

# Job Description – Senior Speech & Language Therapist

**Job Title:** Senior Speech & Language Therapist

**Location:** In line with the seniority of this post, the post holder may be required to undertake delegated line management of others within the Professional & Clinical Multi-disciplinary Team and be located as a regional role to ensure activity meets the agreed expectations of the Regional Head of Children’s Wellbeing and Clinical Services and relevant Regional Director

**Reports to:** Clinical & Wellbeing Locality Lead

## OFG Wellbeing Strategy

The Wellbeing Strategy embeds a culture of positive wellbeing for all staff throughout the Outcomes First Group care, education and fostering services. The strategy uses the image of a rainbow to highlight the different wellbeing responsibilities throughout all the OFG job roles and specifically defines clinical input into universal, enhanced and specialist domains.

The Wellbeing Rainbow ensures that the needs of the children and young people who live and learn with OFG are met, whilst supporting the staff teams and foster carers with clinical advice, training and reflective practice. The Wellbeing Rainbow recognises the strength of inter-disciplinary working and our robust system of clinical governance ensures that all the clinical assessments and interventions are informed by the most current research theory and evidence base.



## Job Purpose:

To provide a specialist Speech & Language service within the region. To work collaboratively with all regional services, promoting the wellbeing and best interests of the specific client group and the effectiveness of the service in achieving its aims and objectives.

To undertake all aspects of Speech and Language Therapy clinical duties, working within the ethical framework provided by the rules of professional conduct. To take a lead role in the development of diverse, effective and

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innovative approaches to supporting and developing the functional communication skills of those with complex communication needs.

To provide advice, information and training to staff, other members of the inter-disciplinary support/ clinical team, commissioners and other agencies regarding complex communication issues relevant to autism and associated conditions including individuals who presenting with behaviour which challenges. To provide input to the Regional Clinical Teams; supporting SALT practice across the organisation and contributing to the professional development of staff, research and dissemination of understanding, knowledge and good, evidence- based practice.

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### Key Stakeholders:

#### Internal:

- Other staff within the Clinical and Professional team
- Staff in other departments within the Centre
- Staff in other Centres in the Region
- Central Office Staff

#### External:

- The Relatives, advocates and others of the children, young people and young adults we support
- Placing Authorities and Service Providers
- Registration, Regulatory and Inspection bodies
- Local Services – Statutory, Voluntary and Community
- Neighbours

### Key Responsibilities:

#### Professional and Clinical

- To provide specialist assessments for the specific client group. To make decisions about treatment options taking into account relevant evidence based research, theory, practice and highly complex factors concerning historical and development processes which have shaped the specific client group and their families
- To participate in the process of the assessment of referrals
- To formulate plans for the management of speech and language therapy support to the specific client groups across the region based on sound SALT understanding; that employs evidence based practice and that are integrated into the overall education, care and treatment plans
- To provide specialist expertise in SALT principles and techniques through advice, supervision and consultation to other members of staff
- To hold and work own caseload, under professional management
- To undertake direct intervention with the children / young adults we support.
- To be responsible for monitoring and evaluating risk to/from the specific client group within your own caseload and during advice and consultation offered to others
- To attend, and contribute, as a specialist clinician, to multi-disciplinary and multi-agency meetings as appropriate and take a lead when required
- To work as a key member of the multi-disciplinary team which encompasses the education, residential and clinical services
- To ensure appropriate liaison with professionals from external agencies in relation to shared cases, including agencies working with the specific client groups and their carers
- To communicate and share information in a highly skilled and sensitive manner with young people, families, other professionals and agencies using the highest levels of interpersonal skills in situations which are likely to be highly emotive and sometimes confrontational

- To ensure that all members of the team have access to a SALT based framework for the understanding and care of clients, through advice and consultation, clinical supervision and the dissemination of SALT knowledge, research and theory
- To participate in the evaluation of clinical work
- To contribute to the development of best evidence based practice within the service
- Ensure that standards of excellence are maintained, especially in relation to communication programmes for the individuals within the designated services
- To exercise professional responsibility based on the Code of Professional Conduct and Ethics of the relevant SALT professional body
- To maintain the highest standards of clinical record keeping and report writing

### Staff

- To support and participate in the recruitment of SALTs and other staff across the region as requested by the Regional Head of Wellbeing and Clinical Services
- Undertake agreed delegated management responsibilities on an ongoing basis, for example supervisions, annual appraisals, probation reviews, return to work meetings and manage sickness and absenteeism, involvement in disciplinary, capability, grievance and other people management procedures in accordance with Company policy
- To offer training, observation, explanation and modelling to staff within the services and support them to carry out their tasks
- Raising awareness of Company policies and procedures and standards set by the Regulatory Body to staff members
- Delegate responsibilities based on competence of staff and needs of the Company and review in order to promote teamwork and communication, in accordance with Company policy
- Ensure that staff exhibit the values set out by the Company and uphold standards of behaviour in accordance with Company policies
- To contribute to the clinical training of students as appropriate and provide formal feedback to the relevant training body

### Teaching, Training and Supervision

- To provide specialist advice, consultation and training to all employees, contributing to the development of effective and properly evaluated ongoing staff development and in-service training
- To provide presentations, training, advice and consultations to other agencies, as appropriate
- To provide clinical and professional supervision to other professionals and clinicians as required
- To continue to develop expertise in the area of professional post-graduate training and clinical supervision

