



## JOB DESCRIPTION

### 1. General information

JOB TITLE: Highly Specialist Speech & Language Therapist

GRADE: Band 7

DIRECTORATE: Offender Healthcare

HOURS OF WORK: 37.5

RESPONSIBLE TO: South West Operational Lead Speech & Language Therapist  
(line manager)

ACCOUNTABLE TO: Director of Offender Healthcare

BASE: HMP Bristol (BSGW Cluster), HMP Channings Wood (Devon Cluster), HMP  
Guys Marsh (Dorset Cluster).

At Oxleas NHS Foundation Trust, we offer a wide range of NHS healthcare services to people living in South-East London and to people in prison across England. Our wide array of services includes community health care, such as district nursing and speech and language therapy, care for people with learning disabilities and mental health such as psychiatry, nursing and therapies.

Oxleas is a great place to work. It has been recognised as one of the Top 10 Best Places to Work 2023 by the Sunday Times amongst very big employers. Our staff survey results show that we are in the Top 5 in England and the highest in London for staff experience amongst similar trusts.

*"We are always delighted to welcome new colleagues to the Oxleas family. We care about making Oxleas a great place to work - it's a big priority in our strategy. Come and join us - it's a place where our values, teamwork, equity, and wellbeing matter and where you can really help to improve people's lives."*

A handwritten signature in black ink, appearing to read 'Ify Okocha'.

Ify Okocha  
Chief Executive

We have distinctive values at Oxleas - We're Kind, We're Fair, We Listen, We Care. Our values are very important to us. They help Oxleas to be a great place to work.

## **2. Overview of the Post**

To work as a Highly Specialist Speech and Language Therapist within the BSGW/Devon/Dorset Cluster.

To provide professional expertise to address communication and dysphagia needs.

## **3. Key Task and Responsibilities**

- To provide specialist Speech and Language Therapy assessment and intervention for service users who have a variety of complex communication and/or swallowing needs. This will include adults with neurodiverse and neurological conditions.
- To independently manage own caseload, accessing clinical and managerial supervision on a regular basis.
- To champion the SLT profession.
- To act as part of a multi-disciplinary team and represent the Speech and Language Therapy Service at Team/Directorate meetings/working parties.
- To provide specialist advice to prison officers, other speech and language therapists, professionals, and stakeholders within and outside of the Prison/Trust with regards to their specialist area, ensuring carers and family are involved in care where appropriate/possible.
- To provide compassionate, non-judgemental care that is based on empathy, kindness, respect, and dignity.

## **Management responsibilities**

- To induct, train, review work performance and clinically supervise/appraise colleagues, as identified.
- To contribute to the development of Speech and Language Therapy Service policies and procedures, including participation in projects and quality improvement initiatives.
- To contribute to the service development through relevant meetings and working groups.
- To plan and deliver training courses
- Communicate regularly through team meetings, Business meetings, clinical forums and individually with team members providing an opportunity for two-way feedback.

- Ensure that service users and carers' opinions and experiences are being responded to at a team level.
- Clinical record keeping is of a consistent high standard and meets trust policy and practice guidance.

**Clinical**

- Deliver evidence-based practice regarding specialist speech and language therapy assessment, goal setting, intervention and evaluation.
- To carry out and interpret specialist assessments of the eating and drinking (dysphagia) within the prison.
- Monitor specialised packages of care including direct therapy, advice, and training. To have knowledge of specialist approaches used with this client group, for example, Talking Mats.
- To contribute to specialist multi-disciplinary assessment and care package, including consultation, giving advice and joint care planning e.g., Positive Behaviour support.
- To contribute to and carry out Capacity to Consent Assessments in accordance with the Mental Capacity Act, as well providing assessment and advice related to issues of consent, capacity and best interests.
- To participate in professionals' meetings both within the healthcare department as well as wider prison.
- To monitor clinical effectiveness and clinical outcome measures
- To have a working knowledge of relevant procedures and policy including The Mental Health Act, Valuing People, The Mental Capacity Act, Liberty Protection Safeguards, Safeguarding Adults and other legal frameworks.
- To follow Health and Safety guidelines regarding unpleasant working conditions, e.g., Hepatitis, lone visits, exposure to bodily fluids.

**Research**

- To contribute to regular and ongoing audits of Speech and Language Therapy Service work in order to contribute to knowledge of clinical effectiveness and outcomes.
- To develop own skills through training, support, supervision, and study. In order to promote evidence-based practice.

