



JOB DESCRIPTION

1. General information

JOB TITLE: Principal Speech and Language Therapist (Autism and Social Communication Difficulties)

GRADE: 8a

DIRECTORATE: Children and Young People's Directorate

HOURS OF WORK: 37.5 (part time will be considered)

RESPONSIBLE TO: Service Lead – School Years

ACCOUNTABLE TO: Greenwich Children's Integrated Therapies Service Manager
Head of Profession – Speech and Language Therapy

BASE: sites within the borough of Greenwich

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'.

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.

Overview of the Post

The post holder will provide highly specialist assessment, diagnosis and intervention to children and young people who are pre and post diagnosis for Autism and support parents, clients and other professionals in all issues related to client management.

They will lead on clinical governance developments within the SLT service for Autism and social communication difficulties, including the development of policies and procedures relating to clinical care, evidence based practice, care pathway and outcome development.

The post holder will act as the lead therapist in the service in all clinical matters relating to Children and Young People pre and post diagnosis in relation to Autism. They will provide second opinions to other Speech and Language Therapists/external professionals.

They will lead a team of Speech and Language Therapists, with a specialist clinical interest in Autism, including providing supervision, appraisal, competency development and training.

They will lead on developments within the Autism team and to the broader service including in the development of policies and procedures relating to clinical care, evidence-based practice, care pathways and outcome development.

They will provide assessment to identify the communication needs of children and young people on the caseload.

The post holder will contribute to Trust, service and professional wide initiatives

Key Task and Responsibilities

To provide leadership to the Speech and Language Therapy service for Autism and social communication difficulties, ensuring continued clinical service development.

To demonstrate highly specialist knowledge in clinical specialism underpinned by current evidence based practice

To manage complex and highly specialist caseload independently, including a range of Speech, Language and Communication Needs (SLCN)

To make highly specialist clinical decisions following assessment of complex cases

To participate in the development of local clinical guidelines informed by evidence for Autism

To attend relevant training and development in order to maintain and develop skills and knowledge required of a highly specialist therapist working in the field of Autism and maintain up to date HCPC and RCSLT registration

To demonstrate knowledge of, and adhere to RCSLT Professional, National and Local Clinical Guidelines with particular reference to Autism

To develop and deliver specialist training (formal and informal) to others in specialist area.

To keep up to date with new techniques and developments for the promotion and maintenance of good practice in specialist area.

To provide second opinions/advice to non-specialists and other specialists/ professionals within clinical field

To demonstrate a sound working knowledge of the principles of Clinical Governance and their application to professional practice.

To lead on clinical governance development within the service to Autism, including the implementation of clear outcome measures and policies / procedures relating to clinical care

To provide leadership to the team of therapists / assistants working in the area of Autism

To provide highly specialist supervision to therapists and assistants

To undertake team member's personal and professional development reviews.

To be flexible to the demands of the environment including unpredictable work patterns, deadlines and frequent interruptions

To work within infection control and health and safety guidelines in order to deal appropriately with unpleasant conditions related to client contact as they arise: for example exposure to body fluids, infectious conditions, encountered on a regular basis

To employ appropriate strategies to manage aggressive behaviour within the workplace

To work in identified areas of deprivation

Management responsibilities

To develop and facilitate team objectives relating to Autism in liaison with Line Manager, ensuring a seamless service for children and young people aged 2 - 25 years.

To develop protocols/policies / training packages relating to Autism in liaison with Line Manager/other Principal Speech & Language Therapists to improve client care

To lead on the implementation of department wide clinical governance initiatives, in conjunction with other Principal Therapists and with support from the Professional Manager.

To lead on the implementation of outcome measure initiatives within services to ensuring robust analysis takes place on an annual basis at a minimum.

To contribute to interagency/multi-disciplinary team building and policy development

To advise Line Manager of Service on issues of service delivery including shortfall, service pressures etc. particularly within specialist area

To identify personal/professional development evidenced by PPDR developed within an appraisal framework, including objectives relating to Autism

To assume delegated tasks as requested by the Line Manager, including participation in working groups, policy development groups

To deputise for colleagues in absence e.g. oversee the day-to-day management of the caseload e.g. monitoring/actioning referrals, supporting junior staff members

To ensure equity of service for the complex caseload within area of established special interest

To be aware of, adhere to and implement service plans and policies

To use highly specialist knowledge to inform service/policy developments as appropriate

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

To manage and prioritise own highly complex caseload and workload independently, and the workload of others.

