

PROGRESS *your* CAREER



Speech and Language Therapist Band 5

Job Description and Person Specification

Job Description

JOB TITLE: Speech and Language Therapist

BAND: 5

RESPONSIBLE TO: Clinical Lead for Speech and Language Therapy

KEY RELATIONSHIPS:

| Internal | External |
|---------------------------------|---|
| Own Team Line Manager MDT | Clients Families Carers Multidisciplinary Teams Education staff Voluntary Agencies GP's |

The purpose of this job description is to outline the level of responsibility and accountability of this post. This will ensure that all work undertaken by our staff is clearly identified and carried out under clear lines of accountability.

Aim of the role:

The expectation of this post holder will be to support their team, department and organisation to achieve the Trust's Values in their day to day work. These are the 5P's:

- Putting people first
- Prioritising quality
- Being progressive, innovative and continually improve
- Being professional and honest
- Promoting what is possible – independence, opportunity and choice

The post holder will achieve this by:

The post holder will be a Registered Speech and Language Therapist responsible for children, young people and their families allocated to them and will assess, manage, plan and deliver care, including being professionally and legally accountable.

The post holder will support their peers and team leader and be an effective team member whilst working on their own initiative. They will have a commitment to collaborative working and actively support and liaise with other health and social care professionals and agencies.

The post holder will work in a special school settings providing assessment and intervention for children and young people on the SLT caseload. The post holder will work independently on a daily basis with support from a designated supervisor i.e. Senior Therapist.

Key Responsibilities:

- To manage a case load that includes providing assessment, diagnosis, therapy and advice to clients in a special school. The post holder will have access to a second opinion from more senior therapists as identified via clinical supervision.
- To devise appropriate intervention/care plans for clients and provide suitable and timely intervention.
- To provide therapy care plans to be carried out by Speech and Language Therapy assistants while retaining overall responsibility for the clients.
- To provide feedback, guidance, advice and training to parents/family members, carers and members of the multidisciplinary team in all aspects of speech, language and communication acquisition/feeding swallowing difficulties
- To provide written reports and undertake appropriate liaison with parent/carers, members of the multi-disciplinary team and voluntary organisations.
- To employ professional curiosity in your day-to-day role and act upon any findings appropriately.

Clinical Skills

- To provide a comprehensive Speech and Language Therapy Service to clients by assessing and reviewing speech language, communication needs.
- To make a differential diagnosis and subsequent appropriate clinical decisions on the basis of evidence of assessment seeking further advice if appropriate.
- To demonstrate highly developed auditory and perceptual skills in the assessment, diagnosis and treatment of clients with communication difficulties.
- To develop the ability to reflect on auditory, visual and kinaesthetic aspects of clients communication and to identify strategies to facilitate and enhance communication.
- To adapt practice to meet individual Client's circumstances, including due regard for cultural and linguistic differences.
- To plan, prepare and provide clear care plans based on best practice, ensuring that the client is involved in this process. This includes setting suitable targets to facilitate treatment/programmes.
- To request Specialist Speech and Language Therapy advice and to refer appropriately for specialist medical advice where necessary.
- To provide assessments and reports on clients, as required to fulfil statutory requirements towards other agencies, e.g. 2014 Children & Families Act.
- To provide advice, interaction training and assessment at various settings.
- To maintain a system of Speech and Language Therapy records according to Professional and Trust standards.
- To demonstrate clinical effectiveness by use of evidence based practice and outcome measures.
- To be involved in clinical audit to evaluate service provision.
- To maintain high professional standards of practice as designated by the Royal College of Speech and Language Therapists and the Clinical Lead Speech and Language Therapy, including maintaining continual professional development and registration with the Health Professions Council.

Leadership

- To participate in the development of an effective team and the development of productive working relationships throughout the Trust.
- To facilitate the development of a positive and supportive team culture.
- To take an active interest in working parties and groups within the Trust to develop and improve on service delivery, protocols and guidelines.
- To participate in the audit process, linking in with the clinical governance agenda.
- To advise, encourage and share knowledge utilising the latest research and practice development, through literature and peer reviews.
- To support volunteers and Speech and Language Therapy Support Assistants involved in the treatment of clients
- To advise the Clinical Lead Speech & Language Therapist of any changes in demand on the Speech and Language Therapy Service.
- To participate in student placements after receiving training and explain the role of Speech and Language Therapists to visitors, students and volunteers.
- To participate in departmental research and clinical governance/audit projects. To collect and provide research data as required.
- To support the development of specialist procedures, service policy, care protocols with the line manager.

Administration

- To be computer literate.
- To ensure accurate recording of actions, and updating patient's records, maintaining confidentiality at all times.
- To take part, and assist, in the planning and administration relating to day to day running of the caseload.

