**Picture3.png** 

**JOB DESCRIPTION**

#### JOB TITLE: Specialist Paediatric Speech and Language Therapist

# GRADE: Band 6

**DEPARTMENT: London Borough of Hounslow Children’s Therapy Service**

**ACCOUNTABLE TO: Head teacher at Hub School**

**RESPONSIBLE TO: Therapy Team Leader**

**JOB SUMMARY**

Hounslow Schools Speech and Language Therapy service is a new specialist service for pupils with a range of spoken language and communication difficulties attending special schools and centres in Hounslow.

The service provides assessment, diagnosis and intervention for individual children as well as working with the staff within schools.

The post holder is an autonomous practitioner and is responsible for organising and managing his/her own caseload whilst working from a central base alongside other Speech and Language Therapists and Occupational Therapists. S/he will need specialist knowledge in the assessment, differential diagnosis and treatment of developmental language disorders, specific language impairment and social communication difficulties including those associated with Autistic spectrum disorders. S/he will also work with children who have associated syndromes or special educational needs which interact with their language development. This will include emotional and behavioural problems, ADHD, and syndromes such as Down’s syndrome. S/he is expected to have a good knowledge of the education system as it relates to classroom practice.

The post holder will be expected to supervise Band 5 colleagues. Support and mentoring will be provided by the Highly Specialist Speech and Language Therapists within the team.

**MAIN DUTIES AND RESPONSIBILITIES: (SUMMARY INFORMATION)**

* To take responsibility, with supervision, for the provision of assessment, diagnosis, and intervention of caseloads of children in a range of settings including special schools and centres within mainstream schools.
* To demonstrate skills and abilities in the delivery of speech and language therapy and the ability to reflect on clinical practice with the support of senior and specialist colleagues.
* To provide a service which takes account of the needs of clients from a range of ethnic and linguistic backgrounds.
* To explain/raise awareness and understanding of the role of speech and language therapists to schools staff, visitors, students and volunteers, other health professionals, carers, clients and the general public.

**SPECIFIC DUTIES:**

1. To independently manage a caseload of children aged up to 19 years with ASD, learning disabilities and speech and language difficulties independently, completing assessments, annual reviews, writing individual programmes, implementing groups, providing advice and resources and reviewing outcomes with a curriculum and functional based focus.
2. To demonstrate and implement Speech and Language Therapy programmes for school staff to implement and to evaluate outcomes
3. To take clinical responsibility for a varied paediatric caseload of differing complexities and to organise this effectively with regard to clinical priorities and use of time.
4. To ensure that clients are involved in the planning and prioritisation of their treatment plans wherever possible.
5. To provide advice and coaching to others regarding the management and care of clients with communication difficulties
6. To demonstrate clinical effectiveness drawing on evidence based practice and outcome measures
7. Assist in providing training to other staff and take part in multi-disciplinary training as appropriate.
8. To work via teaching assistants, teachers, families and carers to achieve outcomes for individual clients, providing support, programmes, ideas, advice and assessment

**PROFESSIONAL DUTIES AND RESPONSIBILITIES**

**Patient/client care**

* To assess, develop and implement Speech and Language Therapy Treatment
* To provide advice to others regarding the management and care of patients/clients with communication and/or feeding and swallowing difficulties
* To demonstrate clinical effectiveness by use of evidence based practice and outcome measures
* To provide a service which takes account of the needs of clients from a range of ethnic and linguistic backgrounds

**Policy/service development/implementation**

* To be aware of and adhere to service and team plans and policies
* To contribute to proposed service/policy developments/working parties as appropriate

**Financial and physical resources**

* + To monitor stock levels in own service area and request new equipment as appropriate
  + To be responsible for the security, care and maintenance of equipment ensuring standards of infection control and safety are maintained – including equipment loaned to clients

**Human resources**

* + To supervise the work of assistants and volunteers
  + To assist in providing support for students from other professionals groups
  + To supervise Speech and Language Therapy students on placement

**Information resources**

* + To maintain up to date and accurate case notes and write reports in line with RCSLT professional standards and local trust policies
  + To share information with others, observing data protection guidelines
  + To gather activity data accurately and regularly, ensuring the provision of such information promptly within local guidelines

**Research and development**

* + To undertake Clinical Governance /audit projects within local service
  + To participate in departmental research and clinical governance/audit projects
  + To collect and provide research data as required

**Freedom to act**

* + To be accountable for own professional action and recognise own professional boundaries, seeking advice as appropriate
  + To work within defined departmental and national protocols/policies and professional code of conduct
  + To work independently accessing appraisal within an Individual Performance Framework at pre-determined intervals