### Policy and Service Development

- To contribute to the senior operational management team to promote, support, initiate, implement and evaluate agreed service developments and projects, drawing on the analysis of need, using evidence based evaluation of outcomes and following best practice guidelines
- To participate in, taking the lead in multi-disciplinary meetings and generate written protocols and policies concerned with the delivery and development of clinical services by providing a SALT perspective, following evidence based and good practice
- To act in accordance with the policies of the organisation and relevant SALT professional bodies Practice and Ethical Guidelines
- To maintain an up to date knowledge of legislation, national and local policies and issues in relation to the specific client group

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- To comply with service standards and practices to ensure that safe practices are maintained at all times

### Research and Service Evaluation

- To participate in, audit and evaluate all clinical activity within the post and provide such information for the purpose of service monitoring and development
- To utilise theory evidence-based literature and research to support effective practice
- To represent a professional viewpoint in relation to nationally accepted good practice and to ensure a high level of ethical standards and professional conduct
- To contribute to professional, academic journals and conferences as a means of developing the service, the evidence base and disseminating good practice
- To undertake appropriate agreed research

### Administration and IT

- To maintain records consistent with the current legislation
- To undertake the administrative duties appropriate to the tasks
- To be aware of the mechanisms of Clinical Governance, Quality Assurance and audit of SALT services
- To be competent in the use of basic IT packages. To maintain comprehensive clinical notes & consultation records
- To develop a skill base in the administration and analysis of a range of IT packages as required

### General

- Ensure awareness that the service operates to agreed budgets and contribute to keeping within these budgets as instructed
- Exercises vigilance in respect of Health and Safety and promptly report all hazards and/or remedying them where appropriate. Undertake all duties in a manner calculated to minimise or avoid unnecessary risks, personally or to others
- Operates at all times in accordance with company policies and procedures, with particular reference to Safeguarding, Child Protection, Whistleblowing, Complaints and Representations and Behaviour Policies
- To actively participate in internal and external CPD training and development programmes
- Participate in team meetings, supervisions and annual reviews in accordance with Company policy and the standards set by the Regulatory Body
- Work to promote the centre as a valued, professional asset within its community and also to promote a culture that individuals and staff conduct themselves at all times in a manner that reinforces this image
- Ensure that all actions are in the interests of the Service Users and the Company
- To work to and exhibit the values of the Company and maintain standards of behaviour in accordance with Company policies, procedures and practices
- To carry out any other reasonable and relevant duties as required by the Clinical and Wellbeing Locality Lead or Regional Head of Wellbeing and Clinical Services

### Managing own Performance and Development

- Being aware of and complying with policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate designated person
- Contributing to the overall ethos/work/aims of the company
- Appreciating and supporting the role of other professionals
- Attending relevant meetings as required
- Participating in training and performance management as required
- Achieve challenging professional goals

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- Take responsibility for your own professional development

### Health and Well-Being

- Be aware of the current legal requirements, national policies and guidance on the safeguarding and promotion of the well-being of children and young people
- Know how to identify potential abuse or neglect and follow safeguarding procedures
- Know how to identify and support children and young adults whose progress, development or well-being is affected by changes or difficulties in their personal circumstances, and when to refer them to colleagues for specialist support

### Team Working and Collaboration

- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them

*The above serves as a guide and is not exhaustive; all professional staff are expected to undertake other duties and projects as may be reasonably required by their Line Manager / Clinical and Wellbeing Locality Lead / Regional Head of Wellbeing and Clinical Services or Head of Service/Principal/Head teacher/ Head of Care / Regional Director. You will be working as part of a friendly team and may be asked to provide extra support during busy periods, working together in a mutually supportive way towards shared priorities.*

**I have read through the job description and agree to perform the duties as outlined above**

### Job Holder's signature

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

### Signed on behalf of the OFG Group

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## Person Specification

Experience	Essential	Desirable
<ul style="list-style-type: none"> <li>Relevant experience working at a postgraduate level</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Experience within the specialist client group. (complex communication issues relating to autism, including language disorder, dyspraxia, sensory impairment, learning disabilities/difficulties and associated challenging behaviour)</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Experience of multi-professional work with teams or services within the designated speciality</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Experience of teaching, training and professional and clinical supervision</li> </ul>	✓	
<b>Skills, Knowledge and Aptitudes</b>		
<ul style="list-style-type: none"> <li>Knowledge of a range of assessment tools and evidence of skilled application relevant to the specialist client group</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Knowledge of legislation, national policies and procedures relevant to children and young people with autism and related conditions</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Knowledge of a range of approaches relating to communication, autism and learning disability</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Evidence of understanding the relationship between behaviour and communication</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Knowledge of sensory differences</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Excellent interpersonal skills- including observation, listening and empathy skills. Good communication including relationship, analytical and judgemental skills</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Good time management and organisational skills</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Excellent presentation skills both written and verbal</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Working knowledge of current philosophies and principles underpinning services for those within the specific client group</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Understanding of information governance and confidentiality and record keeping standards</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Basic IT skills</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Competent in core areas of Speech and Language Therapy</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Ongoing evidence of CPD</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Research and Audit Skills and Experience</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Advanced knowledge of models of service delivery and an ability to articulate the value added by the Speech and Language Therapy service within the context of multi-disciplinary work</li> </ul>	✓	
<b>Qualifications and Training</b>		
<ul style="list-style-type: none"> <li>Degree in Speech and Language Therapy</li> </ul>	✓	
<ul style="list-style-type: none"> <li>HPC registered</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Willingness to work towards further qualifications as required</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Undertake relevant group induction training on commencement</li> </ul>	✓	
<b>Other</b>		
<ul style="list-style-type: none"> <li>Commitment to the values of the organisation</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Full driving licence and access to a car</li> </ul>	✓	