

## Job Description

### SPEECH AND LANGUAGE THERAPIST

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|-----------------------------|---|
| <b>Job Title:</b>           | Speech and Language Therapist   |
| <b>Hours of Work (p/w):</b> | negotiable  |
| <b>Accountable to:</b>      | Director, Therapy Links UK C.I.C.   |
| <b>Reports to:</b>          | Director, Therapy Links UK C.I.C.   |
| <b>Location(s):</b>         | Contracted settings (schools / colleges), client's homes, and office-based work which can take place from the therapist's own home. |

**Role of the organisation:** Therapy Links UK C.I.C is a not-for-profit social enterprise (registered Community Interest Company) committed to tackling inequality in access to effective therapy provision. It prides itself in providing excellent, flexible and evidence-based support to individuals and settings, recognising the importance of effective working relationships built on mutual respect and trust across the NHS, voluntary and independent sector.

**Key working relationships:** clients and their parents / carers, NHS colleagues, school/college senior leadership teams, teaching staff, multi-disciplinary therapy teams including occupational therapy, physiotherapy, music therapy, clinical psychology/psychiatry, nursing and other NHS and local authority colleagues.

#### Job Summary:

- To continually behave in accordance with TLUK values of integrity, fairness, quality and working together.
- To embody TLUK's vision and values on inclusion, equality and diversity.
- To provide a speech and language therapy assessment and intervention to children, young people and young adults (0-25) with a range of speech, language & communication needs (SLCN) which may or may not be in the context of other neurological and neurodevelopmental conditions
- To provide a speech and language therapy service to identified settings, including school and college settings commissioning support from Therapy Links UK with appropriate support and supervision.
- To effectively implement evidence-based models of care, and approaches to intervention with a focus on outcomes and impact, with support and supervision.
- To provide training to parents, education staff and other professionals as required, with support.



- To work seamlessly and collaboratively as an integral member of the multi-disciplinary team contributing to service development projects where applicable
- To provide day-to-day supervision and support to speech and language therapy assistants / student speech & language therapists

### **Main Duties/Key Results Areas:**

#### **CLINICAL**

1. Provide clinical services which are sensitive to the protected characteristics of age, disability, gender and gender neutral identification, marriage and civil partnership, race, religion or belief, and sexual orientation.
2. To deliver a comprehensive speech & language therapy service to identified educational settings, following a universal, targeted and specialist model of delivery, with supervision and support
3. To undertake specialist assessment and intervention on a referral basis using a range of appropriate assessment tools to inform clinical decision making.
4. To provide differential diagnosis and recommend a clear, time-limited, evidence-based management plan.
5. To work as part of the multi-disciplinary and multi-agency teams involved with the children/young people and their families. To contribute to care planning meetings, undertake joint assessments, goals settings and reviews where appropriate.
6. To use a range of therapy approaches relevant to the client group.
7. To contribute to the delivery of training for parents, when appropriate.
8. To provide intervention at client's homes, in schools, in clinics or via teletherapy to support client's communication skill development.
9. To work together with NHS and other involved teams to ensure effective and streamlined support.
10. To collaborate with the multi-disciplinary team ensuring appropriate communication EHCP / IEP targets are set and reviewed.
11. To understand and use a range of alternative and augmentative communication (AAC) tools to include both low and high-tech AAC.
12. To support the implementation of community-based grant-funded projects within TLUK as required and appropriate.
13. To set up, monitor and review communication groups / communication therapy within schools, where appropriate.



14. To signpost and refer clients to the NHS speech and language therapy team or other appropriate services depending on individual client need.
15. To be responsible for ensuring that clients and parents/carers have consented prior to assessment or intervention, in line with professional guidelines.
16. For clients aged 16 or over, ensure that the processes laid out in the Mental Capacity Act (2005) are followed in relation to decisions around consent / Best Interest Decisions and that these decisions are clearly recorded in client notes.
17. To ensure that accurate and comprehensive records of assessment, treatment, review and discharge are maintained in accordance with legal and organisational requirements.
18. To monitor the effectiveness of interventions through goal setting, audit, clinical outcome measurement and evaluation of service.
19. To keep comprehensive confidential notes in line with HCPC regulations.

### Professional

20. To be an integral member of the multidisciplinary team to include occupational therapists, physiotherapists, dietitians & psychologists and contribute to care pathways, service development initiatives and service objectives.
21. To utilise communication, interpersonal and teaching skills to educate the diverse and multicultural community, who may have communication difficulties. To use these skills to help clients/staff/parents/carers understand essential, highly complex information both on a one-to-one basis and in large groups.
22. To monitor and manage own workload, including waiting lists, referrals and discharges and provide activity reports as requested.
23. To participate in the training of student speech and language therapists; planning timetables, providing supervision, feedback and assessment.
24. To maintain good communication with the designated line manager about all aspects of this post and its duties.
25. To ensure safe practice through development of a caseload management plan, accessing supervision when required.
26. To undertake risk assessment and reporting of critical incidents as outlined in the organisation and setting policy.
27. To take responsibility for ongoing clinical excellence through evidence-based practice
28. To proactively seek out new information and new ways of working for example in relation to telehealth or particular clinical approaches.



