

JOB DESCRIPTION

JOB DETAILS

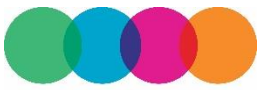
Job title:	Specialist Speech and Language Therapist CYPS ELSEC (Early Language Support for Every Child) Service
Job code:	GHC873
Band:	6
Location:	Countywide
Accountable to:	ELSEC Highly Specialist Speech and Language Therapist

JOB PURPOSE

- To act as a Specialist Speech and Language Therapist within the Early Language Support for Every Child (ELSEC) service, supporting the team to evolve and embed best practice in this new service.
- To independently manage a broad universal and targeted clinical caseload.
- To provide Specialist Speech and Language Therapy advice and support to settings to allow them support children with communication needs up to Year 1.
- To be an integral member of system wide Speech and Language Therapy support services, acting as a resource to other medical, nursing, therapy and social services staff and voluntary agencies and as an interface link for speech and language therapy with early years education colleagues.
- To ensure that evidence-based practice is inherent in all aspects of care and treatment in this clinical area
- The post holder has supervisory and teaching responsibility for staff, including students and assistants.
- Day to day supervisory responsibility for Therapy Support Workers.
- To undertake service developments, evaluation and quality initiatives in line with the wider ELSEC programme as delegated, to deliver on outcomes identified for this pathfinder site.
- To adhere to national and local standards.
- To support self and service development through active participation in Continuing Professional Development (CPD) and by undertaking audit or research within the service.

DIMENSIONS

- To be a specialist SLT resource providing a universal and targeted service for Children attending identified early years settings in Gloucestershire.
- To independently manage training offers for settings and delivery of targeted packages of care across Gloucestershire and act as a resource to provide early



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communication advice, guidance and consultation to speech and language therapists and other multidisciplinary team colleagues.

- To facilitate an improved understanding of early language support through education and training
- Work with the settings, families and children in the local communities
- To deliver training and/or screening packages in communication to other professionals working in community settings.
- To work closely with SLT colleagues in promoting the early referral to specialist service where required.
- To undertake Speech and Language Therapy practice development, audit and quality improvement.
- To strengthen clinical pathways and ensure evidence-based practice is inherent in all aspects of care and treatment, applying high quality evidence to change practice in line with relevant National Strategy, NHSE/I guidance and organisational objectives, policies and procedures.

CORE KEY RESPONSIBILITIES

Clinical

- To provide specialist advice to early education settings and targeted packages of care to children with communication difficulties that do not require the specialist speech and language therapy service. This includes analysis of facts and a comparison of a range of options for appropriate intervention, referring for specialist programmes where appropriate.
- Responsible and accountable for the management of own specialist Workload.
- To manage clinical risk.
- To support screening and analysis of type, severity and impact of speech, language and communication needs of children attending identified early education settings. To record and interpret personally generated clinical observations and provide feedback for settings at a specialist level.
- To utilise evidence-based knowledge within specialist clinical area through experience and academic study.
- To provide advice and second opinions when necessary to support the clinical management of children accessing ELSEC who need to access the core CYPS Speech and Language Therapy Service
- To demonstrate clear communication skills when presenting specialist information in both verbal and written formats
- To participate in multi-disciplinary/multi-agency team meetings where appropriate, including following local graduated pathway for children accessing ELSEC.

Professional

- To contribute to multi-disciplinary/inter agency team building and policy development.