**KNOWLEDGE AND SKILLS**

**Communication and relationship skills**

* + To demonstrate the ability to communicate the role of speech and language therapists to visitors, students and volunteers, other health professionals, carers, clients and the general public
  + To contribute to clinical teams both multi disciplinary and uni disciplinary by discussing own and others input around clients needs ensuring a well co-ordinated care plan
  + To communicate complex condition related information from assessment care plans and prognosis to clients, carers, families and members of the multi-disciplinary team/other professionals or agencies
  + To contribute to review meetings, inter-disciplinary discussion, discharge planning, case conferences and other meetings which are central to client care.
  + To work closely with clients, carers and families and other professionals agreeing decision making relevant to the patient/client management
  + To demonstrate empathy with clients, carers, families and colleagues, ensuring that effective communication is achieved, particularly where barriers to understanding exist
  + To demonstrate skills in motivating clients, families, carers and other professionals to engage in the therapeutic process
  + To demonstrate negotiation skills in the management of conflict across a range of situations
  + To deal with initial complaints sensitively, avoiding escalation where possible
  + To form productive relationships with others who may be under stress and/or have challenging communication difficulties
  + To demonstrate links with relevant national charities and voluntary sector groups
  + To employ excellent communication skills

**Knowledge, training and experience**

* + To identify personal/professional development evidenced by Personal Development Plan/ Professional Portfolio developed within an appraisal framework
  + To participate in Individual Performance Review ensuring that the objectives set reflect the Service and Trust plans
  + To attend relevant training and development in order to develop skills and knowledge required of a therapist working in the field of paediatrics and maintain up to date HPC and RCSLT registration
  + To demonstrate knowledge of, and adhere to RCSLT Professional and Clinical and National and Local Clinical Guidelines and those of the HCPC
  + To participate in the development and delivery of training (formal and informal) to others including carers/professional and non-professional staff with and without support
  + To demonstrate knowledge of charities and voluntary sector groups
  + To keep up to date with new techniques and developments for the promotion and maintenance of good practice in speech and language therapy in clinics and schools
  + To attend relevant course, meetings and special interest groups
  + To demonstrate a working knowledge of relevant procedures including: safeguarding children, SEN procedures, working with vulnerable adults and other legal frameworks.
  + To demonstrate a working knowledge of the principles of Clinical Governance and their application to professional practice

**Analytical and judgmental skills**

* + To demonstrate the ability to reflect on auditory, visual and kinaesthetic aspects of client’s communication and to identify appropriate strategies to facilitate and enhance communicative effectiveness
  + To negotiate with carers, clients and others around individual case management
  + To recognise potential breakdown and conflict when it occurs and seek advice and support to resolve
  + To make appropriate clinical decisions following assessment seeking support and advice from a supervisor as appropriate
  + To make a differential diagnosis on the basis of evidence from assessment seeking advice as appropriate
  + To demonstrate clear care plans based on best practice
  + To demonstrate the ability to reflect on practice with peers/clinical supervisor
  + The ability to target training (formal and informal) appropriately to the needs of course participants
  + The ability to reflect on and evaluate training provided

**Planning and organisational skills**

* + To manage and prioritise a defined caseload independently
  + To manage and prioritise own workload
  + Participate in any service planning required to provide service cover in the event of staff absences

**Physical skills**

* + To demonstrate highly developed auditory and perceptual skills in the assessment diagnosis and treatment of patients/clients
  + To demonstrate skills in handling clients with disabilities

#### JOB SPECIFICATION

#### JOB TITLE Specialist Paediatric Speech and Language Therapist

# GRADE: Band 6

**DEPARTMENT: London Borough of Hounslow Children’s Therapy Service**

**ACCOUNTABLE TO: Head teacher at Hub School**

**RESPONSIBLE TO: Therapy Team Leader**

|  |  |  |  |
| --- | --- | --- | --- |
| **ATTRIBUTES** | **CRITERIA** | **ESSENTIAL/**  **DESIRABLE** | **SELECTON METHOD (S/I/T)** |
| **Education/**  **Qualification** | Recognised Speech and Language Therapy Degree/Post graduate degree Qualification or equivalent  Health Care Professions Council – Licence to Practise  Registered Member of Royal College of Speech and Language Therapists | Essential  Essential  Essential | S  S  S |
| **Experience** | Relevant experience at post graduate level  At least 2 years experience in paediatrics | Essential  Essential | S  S |
| **Knowledge and Skills** | Excellent interpersonal skills – including observation, listening and empathy skills  Good knowledge and Understanding of Part 3 of Children and Families Act 2014  Negotiation and Problem solving Skills  Demonstrates good analytical and reflection skills  Well developed concentration skills  Good presentation skills, both written and verbal including ability to write clear and concise reports  Working knowledge of relevant information technology  Good organisational skills  Prioritisation skills  Good auditory discrimination skills and ability to transcribe speech phonetically  Demonstrates ability to be a good team member  Knowledge and understanding of relevant assessment tools  Skills in planning, assessing and implementing relevant intervention  Knowledge and understanding of relevant national policies and procedures  Knowledge and understanding of a range of appropriate therapeutic interventions  Awareness of the principles of clinical governance /audit  Ability to work independently as appropriate  Awareness of the roles of other relevant professionals  Ability to work in partnership with other professionals and other agencies  Awareness and sensitivity to the needs of clients from a range of ethnic and linguistic backgrounds  Understanding of local issues relevant to delivery of a Speech & Language Therapy service  Awareness of standards of record keeping  Supervision skills | Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Desirable  Essential  Essential | S / I  S / I  S / I  S / I  I  S / I  I  S / I  S / I  I  S / I  I  I IIIIIIS / IS / II S / I |
| **Other** | Willing and able to work flexibly across sites | Essential | S / I |