**Communication**

- To demonstrate well-developed communication and presentation skills

- To provide and receive complex, sensitive, or contentious information where there may be significant barriers to understanding or acceptance possibly within emotive, distressing and/or antagonistic atmospheres.
- To adapt spoken and written information to suit the communication needs of the listener/audience
- To demonstrate well-developed motivation, kindness, negotiation, empathy, and reassurance
- To liaise with other members of the Multi-Disciplinary Teams, this may include prison discipline staff, support staff, other healthcare disciplines, and commissioners.
- To work closely with SLTs from other areas of the trust and in other services.
- To develop and deliver specialist presentations and training to a range of audiences including Service Users, carers, staff, and Professional colleagues, in both small and large groups.
- To provide letters, care plans and reports as necessary.
- To provide accurate and contemporaneous statistical information in accordance with local standards
- To use basic word processing skills and specialist software packages to develop communication aids and accessible information

**On Call/Unsocial Hours**

Does this post require on call or unsocial hours working and to what amount/level?  
Please clearly state the expectation in terms of frequency.

***The following statements are mandatory for all job descriptions:***

### **Terms and Conditions**

The post holder is subject to the terms and conditions of OXLEAS NHS FOUNDATION TRUST. This Job description gives an outline of the post and is subject to review in consultation with the post holder.

### **Confidentiality**

The Post holder must maintain the confidentiality of information about patients, staff, and other health service business in accordance with Trust Policy.

### **Risk Management**

The Post holder will ensure compliance with the Trust's risk management policies and procedures. These describe the Trust's commitment to risk management, the recognition that our aim is to protect patients, staff and visitors from harm and stress and that all staff have a responsibility to minimise risk.

### **Infection Control**

All staff are required to be familiar with the Trusts infection control policies, and national guidance in relation to infection control. All staff whose normal duties are directly or indirectly concerned with patient care must ensure that they complete mandatory infection control training and are compliant with all measures known to be effective in reducing Healthcare Associated Infections.

### **Equality, Diversity and Human Rights**

Oxleas is an organisation which values difference and promotes equality, diversity, and inclusion. Our Equality and Human Rights Policy and Strategy are designed to ensure that all our staff (including agency, bank, students, volunteers, and contractors) as well our service users, carers and members of the public are treated with dignity and respect. The Trust policies, procedures and practices are reviewed regularly to ensure that everyone who falls under the list of Equality Act 2010 protected characteristics does not suffer discrimination, either directly or indirectly. The current list of protected characteristics includes Age; Disability; Gender Re-Assignment; Marriage and Civil Partnership; Pregnancy & Maternity; Race; Religion and Belief; Sex and Sexual Orientation.

### **Health & Safety**

All staff must be aware of the responsibility 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 condition for employees, patients, and visitors.

### **Professional and NHS Codes of Conduct**

You are required to act at all times in accordance with the relevant professional Codes of Conduct and Accountability (including, where applicable, those for Board Members). In addition, all management staff must comply with the 'Code of Conduct for NHS Managers' and 'Standards of Business Conduct for NHS Staff'.

### **Safeguarding**

It is the responsibility of all staff to safeguard and protect children and adults at risk at all times and staff must report any concerns as per Safeguarding Children and Safeguarding Adults policies, which are available on the Trust's intranet. Every member of staff must undertake regular mandatory safeguarding training at a level relevant to the role.

### **Financial Management and Control of Resources**

All staff are responsible for the security and the property of the Trust, avoiding loss or damage and being economical and efficient in the use of resources. Staff are required to act in accordance with the rules and regulations as described in the Trust's Policy relating to the Financial Management and Control of Resources'.

### **Customer Care**

It is the aim of the Trust to provide patients and clients with the best possible care. All staff are required to put the patient/client first and do their utmost to meet requests and needs courteously and efficiently.

### **Personal/Professional Development Planning/Mandatory Training**

All staff should have a personal development plan and in conjunction with their manager, should actively determine and pursue agreed training and development needs and opportunities. All staff are required to attend mandatory training as designated by the Trust.

### **Sustainability**

Demonstrate social and environmental responsibility and help establish Oxleas NHS Foundation Trust as a sustainability leader. Collaborate to contribute to or lead change management towards Oxleas NHS Foundation Trust goal of reaching Net Zero by 2040 as stated in the Green Plan.

### **No Smoking**

Oxleas NHS Foundation Trust has a no smoking policy. Staff are not permitted to smoke within or on Trust premises.

### 3. Our Values

We have distinctive values at Oxleas - We're Kind, We're Fair, We Listen, We Care.

Our values are very important to us. They help Oxleas to be a great place to work. We want everyone who works at Oxleas to live our values and we will expect this of all our new joiners.