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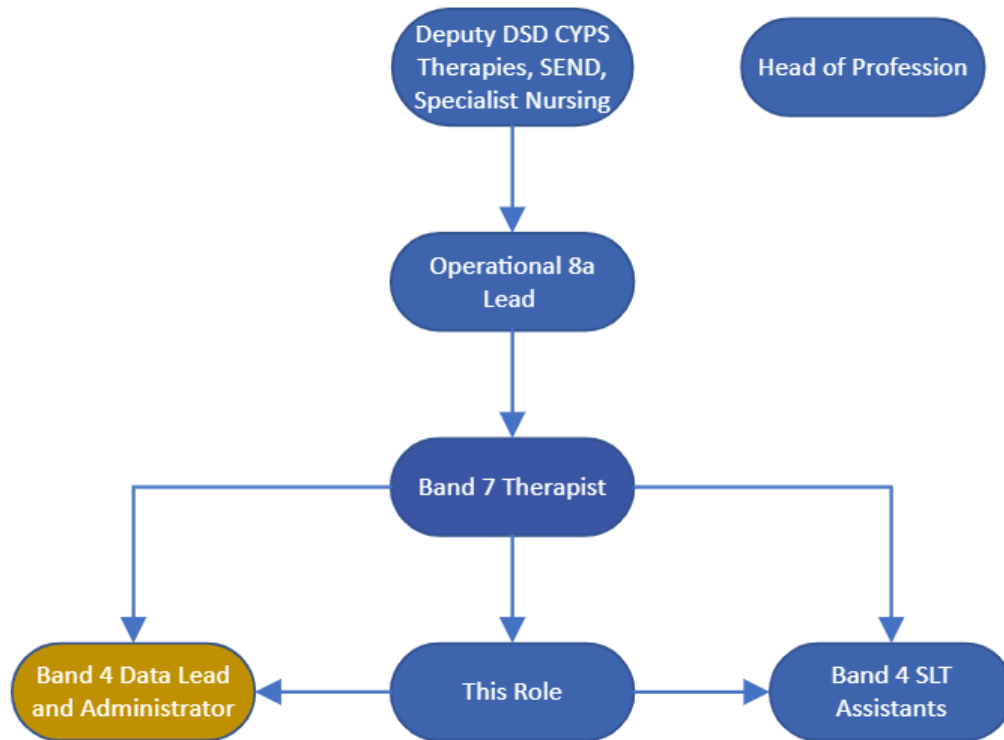
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To assume responsibility for personal development, including identifying own development needs, and ensure other team members are supported for development and supervision.

- To support audit projects to review current clinical practice.
- Contribute to local clinical guidelines using specialist experience from specific area of work.
- To support application of a competency framework for assistants in your specialist area.
- To support monitoring and evaluating effectiveness of the ELSEC pathfinder using provided support, evidence-based practice and outcome measures.
- To adhere to and maintain the standards and guidelines as recommended by the RCSLT and the Health Care Professions Council (HCPC) codes of conduct and practice.
- To attend relevant training and development in order to maintain and develop skills and knowledge required of a specialist therapist and maintain up to date HCPC and RCSLT registration.
- To refer children on to other services and agencies and to liaise with members of voluntary organisations concerned with the client group.
- To negotiate with settings to ensure their involvement in developing their communication environments and support available.
- To develop and comply with protocols, procedures and guidelines both clinical and service specific.
- To deliver training (formal and informal) to others, including training in appropriate areas of specialisation.

Leadership / Management

- To manage communication breakdown/conflict in and generate potential solutions. To contribute to multidisciplinary projects/initiatives, when required.
- To attend departmental development meetings, presenting and leading as delegated.
- To provide clinical and line management supervision to colleagues including less assistants and students.
- To provide full student placements, including assessment of the placements as appropriate
- To access clinical support from senior colleagues as required.



COMMUNICATIONS AND WORKING RELATIONSHIPS

Communicate effectively with children, carers, other professions, speech and language therapy staff, managers, service providers. Need to communicate complex, sensitive information of clinical, professional, performance related content, demonstrating application of a range of communication strategies in formal and informal settings to:

- Children, carers and families
- Speech and Language Therapists
- Managers, clinical staff and multi-disciplinary teams across the Trust
- Community based education teams
- Professional Leads
- Partner agencies and organisations
- Training Department
- Royal College of Speech and Language Therapists
- Health and Care Professions Council
- National and regional professional networks for speech and language therapy and AHPs



- VDU use daily.
- Working in a range of community settings with variable working conditions. Settings supported will likely be in areas of deprivation within the county
- Ability to manage the emotional demand of identifying and exploring safeguarding concerns for children in ELSEC supported settings.
- Long periods of intense concentration are required regularly throughout the shift including delivering training
- Highly developed skills in multitasking and working with distraction will be needed, interventions will be delivered in busy community settings alongside their business as usual care of children.
- Ability to support settings and families who may be highly anxious about their children's development
- Travelling to other Trust sites.
- Analyse data and compile reports in the context of frequent interruptions and to multitask frequently.
- Provide pastoral care to staff who may be experiencing personal difficulties which impinge upon their work.
- To facilitate the resolution of conflict in teams.