29. To ensure that appropriate CPD, supervision, and mandatory training is undertaken to ensure skills are developed and maintained including monthly peer support.
30. To comply with professional codes of practice, professional guidelines and organisational policies.
31. To contribute to effective team working within multidisciplinary teams including the communication of highly complex client-related information to ensure collaborative working.
32. To apply knowledge and awareness of equality and diversity practices to ensure that children, young people and their families/carers are supported to access the service
33. To respect the individuality, values, cultural and religious diversity of clients and contribute to a service that is sensitive to these
34. To demonstrate awareness of your own cultural beliefs and practices, and demonstrate insight into how this may influence the way you work with families of diverse backgrounds

#### General

35. To keep electronic records of all patient contacts on WriteUpp information system in accordance with organisational standards for record keeping.
36. To maintain strict confidentiality in accordance with the General Data Protection Regulations (GDPR), Organisational Privacy Policy and Health & Care Professions Council standards.
37. To work to ensure flexible service delivery including cover arrangements during periods of absence.
38. To be able to use basic software packages such as Microsoft Word, Excel and Powerpoint, In Print, Boardmaker
39. To promote at all times equal opportunities for staff and clients to ensure that no person receives less favourable treatment than another on the grounds of: age; disability; marriage and civil partnership; pregnancy and maternity; race (ethnicity); religion or belief; sex (gender); gender reassignment or sexual orientation.
40. To ensure that all processes and procedures are followed in relation to Safeguarding and that an active approach is taken to ensure safeguarding of clients and their families.
41. To maintain professional registration with the Health and Care Professions Council (HCPC).
42. To work within HCPC professional code of practise and within professional body guidelines, ensuring working within scope of practise at all times.
43. To adhere to the organisations infection control policy, procedures and guidelines and in particular practise strict hand hygiene at all times while carrying out clinical duties in line with the Health Act 2006: Code of practise for the prevention and control of healthcare associated infections (HCAIs). The prevention and control of HCAIs must be embedded into everyday clinical practise and applied consistency.



44. All clinical staff hold responsibility for ensuring they have sound knowledge of standard infection control precautions and no omission on their part or within the sphere of their responsibility is detrimental to the interests or safety of their patients, visitors and colleagues. Clinical staff must keep their infection control knowledge and skills up to date by attending mandatory infection control training.
45. To undertake other such duties as may be reasonably required from time to time as re consistent with the responsibilities of the post.

**On call /Unsocial Hours:**

The post does not currently require on call or unsocial hours working but may include some change in working pattern to provide pre-planned INSET training for education staff on a half termly basis, and to attend peer support groups between 6.45 – 8pm once per month.

**This job description is intended to be an interpretation of the general scope and proposed responsibilities of the post at the time of writing. Therefore, you may be required to undertake other duties and responsibilities commensurate with your role. The job and priorities for action will be periodically reviewed. This will be done by the line manager in consultation with the post holder.**



## Person Specification

### Job Title: Speech and Language Therapist

*A = Application, I = Interview*

| CRITERIA                              | ESSENTIAL   | DESIRABLE  | TESTED         |
|---------------------------------------|---|--|----------------|
| <b>Education &amp; Qualifications</b> | Degree / Post graduate diploma in Speech and Language Therapy<br><br>HCPC registration<br><br>RCSLT Member  | SCERTS training<br><br>PECS training   | <b>A</b>       |
| <b>Experience</b>                     | Experience of working in education settings<br><br>Experience working with children with a range of speech, language and communication needs.<br><br>Experience of working with children & young people (C&YP) with neurodevelopmental disabilities<br><br>Experience of working in a multidisciplinary team<br><br>Experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds. | Experience of designing and delivering training<br><br>Experience of working within the Mental Capacity Act<br><br>Experience of working in NHS primary care/community services<br><br>Experience of contributing to audit / service development projects<br><br>Experience of working in specialist schools / colleges<br><br>Experience of a range of AAC approaches (both low- and high-tech) | <b>A&amp;I</b> |
| <b>Knowledge</b>                      | Knowledge of assessment and interventions relevant to specialist client group<br><br>Knowledge and understanding of clinical governance and application to practice<br><br>Sound knowledge of safeguarding practices and procedures   | Knowledge of different service delivery models   | <b>A&amp;I</b> |



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|-----------------------------|--|--|----------------|
| <b>Skills and Abilities</b> | Excellent oral and written communication skills with people from a wide variety of backgrounds<br><br>Presentation skills<br><br>Ability to work effectively independently with individuals and groups<br><br>Ability to prioritise own workload<br><br>Ability to work as part of a team<br><br>IT skills (In Print/ Boardmaker, Powerpoint, Excel, Word)<br><br>Motivation and counselling skills<br><br>Flexibility, adaptability and creativity<br><br>Able to deal with distressed clients and their relatives<br><br>Able to maintain effective working relationships with relevant stakeholders |  | <b>A&amp;I</b> |
| <b>Other</b>                | Membership of the Royal College of Speech & Language Therapists<br><br>Enhanced DBS Clearance  | Membership of appropriate Clinical Excellence networks | <b>A</b>       |