



JOB DESCRIPTION

- Job Title** : **SPEECH AND LANGUAGE THERAPIST (BAND 5)**
- Department** : **Care and Therapies**
- Responsible to** : **Speech & Language Therapist (Band 7)**
- Salary/Grading** : **Band 5 Speech and Language Therapist (pro-rata)**
- Working hours** : **3 days per week [24 hrs] 52 week post
[flexible working hours between 7a.m. and 10p.m.]**

General Statement:

The postholder will be expected to support and embrace, articulate and work with Sunfield's vision, values and purpose which is drawn from a long history of appreciation and integration of Rudolf Steiner's insights into human development. This is then braided with a practical, purposeful and therapeutic education and a homely and nurturing living environment that supports the physical, emotional and spiritual development of each child and young person who attends Sunfield. In addition Sunfield supports families and carers, and looks to advance the public understanding through education and research.

The post holder is expected to treat each person, student and staff, with dignity and respect, ensuring high aspirations are met, and contribute to shaping the learning community of the School and home as part of Ruskin Mill Trust, always remembering that our core purpose is to improve the education and lives of our pupils, students and adults.

MAIN PURPOSE OF POST:

- To be responsible for the planning and delivery of an effective and specialist Speech and Language Therapy [SALT] service for residential and day students at Sunfield in consultation with the Speech and Language Therapist (Band 7).

CLINICAL RESPONSIBILITIES:

- To be responsible for the planning and delivery of an efficient Speech and Language service for residential and day students at Sunfield, which meets the needs of Children and Young People as defined in their EHCP.
 - To work with a caseload of students displaying complex learning and behavioural needs within Sunfield.
 - To assess the SALT needs of students, using standardized assessments and observational methods as appropriate.
 - To plan and deliver SALT intervention either individually or in a group setting, as appropriate.
 - To monitor progress through re-assessment and case notes, which must be completed within 24 hours.
 - To facilitate AAC assessment, where necessary, with other agencies.
 - To advise on the use of OORs[Objects of Reference] and suitable objects.
 - To prepare reports for Annual and LAC reviews/CIN/ 6 monthly reviews in addition to the initial 3 month review
 - To assist in external assessments when requested.
 - To work in liaison with other professionals in joint assessment and treatment.
 - To promote a 'Total' approach to communication.
 - To identify the need for, and liaise with the Health Team to facilitate referral to external specialities e.g. ENT / Audiology
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- To give advice on Dysphagia and if required refer for further investigation in conjunction with the Health Team if not trained in dysphagia management
 - To timetable at least 2 hours per week for liaison with care staff by house visits and advice on Communication strategies for students on the Therapist's case load
 - To assist in developing Social Stories / Social Narratives as directed by the Head of Care & Therapies
 - To prepare individual Communication Passports and update these, as necessary for LAC/CIN and AR reviews in liaison with families and staff
 - **To adhere to the standards of the Royal College of Speech and Language Therapists [Communicating Quality] and maintain the requirement for registration**

MANAGEMENT RESPONSIBILITIES:

- To keep case notes up to date in accordance with the requirements of the RCSLT
- To provide progress reports and assessment reports as required.
- To give input to and attend, where necessary, student-focused meetings including reviews as required.
- To assist in the induction of new staff.
- To maintain CALM accreditation and ensure that all Sunfield mandatory trainings are up to date

SERVICE DEVELOPMENT:

- To reinforce trainings in PECS and TEACCH
- To programme communication aids in liaison with relevant staff to ensure correct communication levels

- To advise on language levels for Social Stories as required
- To liaise and advise on the use of appropriate communication levels.
- To promote the use of PECS in varying settings.
- To ensure that the Assessment tests and equipment are both up to date and in good order.
- To use and promote a variety of approaches with students to ensure a child centered approach to communication development [e.g Intensive Interaction; Hanen; Play]
- To train Sunfield staff in the use of Proloquo2 go on iPads and the use of associated communication apps
- To contribute to the SALT targets within SQIP [Strategic Quality Improvement Plan]

GENERAL:

- To maintain good time keeping
- To maintain professionalism in both manner and appearance
- To attend, on a rota basis, morning briefing and report to the P&T team via email
- To contribute to maintaining a clear and safe working area, ensuring that equipment is accessible and complete
- To maintain a record of personal TOIL and Holiday requests [to supplement Manager's records]
- To act as a responsible adult

PROFESSIONAL DEVELOPMENT:

- To engage in supervision with the Band 7 SALT
- To maintain membership of the Royal College of Speech and Language Therapists and the Health Care Professions Council
- To maintain knowledge levels by attending courses and reading of literature relating to the specific client group at Sunfield.
- To prepare for and attend regular supervision and Annual Appraisal
- To access Training Courses, webinars and literature which underpins their work within Sunfield