MOST CHALLENGING PART OF THE JOB

- Working on own.
- Covering a large geographical area in the car.
- Working within a new and developing service and meeting the standards outlined for ELSEC by NHSE and DfE.

GENERIC RESPONSIBILITIES – ALL POST / ALL EMPLOYEES

The following are applicable to all posts and all employees:

Trust Values

The post holder will be expected to work in line with the Trust values which are:

- Working together
- Always improving
- Respectful and kind
- Making a difference

General Duties

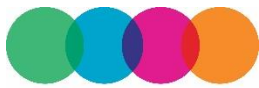
To undertake any other reasonable duty, which is appropriate to the band when requested by senior staff.

To be familiar with and comply with all Trust and departmental policies, procedures, protocols and guidelines.

To demonstrate an understanding and commitment to Trust values and Staff Charter.

Professional and Personal Development

All staff must ensure that they are aware of their responsibilities by attending the Trust Mandatory Training and Induction programme.



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All staff will have a formal appraisal with their manager at least every 12 months. Once performance/training objectives have been set, the staff member's progress will be reviewed on a regular basis so that new objectives can be agreed and set, in order to maintain progress in the service delivery.

Those with management/supervisory responsibility are required to ensure that their direct reports have an appraisal in line with Trust policy.

All staff will be expected to take responsibility for their own professional development and will be supported by the Trust to achieve development opportunities as appropriate.

Infection Control

All staff have a responsibility to ensure that infection control policies, procedures and guidelines are adhered to and to support the Trust's commitment to preventing and controlling healthcare associated infections (HAI).

Health and Safety

All staff have a responsibility to maintain health and safety of self and others within the performance of duties in accordance with Trust health and safety policies, and to undertake specific health and safety responsibilities as directed. All staff have a responsibility to adhere to the Trust's Risk Management Policies & Procedures.

All staff are required to contribute to the control of risk, and must report immediately any incident, accident or near miss involving patients, service users, carers, staff, contractors or members of the public using the Trust Datix system.

Confidentiality

All staff may gain or have access to confidential information about the diagnosis or treatment of patients, information affecting the public, private or work related staff information, or Trust matters. A breach of confidentiality will have occurred where any such information has been divulged, passed (deliberately or accidentally) or overheard by any unauthorised person or person(s). Breaches of confidentiality can result in disciplinary action, which may involve dismissal.

All staff must maintain a high standard of quality in corporate and clinical record keeping, ensuring information is always recorded accurately, appropriately and kept up to date. Staff must only access information, whether paper, electronic or in other media which is authorised to them as part of their duties.

All staff must ensure compliance with the data protection legislation.

Safeguarding: Adults and Children (Section 11 of the Children Act 2004)

Safeguarding: Adults (Care Act 2014) and Children (Section 11 of the Children Act 2004)

Every member of staff has a responsibility to be aware of and follow at all times, the relevant national and local policy in relation to safeguarding children and safeguarding adults. This includes keeping up to date with relevant training and seeking supervision.

Freedom of Information

All members of staff must be aware of their responsibilities under the Freedom of Information Act 2000. The Act gives individuals or organisations the right to request information held by the Trust. Staff must manage information they hold in such a way that



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meets the requirements of the Act. All requests for disclosures under the Act must be passed to the Freedom of information Officer.

Working on Non-Trust Premises

All staff when working on non-Trust premises are bound by Trust policies and procedures, including home working policy; IT security policy; email and internet acceptable use policy information.

Smoke Free Premises

The Trust is committed to protecting and improving the health and welfare of staff, service users, carers, visitors and contractors, and protecting smokers and non-smokers from the health dangers of second-hand smoke. Therefore all Trust premises are 'smoke free' and staff (and external contractors and visitors) must refrain from smoking in Trust buildings, vehicles and grounds.

Diversity and Promoting Dignity at Work

The Trust recognises the contribution of all employees to deliver responsive and quality services. We expect staff to value and respect the diversity of those who use or contact our services and to respond to the differing and diverse needs of others. We aim to have an environment free of bullying or harassment which would create an intimidating and unpleasant atmosphere impacting on staff wellbeing and service delivery. We want staff to be able to report issues knowing they will be dealt with promptly and sensitively.

All forms of bullying and harassment are unacceptable and will not be tolerated.

