Speech and Language Therapist
Line Manager to:	N/A

## Job purpose

To support the children's speech and language therapy service to provide high quality of care through assessment and therapy intervention for children and young people in nursery and school settings in Wiltshire.

### Base

The post will be based in Trowbridge, Chippenham or Salisbury Hub

### This post is responsible for:

Providing speech and language therapy support to children and young people in community clinics, early years settings, mainstream schools in Wiltshire

## Key responsibilities

### In this role you will:

#### Clinical

- To independently devise and implement specialised treatment programmes for children with a wide range of complex speech, language and communication difficulties, with access to supervision by qualified speech and language therapists.
- To be responsible for assessing the effectiveness of interventions in meeting the required outcomes and making necessary modifications within personal scope of practice and based on evidence.
- To work unsupervised in a range of community/specialist settings implementing programmes, monitoring intervention, undertaking formal and informal assessment procedures, providing feedback and suggestions for potential changes to the responsible therapist.

# Job Description

- To collect case related information and data from clients, carers and other relevant sources and report this to the therapist responsible from a range of community and specialist settings including mainstream and special schools, nurseries, the child's home, and children's centres.
- To contribute to the assessment process by reporting on observations in a range of contexts, recording speech and language and play, and carrying out non-standardised and standardised tests (having completed appropriate training and competencies)
- To demonstrate and model therapeutic practices, supporting and training others to carry out ongoing programmes of intervention to ensure appropriate and consistent implementation, including specialist programmes such as Intensive Interaction, Cued Articulation, Makaton, Swindon approaches, and AAC (Alternative and Augmentative Communication).
- To be responsible for session planning, organisation and evaluation, using personal judgement and extended experience, to decide when to seek further advice or assessment from the therapist responsible.
- Maintain and complete accurate records either written and / or electronic which are consistent with legislation, policies and procedures and service needs.
- To use highly developed communication skills to adapt levels and complexity of language (i.e. increasing or decreasing) to meet the therapeutic needs of individual children and enhance their ability to understand and communicate.
- To support interventions by selecting appropriate materials matched to the cognitive and physical abilities and developmental level of the child.
- To use gesture, manual signs, sign language and pictorial symbols i.e. total communication to support intervention and help children understand and express themselves in day-to-day functioning.
- To provide and receive routine, complex and sensitive case related information face to face, over the telephone, and electronically – i.e. with clients, carers and relatives as well as therapists/health professionals/schools/other outside agencies (maintaining confidentiality).
- To communicate factual and personally relevant information at a range of levels to clients and families using persuasion, reassurance, and sensitivity to enable them to understand the child's communication difficulties and developmental level.
- To employ empathy when working with families when the information is unwelcome and anxiety and other family issues can interfere with the impact and priority of understanding of the child's communication difficulty.

## Job Description

- To provide practical advice, instruction and training about communication difficulties to other health staff, speech and language therapy students, and other agencies e.g. teaching assistants, early years workers, parents, and health visitor assistants, to include supervision of speech and language therapy students.
- To participate in the Safeguarding Children processes including Team Around the Child meetings, seeking supervision as appropriate.
- Providing information and explanations when English may not be the first language, working through interpreters where appropriate; and/or when the client's/parents' own level of understanding is a barrier to successful communication.
- Responsible for organising and supporting the induction of new assistants and newly qualified therapists (during their first year), supporting them clinically through this period and providing ideas for resources and activities to support intervention.

### Professional

- To progress and develop professional and clinical skills across a range of speech, language and communication needs (SLCN) by working with highly specialist therapists, maintain a record of learning, undertaking self-directed study and more formal CPD activities.
- To recognise own professional and clinical boundaries and competencies and seek advice and support from qualified therapist(s)
- To use personal judgement and initiative to manage and prioritise personal caseload with access to clinical supervision
- To maintain service standards with adherence to local and national policies and guidelines and clinical governance, including confidentiality.
- To record and update personally generated clinical observations, assessment results, and treatment and advice details in client case notes.
- To participate in the organisation's annual appraisal process.
- To contribute to local policy and service development through the clinical governance process.

- To be responsible for maintaining equipment records and the safe use and security of clinical equipment. To identify and request therapy equipment for the team to meet caseload demands (according to service guidelines)
- To provide clinical activity data and routine recording of CPD, travel, and other related activity, observing data protection guidelines
- To take part in research and clinical audit as directed by senior staff, undertake action research with personal caseload and contribute to others' research by providing data.
- To be able to recognise breakdown/conflict when it occurs and seek advice and support from more senior colleagues to resolve.

Additional information for all posts

The post holder is required to comply with all relevant policies and procedures pertinent to their post.

The post holder will have the opportunity to apply for an Assistant Practitioner Apprenticeship qualification.

## 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.

## 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

- Educated to diploma level or equivalent
- Good interpersonal skills – including observation, listening and empathy skills
- Negotiation and problem solving skills
- Demonstrates ability to be a good team member including working with other agencies
- Prioritisation skills
- Well-developed concentration skills
- Good presentation skills both written and verbal
- Good organisational skills and ability to work independently
- Prioritisation skills
- Experience working with children with speech, language and communication difficulties
- Experience of working independently to deliver packages of care
- Experience of developing relationships with staff from other agencies/organisations

### Desirable

- Knowledge of Makaton
- Experience of working within mainstream and/or specialist education provision.
- Experience of delivering training

### Other requirements:

- Valid UK Driving License in order to carry out duties of the post

### Employee signature

---

### Manager signature

---