To liaise with a MDT regarding the scheduling of clinical diagnostic assessments for Autism ensuring the appropriate skill mix is in place to deliver a safe and effective service, reporting any issues to Line Manager

To work within defined departmental and national protocols/policies and professional code of conduct

To share information with others, observing data protection guidelines

To gather and update activity data accurately and regularly, ensuring the provision of such information promptly within local Trust guidelines

To liaise with specialist services for Autism in Greenwich

To provide regular highly specialist training on a range of topics relating to area of Autism

To have computer skills to include the ability to use the intranet / internet effectively to include managing emails and accessing information as appropriate.

To use the computer to write emails, letters and reports and use software to make resources as appropriate.

Leadership

To provide mentoring, advice support and second opinions to other Speech and Language Therapists, and assistants to ensure consistency of management for Autism

Provide full student placements, including assessment of the placements as appropriate

To explain the role of Speech and Language Therapists to visitors, students and volunteers

To co-ordinate support of students from other professional groups as appropriate within team

To identify training needs within the team and plan and implement opportunities to meet those needs.

To ensure dissemination of information related to up to date research within specialist area to relevant team members.

To contribute to the recruitment of new staff and ensure appropriate induction takes place.

To lead on the organisation of induction of new staff where appropriate.

To advise other colleagues on a range of clinical issues and facilitate their own problem solving skills, both within the department and with external stakeholders.

To employ excellent presentation skills to promote interagency liaison and collaborative practice to a broad range of audiences, including Paediatricians, Head Teachers, SEN Officers and other Specialist Teams and other professionals.

To contribute to the management of complaints and incidents, embedding learning where appropriate.

To provide leadership within specialist clinical area and to contribute to the leadership of the team of Speech & Language Therapists and Assistants within the department by attending service development days, undertaking delegated projects and leading meetings within clinical field.

To organise, prioritise and manage all aspects of client care within complex caseload independently, including the services provided by less experienced Speech & Language Therapists and Assistants within services to Autism

To monitor and evaluate own specialist service delivery and the service delivery of others working within the specialist field, and provide progress reports to co-ordinator, manager and commissioners as appropriate.

To be accountable for own professional action and recognise own professional boundaries, seeking advice as appropriate

To work independently accessing appraisal within an PPDR Framework at pre-determined intervals

Clinical

To provide highly specialist assessment, diagnosis and intervention to C&YP attending education provisions across the Borough and support parents, clients and other professionals in all issues relating to client management.

To assess develop and implement highly specialist SLT intervention for children with Autism or social communication difficulties.

To contribute to the development and improvement of the Autism diagnostic assessment pathway in collaboration with the Lead for the INDT team, and the Lead Consultant Community Paediatrician

To write reports reflecting highly specialist knowledge including EHCP and tribunal reports

To provide appropriate highly specialist intervention and evaluate outcomes

To demonstrate acute auditory perception skills and highly specialist skills in the transcription of speech.

To adapt practice to meet individual client circumstances

To use highly specialist knowledge to inform sound clinical judgements/decision making for case management

To reflect on auditory, visual and kinaesthetic aspects of client's communication and to identify appropriate strategies to facilitate and enhance communicative effectiveness

To make a differential diagnosis on the basis of evidence from assessment seeking advice as appropriate

To develop clear highly specialist management plans based on best practice

To demonstrate the ability to reflect on practice with peers, mentors and Line Manager and identify own strengths and development needs

To attend specialist short courses and advanced training in the area of Autism

To attend relevant meetings and special interest groups

To have a working knowledge of relevant procedures including: Safeguarding Children, SEN procedures and other legal frameworks

To negotiate with others around case management in complex cases

To ensure that clients, all of whom have complex communication needs, are involved in the planning and prioritisation of their management plans wherever possible

To adapt practice to meet individual carers' circumstances, including due regard for cultural and linguistic differences

To lead on the development of clinical effectiveness analysis, evidence based practice and outcome measures development within area of specialism, including audit of team outcomes.

To demonstrate skills in dealing with complex issues to generate appropriate strategies for caseload management

To maintain up to date and accurate case notes in line with RCSLT professional standards and local trust policies

To have due regard for your own personal safety and that of children/carers, in particular to have regard to moving and handling regulations, restraining policies and ensure the safe positioning of self and others

To maintain intense concentration in all aspects of patient management for prolonged periods. In particular, to monitor auditory, visual and kinaesthetic aspects of client's communication, adapting and facilitating according to perceived client needs, including cultural and linguistic differences.