Data Quality

The Trust recognises the role of reliable information in the delivery and development of its services and in assuring robust clinical and corporate governance. Data quality is central to this and the availability of complete, comprehensive, accurate and timely data is an essential component in the provision of high quality mental health services. It is therefore the responsibility of all staff to ensure that where appropriate, information is recorded, at all times, in line with the Trust's Policy and Procedures for Data Quality

This job description seeks to provide an outline of the duties and responsibilities of the post. It is not a definitive document and does not form part of the main statement of Terms and Conditions. The job description will be reviewed as part of the annual appraisal process and will be used as the basis for setting objectives.

PERSON SPECIFICATION

Job title: Specialist Speech and Language Therapist CYPS ELSEC
(Early Language Support for Every Child) Service

Job code: **GHC873**

Band: 6

Location: Countywide

Accountable to: ELSEC Highly Specialist Speech and Language Therapist

QUALIFICATIONS	ESSENTIAL OR DESIRABLE	METHOD OF ASSESSMENT
Degree in Speech and Language Therapy and registered with the RCSLT.	Essential	Application
Health Care Professions Council registration (HCPC).	Essential	Application
Further theoretical training & experience to in relevant clinical area	Essential	Application

LENGTH AND / OR NATURE OF EXPERIENCE	ESSENTIAL OR DESIRABLE	METHOD OF ASSESSMENT
Post graduate clinical experience	Essential	Application/Interview
Post graduate experience in management of early communication needs and development	Essential	Application/Interview
Evidence of having worked unsupervised	Essential	Application/Interview
Experience and evidence of delivering in-service training programmes	Essential	Application/Interview
Experience of being a supervisor e.g. students, support workers, assistants who are directly accountable to the post holder	Desirable	Application/Interview
Evidence of working with multidisciplinary teams and across multi-agency boundaries	Essential	Application/Interview
Highly developed auditory and perceptual skills in the screening of children	Essential	Application/Interview
Experience working closely with education	Desirable	Application/Interview



PROFESSIONAL / MANAGERIAL SPECIALIST KNOWLEDGE	ESSENTIAL OR DESIRABLE	METHOD OF ASSESSMENT
Demonstrate experience in the assessment treatment and evaluation of communication disorders of various aetiologies, including those with complex presentations as well as expertise on typical development.	Essential	Application/Interview
Able to develop and deliver universal advice and targeted interventions to a high standard.	Essential	Application/Interview
Able to demonstrate specialist knowledge of early communication development, underpinned by current evidence-based practice.	Essential	Application/Interview
Able to deliver in service training programmes	Essential	Application/Interview
Knowledge of a broad range of specialist formal and informal communication assessment methods and their interpretation.	Essential	Application/Interview
Awareness of national policies and procedures relevant to health care and this specialist SLT caseload	Essential	Application/Interview
Commitment to ongoing training, education and mentoring to develop clinical skills	Essential	Application/Interview

PERSONAL SKILLS ABILITIES AND ATTRIBUTES	ESSENTIAL OR DESIRABLE	METHOD OF ASSESSMENT
Excellent interpersonal and communication skills including skilled and professional recognition of communication barriers/ facilitation	Essential	Application/Interview
Good time management	Essential	Application/Interview
Good personal organisational skills	Essential	Application/Interview
Be able to self-motivate and work autonomously	Essential	Application/Interview
Be able to prioritise tasks and manage time effectively	Essential	Application and Interview
Ability to work under pressure	Essential	Application and Interview
Active and empathetic listening skills	Essential	Application and Interview



OTHER REQUIREMENTS	ESSENTIAL OR DESIRABLE	METHOD OF ASSESSMENT
Able to attend and participate in all mandatory and statutory training events	Essential	Application/Interview
The ability to manage challenging situations where either patient's, their families or carer/s may be emotive with the potential to display aggression or violent behaviour	Essential	Application/Interview
The ability to prioritise own workload and adapt to changes in work routine	Essential	Application/Interview
The ability to manage stress when working under pressure with heavy caseloads and time/staffing level constraints	Essential	Application/Interview
The ability to move between sites within Gloucestershire Health and Care NHS Foundation Trust or community settings as demanded by the job role	Essential	Application/Interview
The physical ability to perform and cope with all aspects of manual handling as demanded by the job role	Essential	Application/Interview
Proficient with Microsoft office applications including excel and PowerPoint	Essential	Application/Interview
Ability to concentrate for extended periods of time to support and training delivery.	Essential	Application/Interview