Communication

- To have a wide range of knowledge in approaches to communicating and managing patient care.
- To be able to effectively communicate with colleagues, peers, senior managers and clinical leads within the Trust.
- To be able to communicate complex patient related information facilitating positive outcomes and ensuring collaborative working.
- Participate in the review and development of clinical policies and identifies improvements to service provision.
- To deal with initial complaints sensitively, avoiding escalation where possible.
- To develop the ability to manage clients with challenging behaviours including the application of appropriate management strategies.

Training

- To act as mentor to students, providing effective education, facilitating their development and promoting high standards of nursing care.
- Ensure students are actively supported to enable them to achieve their learning needs.
- To ensure own continued professional development and support a culture of lifelong learning in self and others.
- To undertake, and assist, in the planning of own mandatory training and workshops.
- To undertake a regular appraisal, developing a personal development plan that includes clinical competencies reflecting the health needs of the local population and relates to Trust strategy.
- To support new staff and their integration within the team.
- To support training as part of the role including changes to professional development and implementation of new policies and guidelines.
- To attend relevant training courses and special interest groups in order to maintain skills, knowledge and up to date HPC and RCSLT registration.

Additional Information

Additional information about protocols and guidelines while working at NELFT are outlined in [this document](#).

Key Performance Indicators (KPI) and Objectives

Each individual and service will be set KPIs and achievement against these will be regularly reviewed. Performance against individual and service KPI's will be routinely monitored by your manager.

Review of this Job Description

This job description is intended as an outline of the general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder.

Other Duties

There may be a requirement to undertake other duties as may reasonably be required to support the Trust. These may be based at other Trust managed locations.

Date last reviewed: 08.04.24

Person Specification

Please note if you do not meet all the criteria listed in the person specification, we encourage you to still apply and development needs can be discussed at the interview.

| Demonstration of Trust Values | Essential | Desirable | Measurement |
|--|-----------|-----------|---|
| <ul style="list-style-type: none"> • Putting people first • Prioritising quality • Being progressive, innovative, and continually improve • Being professional and honest • Promoting what is possible, independence, opportunity, and choice | ✓ | | Application Form Interview Assessment |

| Qualifications | Essential | Desirable | Measurement |
|--|-----------|-----------|---|
| Recognised Speech and Language Therapy Degree Qualification or equivalent | ✓ | | Application Form Interview Assessment |
| HCPC Licence to Practice | ✓ | | Application Form Interview Assessment |
| Member of Royal College of Speech and Language Therapy | ✓ | | Application Form Interview Assessment |
| Show active interest in CPD in line with RCSLT guidelines | | ✓ | Application Form Interview Assessment |
| Evidence of completion of specialist short courses up to Master's degree or equivalent | ✓ | | Application Form Interview Assessment |

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|---|---|--|---|
| Self-motivated and remain updated with professional practice and new research | ✓ | | Application Form Interview Assessment |
|---|---|--|---|

| Experience | Essential | Desirable | Measurement |
|--|------------------|------------------|---|
| Relevant experience at undergraduate/post graduate level | ✓ | | Application Form Interview Assessment |
| Working collaboratively with parents/carers and other professionals | ✓ | | Application Form Interview Assessment |
| Experience of working in a multi-agency and/or multi-disciplinary team | | ✓ | Application Form Interview Assessment |
| Experience of assessing and using specialist equipment | | ✓ | Application Form Interview Assessment |

| Knowledge | Essential | Desirable | Measurement |
|--|------------------|------------------|---|
| An awareness of NHS priorities | ✓ | | Application Form Interview Assessment |
| Knowledge of relevant assessments and treatment techniques | ✓ | | Application Form Interview Assessment |
| Government policy and legislation and how this may affect service delivery | ✓ | | Application Form Interview Assessment |
| NHS and awareness of changing needs of the health service | ✓ | | Application Form Interview Assessment |
| Understanding of Safeguarding | ✓ | | Application Form Interview Assessment |
| Awareness of clinical governance | | ✓ | Application Form Interview Assessment |

| Skills | Essential | Desirable | Measurement |
|---|------------------|------------------|---|
| Basic awareness of IT and IT skills | ✓ | | Application Form Interview Assessment |
| Demonstrate clear clinical reasoning based on evidenced based practice | ✓ | | Application Form Interview Assessment |
| Organise and manage own caseload and delegate to less senior members of staff | ✓ | | Application Form Interview Assessment |
| Formulate care | ✓ | | Application Form |

| | | | |
|--|---|--|---------------------------------------|
| programmes and identify goals using good organisational and prioritisation skills | | | Interview Assessment |
| High standard of communication skills including observation, listening and empathy | ✓ | | Application Form Interview Assessment |
| Present information written and orally in a clear and logical manner | ✓ | | Application Form Interview Assessment |
| Work flexibly and be responsive to change | ✓ | | Application Form Interview Assessment |
| Work on own initiative | ✓ | | Application Form Interview Assessment |

| Other | Essential | Desirable | Measurement |
|--|-----------|-----------|----------------------------|
| To be able to travel efficiently throughout the area | ✓ | | Application Form Interview |