**Job Description**

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|  | **Job Title** | Speech and Language Therapist |
| **Trust** | Compass Learning Partnership |
| **School** | Woodfield School and The Village School |
| **Grade** | GLPC Scale Points 19 to 31 plus Special School Allowance (Band 5 equivalent) |
| **Reports to** | Senior Speech and Language Therapist/Head of Therapy |
| **Staffing Responsibility** | Therapy Assistants |

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| 1. **Job Purpose:**   *(Summary of the overall purpose of the job)*   * 1. To assess and manage clients referred to the speech and language therapy service with a range of speech, language and communication difficulties and implement relevant Speech and Language Therapy treatment packages.   2. To manage a designated caseload with access to regular support, second opinion and line manager supervision.      * 1. To work together with education staff in integrating therapy targets into all learning goals for children with an Educational, Health and Care Plan. |
| **2. Principal Accountabilities and Responsibilities:**  CLINICAL   1. Manage own caseload of children with appropriate support from the Senior Speech and Language Therapist, in accordance with the school’s service model, including: 2. Carrying out clinical observations, informal and formal assessments of children and analysing the results reflecting on own knowledge and experience and seeking more specialist advice as required. 3. Monitoring intervention outcome and adapting the plan accordingly. 4. Providing reports reflecting own knowledge and experience with reference to established and evidence-based practice within the profession. 5. Provide SaLT assessment and intervention to children with associated difficulties such as eating and swallowing difficulties (within area of competence) with supervision from professional lead and others as appropriate. 6. Be a key member of the wider therapy team providing advice regarding speech, language or communication needs for parents / carers, education and health professionals in respect of both individual children and/or general guidance regarding the management of these difficulties. 7. Establish a trusting and respectful relationship with clients and their parents/carers and ensuring that appropriate boundaries are maintained.   TRAINING   1. Collaborate with therapy colleagues and parents/carers to assist in devising, delivering and evaluating training courses for parents/carers. 2. Collaborate with therapy and education colleagues to assist in devising, delivering and evaluating training courses for school staff.   ADMINISTRATION   1. Maintain clinical records in line with service policies and HCPC requirements. 2. Contribute to the annual gathering of activity data for information systems and clinical effectiveness measures and undertake audit projects as required.   SERVICE PROVISION   1. Delegate work to and provide day-to-day guidance for speech and language therapy assistants and volunteers. 2. Demonstrate knowledge of national legislation, local protocols and professional guidance relevant to the specialty and advise colleagues accordingly. 3. Contribute data or participate directly in a service development project. 4. Contribute to the development of the school in collaboration with therapy colleagues and other professionals, including creating opportunities for income generating activities, when appropriate.   PERSONAL PROFESSIONAL DEVELOPMENT   1. Actively engage with clinical supervision demonstrating the ability to reflect on own practice with peers and mentors and identify own strengths and development needs. 2. Be competent and able in safe manual handling of children and young people in the context of speech, language and communication therapy. 3. Actively engage in extending knowledge and clinical experience in areas of personal interest and professional relevance. 4. Maintain and develop core professional competencies, underpinned by current evidence-based practice, national standards and RCSLT clinical guidelines. 5. Maintain membership of HCPC.   FREEDOM TO ACT  The post-holder is responsible and accountable for own actions and is free to use their own initiative and act independently within the remit of the post.  COMPETENCE  You are responsible for limiting your actions to those which you feel competent to undertake. If you have any doubts about your competence during your duties, you should immediately speak to your line manager / supervisor.  REGISTERED HEALTH PROFESSIONAL  All employees of the SALT department are required to comply with the Trust code of conduct and requirements of their professional registration.  SUPERVISION  Where the appropriate professional organisation details a requirement in relation to supervision, it is the responsibility of the post holder to ensure compliance with this requirement. If you are in any doubt about the existence of such a requirement speak to your manager.  RISK MANAGEMENT  It is a standard element of the role and responsibility of all staff at each school that they fulfil a proactive role towards the management of risk in all their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.  RECORDS MANAGEMENT  As an employee of the Therapy department, you are legally responsible for all records that you gather, create or use as part of your work within the department, whether paper based or on computer. All such records are considered public records, and you have a legal duty of confidence to service users (even after you leave the department). You should consult your manager if you have any doubt as to the correct management of records with which you work.  HEALTH AND SAFETY REQUIREMENTS  All employees of each school have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable SALT services to meet its own legal duties and to report any hazardous situations or defective equipment.  FLEXIBILITY STATEMENT  The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances.    CONFIDENTIALITY  All employees of the Therapy Department are required to maintain the confidentiality of members of service users and members of staff. The Job Description covers only the key result areas and, as such, does not intend to provide a comprehensive list of objectives. Specific objectives will be reviewed yearly and may develop to meet the changing needs of the service. The post-holder will need to take due account, in the way they achieve the key result areas, of school policies and procedures. |