To demonstrate the ability to manage children with challenging behaviours including the application of appropriate management strategies

Research

To participate in and develop innovations in areas of risk management, quality standards setting and clinical effectiveness

To initiate and undertake Research/Clinical Governance /audit projects within area of expertise on a regular basis

To be responsible for the development and implementation of clinical effectiveness initiatives / clinical governance across the department in relation to Autism with support of the Line Manager.

To represent the team within multi-disciplinary systems of clinical governance within the Trust

To participate in departmental research and clinical governance/audit projects

To collect and provide research data as required

Communication

To communicate complex condition related information from assessment to clients, carers, families, other Speech and Language Therapists/Assistants and members of the multi-disciplinary team /other professions where there are differing opinions regarding Autism assessment and interventions.

To communicate with clients and others involved in their management using AAC as appropriate.

To have the ability to target training (formal and informal) appropriately to the needs of course participants

To reflect on and evaluate training provided

- 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 contribute to clinical teams both multi disciplinary and uni disciplinary by discussing own and others input around clients needs ensuring a well co-ordinated management plan
- To work closely with clients, carers and families, agreeing decision making relevant to the client management
- To work closely with education staff agreeing decision making relevant to the client management
- To demonstrate empathy with clients, carers and families and colleagues, ensuring that effective communication is achieved, particularly where barriers to understanding exist
- To demonstrate effective skills in motivating clients/carers and education staff to engage in the therapeutic process
- To demonstrate excellent negotiation skills in the management of conflict across a range of situations
- To deal with service level complaints sensitively, avoiding escalation and attempting to resolve where possible following the Trust's Complaints Process
- To form productive relationships with others who may be under stress and/or have challenging communication difficulties
- To contribute to and lead staff meetings, team meetings and other meetings within the speech and language therapy service/other clinical teams as appropriate.
- To employ excellent communication skills
- To demonstrate skills in handling clients with disabilities
- To employ counselling strategies with carers/clients with highly complex needs
- To maintain sensitivity at all times to the emotional needs of children and their carers in particular when imparting potentially distressing information regarding the nature of the child's difficulties and implications of the same
- To maintain sensitivity at all times to the emotional needs of children, carers, staff and other pupils in particular when their condition deteriorates due to terminal or life threatening illness
- To liaise effectively with colleagues from a range of external agencies to include the local authority, specialist tertiary centres and voluntary agencies

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.

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](#)