Our Values and Behaviours framework describes what it means for every one of us in the Trust to put our values into action. The framework can be found on our Trust Website: [Our values - Oxleas NHS Foundation Trust](#)



Signed by Line Manager

Signed by post holder

Date

Date

Print Name

Print Name

**Note:**

**Please attach an organisational chart alongside, a person specification, and Job Description.**



## PERSON SPECIFICATION

JOB TITLE: Highly Specialist Speech and Language Therapist

DEPARTMENT: Offender Healthcare

GRADE: Band 7

Education/Qualifications	How measured
<p>Recognised Speech and Language Therapy Degree Qualification or equivalent</p> <p>Health Care Professions Council – Licence to Practice</p> <p>Registered Member of Royal College of Speech and Language Therapist</p> <p>Membership of relevant Special Interest Groups</p> <p>Evidence of post qualification dysphagia training</p>	<p>Approved Clinical Educator</p> <p>Positive Behaviour Support, social stories, completion of further education and/or CPD relating to Autism.</p> <p>Completion of specialist short courses up to Masters Degree or equivalent.</p>
Experience	
<p>Significant post graduate experience which demonstrates the competencies to meet the role requirements outlined in the JD</p> <p>Experience working with people with learning difficulties/disabilities, Autistic people.</p> <p>Experience working with people who present with behaviour that may challenge services and/or a range of offending behaviours.</p> <p>Experience of providing a range of therapeutic interventions for adults who may have additional complexities impacting their communication, such as mental health, trauma, discrimination and social factors.</p> <p>Experience of multi-disciplinary and inter agency working</p> <p>Experience of delivering training to a range of</p>	<p>Experience working in forensic or prison settings or with service users with forensic needs.</p> <p>In-depth experience within specialist area/area of service delivery.</p> <p>Experience working across a range of health and social care settings including community and inpatient.</p> <p>Experience in mentoring/supporting less experienced staff/assistants.</p> <p>Experience in contributing to policy, planning and service development.</p>



<p>audiences.</p> <p>Knowledge and experience of working within LD/ASD Policy</p> <p>Experience of developing case-management skills in less experienced staff.</p> <p>Experience of working with people from socially diverse backgrounds</p>	<p>Experience of undertaking risk assessment and risk management</p>
<b>Skills/Abilities/Knowledge</b>	
<p>Knowledge and skill in providing a range of SLT assessment approaches and therapeutic interventions for adults with learning disability and/or autistic people who may have additional barriers impacting their communication, such as mental health, trauma, discrimination and social factors.</p> <p>Highly skilled in dysphagia management</p> <p>Excellent auditory discrimination skills and ability to transcribe speech phonetically</p> <p>Demonstrates good analytical and reflection skills</p> <p>Good communication skills, skills in provision of a consultative approach, interest in Autism, self-awareness, independence and commitment with regards to continuing professional development.</p> <p>Well established knowledge of a broad range assessment tools relevant to the specialist client group</p> <p>Good organisational and prioritisation skills</p> <p>Ability to work as an autonomous practitioner in situations where no support or advice are available</p> <p>Able to supervise others and complete PDR's</p> <p>Knowledge of standards of record keeping and ability to audit this in own team</p> <p>Specialist knowledge of working with complex cases in terms of dual diagnosis, behaviour that may challenge and social/environmental</p>	<p>Specialist knowledge of working with complex cases in terms of dual diagnosis, behaviour that may challenge and social/environmental factors</p> <p>Skilled in use of alternative and augmentative communication systems</p>

<p>factors</p> <p>Knowledge of National Policies and Procedures relevant to the client group</p> <p>Knowledge of the principles of clinical governance/audit/research</p> <p>Good presentation skills, both written and Verbal</p> <p>Excellent interpersonal skills – including observation, listening and empathy skills</p> <p>Developed negotiation and problem solving skills in complex situations and ability to facilitate these skills in others</p> <p>Ability to remain professional in response to emotive and challenging situations, including verbal abuse ,open and non-judgemental approach</p> <p>Demonstrates ability to be a good team member</p> <p>Understanding of the roles of other professionals and the principles of partnership working with key stakeholders including commissioners, family, health and social care in the service area</p> <p>Responsive to change and ideas and adaptive and creative within new systems</p>	
<p><b>Effort and Environment</b></p> <p><u>Physical Effort</u> Day to day contact with offenders.</p> <p>Ability to manage complex &amp; challenging behaviour.</p> <p>Manual handling</p> <p>Use approved breakaway techniques.</p> <p>Standard IT skills</p> <p><u>Mental Effort</u> Frequent periods of prolonged and/or intense concentration</p>	

<p>Predictable working pattern</p> <p>Ability to work under pressure</p> <p><u>Emotional Effort</u></p> <p>Ability to manage complex &amp; challenging behaviour.</p> <p>Ability to work in a challenging and changing environment.</p> <p><u>Working Conditions</u></p> <p>Ability to work in a challenging secure environment and adhere to all security requirements of the prison.</p> <p>Healthcare staff may be required to navigate a large number of stairs and cover long distances in a single shift. In medical emergencies, equipment must be carried to the site of the emergency.</p>	
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*NB These are not definitive lists if there are any others specific to a post, please add to the form which should then be signed by the line manager and post holder alongside the Job description.*

Signed by Line Manager

Signed by post holder

Date

Date

Print Name

Print Name