

Job Description

Job Title:	Speech & Language Therapy Assistant (SLTA)
Reports to (job title):	Speech & Language Therapist (SLT)

Job Purpose

Provide regular intervention to children and young people (CYP) with Speech, Language & Communication Needs (SLCN), delivering programmes as devised by a qualified SLT.

Develop the skills of the Team around the Child (TAC).

Keep regular accurate written records of the progress of the CYP.

Provide some administrative support for the clinical work of SLTs.

Work as an integral part of the SLTA team to promote best practice.

Base

Greenways Business Park, Chippenham. The role will include visits to numerous educational settings mostly in the north Wiltshire area during the working week.

This post is responsible for

Working under the guidance of a registered Speech and Language therapist within the team to assist with providing speech and language therapy support to children and young people in clinics and designated education settings in Wiltshire. This will include both working as part of a team and working independently in clinic, preschool and school settings.

Key responsibilities

- Independently implement programmes of regular intervention, following aims and objectives set by the SLT. These may need to be delivered individually or in small groups and in a wide range of environments, including clinics, preschools and schools.
- Plan, devise and create activities and resources to meet the aims of the programme of intervention.
- Demonstrate speech and language activities to professionals and parents/carers.
- Train the team around the child (TAC) through regular interventions with a child or young person (CYP), in order to ensure that the CYP achieves their optimum communication potential.
- Provide training to the TAC through the delivery of specific communication programmes e.g. narrative therapy.
- Evaluate the response of the CYP to the intervention and modify and adapt activities accordingly, and decide when further liaison with the SLT is required.
- Provide feedback to professionals and parents/carers about the programmes of intervention and about the progress of the CYP.
- Use an electronic record-keeping system to maintain ongoing accurate records of a CYP's progress.
- Administer some basic screening assessment tools as requested by SLTs.
- Complete written templates to summarise the CYP's progress at the end of a period of intervention.
- Independently create and manage a timetable of visits, taking into account geography and other variables linked to the CYP to ensure best use of time.
- Routinely travel to a variety of locations within the service's geographical area, while carrying and/or transporting resources relevant to the intervention.
- Support the administrative work of the SLT where appropriate e.g. resource-making.
- Provide broader support within the SLT department e.g. maintaining toys/resources.

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- Be an integral part of the SLTA team whose role includes peer support and sharing of best practice.

Research and Audit Responsibilities

- Assist SLTs in their audit and research activities when required.
- Under supervision, follow a procedure to contribute to local and national audit and quality measures, therefore participating in the process of clinical governance.

Professional Responsibilities

- Adhere to the organisation and SLT service policies and procedures, and national guidelines including:
 - Completing Quality and Safety training in a timely manner.
 - Actively participate in the annual appraisal system.
 - Undertake regular supervision i.e. meet regularly either with a clinical supervisor or supervision group, to ensure ongoing reflective practice to evaluate and learn from clinical work, to address training needs, to change practice where necessary.
 - Demonstrate commitment to continuing personal development and acquisition of further skills and knowledge, including attending relevant training events.
 - React appropriately to disclosure of information triggering child protection / vulnerable adult procedures.
- Practice within legal frameworks and current legislation e.g. confidentiality, consent, data protection, health and safety at work, whilst considering professional and ethical principles.
- Adhere to all Health and Safety at work guidelines
- Work as part of a clinical team, and attend and contribute to team meetings as appropriate.
- Take responsibility to plan, prioritise and organise own workload and manage time efficiently and effectively, whilst liaising with locality coordinator.
- Behave in a professional and respectful manner at all times.
- Communicate in an open, honest and direct manner

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Financial Responsibilities

- All staff will support their managers to make efficient and effective use of resources. All staff are responsible for identifying any actual or potential deviation from budgets and are to work with the budget holder or manager to find effective ways of handling it.
- All staff must ensure they use resources in a manner consistent with organisational objectives and policies, ensuring that resources are realistic, justified and of clear benefit to the organisation.

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.

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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

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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.

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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.

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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

- Minimum GCSE grade 4 or C in English & Maths
- or
- NVQ level in relevant field
- Minimum two years' experience working with children
- Ability to learn as demonstrated by previous education/qualifications.
- Have relevant and practical work experience related to the clinical area of this post, demonstrating an awareness of client needs and likely service issues.
- Have an excellent standard of spoken and written English.
- Have a high level of self-motivation and enthusiasm.
- Show an ability to be organised and manage own time efficiently.
- Be able to on occasions cope with and appropriately manage the emotional consequences of working with patients with distressing conditions, or in challenging situations.
- Demonstrate good interpersonal skills including the ability to listen well and show empathy as well as be able to deal with difficult/sensitive situations.
- Have a willingness to learn and develop.
- Be able to communicate clearly, directly and honestly, in an open manner.
- Have a good awareness of self and of others.
- Good skills with IT.
- Demonstrate ability to document details clearly and accurately.

Desirable

- Knowledge or experience of working with children with speech, language and communication needs

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Other requirements: Have means to travel across Wiltshire to carry out the duties required for the role.

Employee signature

Manager signature