we're **kind** we're **fair** we **listen** we **care**

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Signed by Line Manager

Signed by post holder

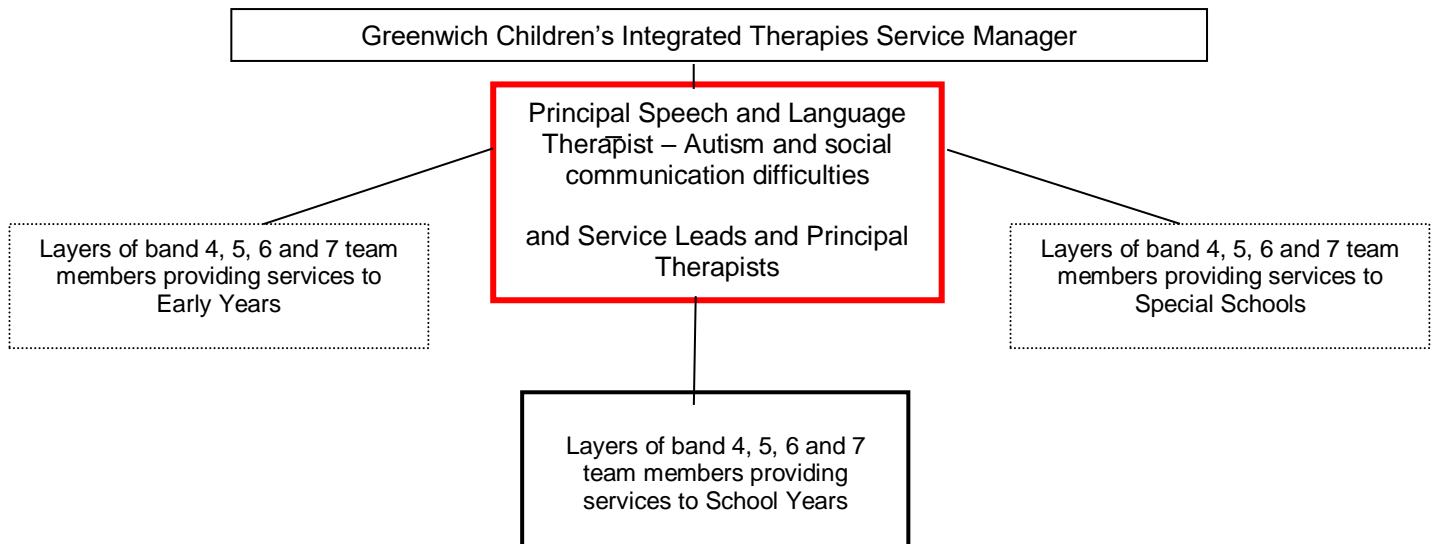
Date

Date

Print Name

Print Name

ORGANISATIONAL CHART





PERSON SPECIFICATION

JOB TITLE: Principal Speech and Language Therapist (Autism and Social Communication Difficulties)

GRADE: 8a

DEPARTMENT: Greenwich Children's Integrated Therapies Service

Education/Qualifications	How measured
<p>Recognised Speech & Language Therapy degree qualification or equivalent</p> <p>Health Care Professions Council – Licence to Practice</p> <p>Registered member of Royal College of Speech & Language Therapy</p> <p>Evidence of successful completion of specialist short courses up to Master's degree equivalent</p> <p>ADOS training</p> <p>Evidence of management skills obtained through courses or experience</p> <p>Membership of relevant CEN/s</p>	Application Form
Experience	
<p>Relevant highly specialist experience in relation to assessment and management of Autism, post qualification</p> <p>Experience of using a range of therapeutic approaches, for autistic children and young people, including self-advocacy and a working understanding of neurodivergent affirming practise.</p> <p>Knowledge and experience of working within education settings including within the National Curriculum, Early Years Foundation Stage and P levels.</p> <p>Leadership experience at a Band 7 level to demonstrate knowledge and skills required for the post including setting priorities, meeting deadlines within a complex and busy caseload and in line managing staff (supervision, appraisal, recruitment)</p>	Application Form / Interview

<p>Experience in managing service delivery, policy formulation, and service development</p> <p>Experience of Lean principles in relation to managing demands</p> <p>Experience of multi-disciplinary and inter agency working</p> <p>Experience of multi-disciplinary diagnostic assessment</p>	
Skills/Abilities/Knowledge	
<p>Demonstrates excellent analytical and reflection skills</p> <p>Able to synthesise and present complex information at a service level</p> <p>Understanding of National Service Frameworks and NICE guidance relevant to care setting and its application across health care services</p> <p>In-depth knowledge of National Policies and Procedures relevant to Health, Social Services and Education</p> <p>Well established knowledge of a broad range assessment tools relevant to the specialist client group</p> <p>Knowledge of standards of record keeping and ability to audit this in own team</p> <p>In-depth knowledge of a range of appropriate service delivery models and an ability to compare and contrast relative benefits</p> <p>In-depth knowledge of the principles of clinical governance, audit, research</p> <p>Experience of leading clinical development</p> <p>Well developed concentration skills</p> <p>Excellent presentation skills, both written and verbal</p> <p>Able to synthesize and present complex information at a strategic level</p> <p>Excellent auditory discrimination skills and ability to transcribe speech phonetically</p> <p>PERSONAL QUALITIES</p> <p>Expert practitioner and role model</p> <p>Excellent organisational skills, able to work under pressure, manage competing priorities and an unpredictable workload and ability to facilitate these skills in others</p>	Application Form / Interview

Work collaboratively within the multi disciplinary team

Demonstrate innovation, ability to make recommendations for and implement service improvements

Demonstrate initiative and commitment to professional development and self - directed learning

Patient and public focussed

Demonstrate reliability, flexibility and self - motivation

Demonstrates awareness of professional limitations, able to work as an autonomous accountable practitioner

Motivated, creative and innovative

COMMUNICATION SKILLS

Excellent interpersonal skills – including observation, listening and empathy skills

Highly developed negotiation and problem-solving skills in complex situations and ability to facilitate these skills in others

Demonstrates excellent management and leadership skills as well as the ability to be a good team member

Understanding of the roles of other professionals and the principles of partnership working with key stakeholders in the service area

Responsive to change and ideas and adaptive and creative within new systems

Pro-active in identifying change to progress service delivery, negotiating with others for an action plan and completion

EFFORT & ENVIRONMENT

Ability to move and transfer equipment to various locations, and understanding of moving and handling Trust policies

Ability to work with young, active children/young people for daily prolonged periods of time

To maintain intense concentration in all aspects of patient management for prolonged periods

AFC Reference Number	3824.23
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Signed by Line Manager

Signed by post holder

Date

Date

Print Name

Print Name