SAFEGUARDING:

- Staff to be made aware of what actions to take if they have a concern about the conduct of a colleague, or any member of the staff employed at Sunfield and how to report these in accordance with the Sunfield policy and procedures
- Ensure there are effective child welfare and child protection processes in place and that these are followed in accordance with the Sunfield Safeguarding policy and procedures
- Be aware of the NSPCC Whistleblowing Helpline

General Duties

1. To share the Sunfield's commitment for promoting and safeguarding the welfare of the children and young people.

2. To be responsible for promoting and safeguarding the welfare of children and young people that you come into contact with.
3. To carry out the above duties in accordance with the Sunfield's Health and Safety Policy.
4. To actively support and promote equality and diversity throughout the Sunfield.
5. To work co-operatively with other staff within the Sunfield.
6. To work with children and young people within Sunfield as and when required.
7. To deliver training or development opportunities as required.
8. To maintain a 'duty of candour' and to be open and honest at all times, ensuring that concerns are raised promptly through the appropriate management routes.
9. To comply with all the policies and procedures of the School including the Sunfield Safeguarding (Child Protection) Policy and Procedure.
10. To maintain exemplary standards of professionalism, honesty and respect at all times, and not abuse the privilege of access to confidential information.
11. To be responsible for the care and development for your working area.
12. To attend meetings and supervision as required.
13. To undertake training and development as required by the Sunfield. To be committed to professional self-development, through participation in-service training as necessary for the successful carrying out of the role.
14. To undertake work related continued professional development (CPD) as required by the post.
15. May, from time to time be required to work additional hours as shall be necessary to discharge properly your duties and responsibilities outlined in this job description.
16. To undertake any other duties appropriate to this level of post which will evolve as the job progresses until the job description is reviewed.

Liaison

To liaise with all staff employed by the Sunfield, Ruskin Mill Trust, professional bodies, external consultants, and any outside bodies as and when required.

Job Revision

This job description should be regarded as a guide to the duties required and is not definitive or restrictive in any way. The duties of the post may be varied from time to time in response to changing circumstances. This job description does not form part of the contract of employment.

Where the post holder is disabled or becomes disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable job redesign will be given full consideration.

PERSON SPECIFICATION

JOB TITLE Speech and Language Therapist

Criteria	Essential	Desirable	Assessment
Qualifications and Knowledge	1] Licentiate Royal College Speech and Language Therapist/ BSc/ BA Speech and Language Pathology/ Human Communication 2] Registered with RCSLT 3] Registration with HCPC	1] Evidence of training in PEC's ; Intensive Interaction 2] Knowledge of Autistic Spectrum Disorders. 3] Knowledge of TEACCH techniques 4] Knowledge of	Course attendance certificates

	<p>4] Knowledge and understanding of normal developmental patterns.</p> <p>5] Adherence to the standards of RCSLT – Communicating Quality</p>	<p>AAC and its application.</p> <p>5] Knowledge of the impact of developmental delay</p> <p>6] Knowledge of of current legislation affecting children.</p> <p>7] Knowledge of ‘P’ levels and their impact on SALT</p>	
Experience	<p>1] More than 3 yrs post qualification SALT experience/practice.</p> <p>2] Broad practical experience in clinical settings with specific input in SLD and / or ASD settings.</p> <p>3] For non NQP’s - Experience in working as part of a multi-disciplinary team.</p> <p>4] Experience in working without professional supervision.</p> <p>5] Experience of supervising staff and students</p>	<p>1] Experience of working with children with learning difficulties.</p> <p>2] Experience in working with clients with ASD/ADHD</p> <p>3] Experience in working with children with typically developmental patterns.</p> <p>4] Experience in the implementation of PEC’s/ AAC</p>	

Communication Skills	<p>1] Effective communicator with children, families and other professionals.</p> <p>2] Able to reduce communication to levels relevant to the client group.</p> <p>3] Demonstrate good listening and analytical skills</p>	<p>1] Experience in the use and preparation of visual systems.[use of Widget]</p> <p>2] Knowledge of / experience of using Signalong.</p> <p>3] Knowledge of, experience with VOCA’s</p>	
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Organisational Skills	1] Able to prioritise and manage own caseload . 2] Able to set own goals and achievable methods of attainment. 3] Ability to maintain own case notes. 4] Ability to set own timetables for students and to manage own time . 5] Analytical skills 6] the ability to maintain an ordered work area		
Personal Skills	1] Able to engage in moderate physical activities. 2] Able to deal with frequent unpredictable situations or events. 3] Able to deal with emotionally distressing situations or events. 4] Flexibility in approaches to both students and staff. Patience, empathy, sense of humour. 5] Willing to be a team member and to assist outside ones own professional field, but not to the detriment of ones professional training 6] Good time keeping and flexibility		