

Job title:	Speech and Language Therapy Assistant
Grade:	Band 3
Directorate:	Children and Specialist Services
Division:	Chailey Clinical Services
Service:	Speech and Language Therapy

- a) The post holder will assist speech and language therapists at Chailey Clinical Services to provide a clinical programme of therapy, including direct and indirect input for children and young people with complex neuro-disability.
- b) To provide treatment programmes to children and young people individually or in groups.
- c) To report and document outcomes and observations following interventions.
- d) To participate in shared learning to acquire clinical competencies required, in line with the competency frameworks.
- e) To maintain high standards of clinical care as defined by the Sussex Community NHS Foundation Trust.

- a) To liaise with members of the multi-professional team and work in partnership with the specialist speech and language therapists responsible for co-ordination of therapy assessment and provision of therapy for children and young people attending Chailey Clinical Services and Chailey Heritage Foundation.
- b) To support carers and other professionals in carrying out therapy programmes.
- c) To provide support and training for the young person and their families, carers and other professionals in the areas of augmentative and alternative communication (AAC), oral-motor skills, and speech and language development.
- d) To provide support and training for other Speech and Language Therapy Assistants, volunteers and students as required.

- e) To develop a range of effective communication strategies to support children and young people to participate in communication interactions, including Intensive Interaction, Makaton signing, Multi-sensory Cues, low and high tech communication aids, oral skills, speech and language activities.
- f) To provide support and training for other staff, therapy assistants, volunteers and students as required
- g) To maintain confidentiality and dignity at all times and ensure people's equality and diversity needs are supported.
- h) To maintain accurate, comprehensive and up-to-date patient-related documentation including electronic patient records, where appropriate.

3. Key Responsibilities

- a) To contribute to the assessment process and to support therapy plans under the direction of the young person's Specialist Speech and Language Therapist.
- b) To plan, implement and develop individual treatment programmes, in collaboration with the young person's Specialist Speech and Language Therapist, for the management of speech and language difficulties, oral-motor skills and development of communication systems.
- c) To assist in and run group activities with other professionals under the direction of the Specialist Speech and Language Therapists.
- d) To contribute to multidisciplinary therapy sessions as required by the Specialist Speech and Language Therapists.
- e) To maintain records and documentation for individual young people in accordance with departmental standards and SCFT policies and procedures.
- f) To be involved in departmental projects and initiate development in areas, where appropriate.
- g) To prioritise own work with the support of more senior colleagues.
- h) To ensure the maintenance of equipment to specified health and safety standards particularly in relation to infection control.
- i) To be confident and competent in the use of technology for communication, in order to create both low and high tech systems of communication.
- j) To participate in the programming of individual communication aids as requested in liaison with the young person's family and appropriate staff under the direction of a Specialist Speech and Language Therapist.

- k) To maintain and develop knowledge and skills in the areas of alternative and augmentative communication, speech and language development and oral-motor difficulties.
- l) To reflect on your own practice through regular participation in clinical supervision with a Specialist Speech and Language Therapist identifying individual training and developments needs through an agreed Personal Development Plan and annual appraisal in line with Trust policy.
- m) To be responsible for maintaining and developing own competency to practice in line with agreed PDP through CPD activities and maintain a portfolio which reflects personal development.
- n) To be familiar with all relevant safeguarding legislation and the Chailey Charter.
- o) To comply with the policies and procedures of the Sussex Community NHS Foundation Trust.
- p) The postholder may be required to perform duties other than those stated, as particular duties and responsibilities attached to the post may vary from time to time. Such variations will not necessarily change the general character of the duties or the level of responsibility entailed.

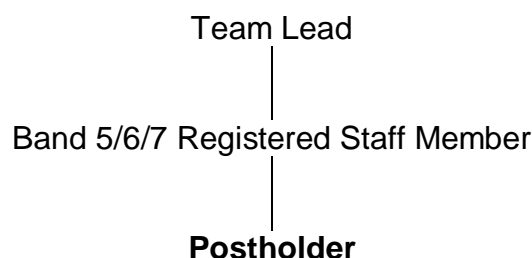
4. Main Tasks

- a) To assist the Speech and Language Therapy team to deliver a safe, effective and quality therapy service to the children and young people seen at Chailey Clinical Services, Chailey Rehabilitation and Transition Service and Chailey Heritage Foundation.
- b) To carry out assessment and therapy in the area of AAC, oral-motor skills and speech and language development as guided by the Speech and Language Therapists.
- c) To initiate and participate in delivering individual and group training programmes. To participate in staff meetings as required.
- d) To communicate effectively with young people, families/carers, across Chailey Clinical Services, and our partner organisation Chailey Heritage Foundation staff and Chailey Clinical Services staff.
- e) To co-create and design equipment such as communication passports and communication books as requested.
- f) To keep up to date with therapy techniques and communication technology with the support of speech and language therapy team.

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- g) To accurately record information relating to the children and young people and adhere to the Information Governance policy and procedures.
- h) To undertake other duties in line with the role.

5. Organisation Chart



- a) The postholder may have tasks or responsibilities delegated to them, appropriate to their level of competence. They may also be expected to delegate tasks or responsibilities to other staff, as appropriate.
- b) The Delegation Policy sets out the expectation of staff regarding the safe delegation of clinical care and therapeutic interventions to unregistered practitioners and support workers.

6. Flexibility

- a) This job description is intended to provide a broad outline of the role. The postholder may be required to carry out other duties commensurate with their banding and competence.

7. Policies and Procedures

- a) The postholder is required to familiarise themselves with all Trust policies and procedures and to comply with these at all times.

8. Confidentiality and Data Protection

- a) The postholder must maintain the confidentiality of information about patients, staff and other health service business and meet the requirements of the Data Protection Act (2018) and General Data Protection Regulation (2018) at all times.
- b) The postholder must comply with all Trust information and data protection policies at all times. The work of a NHS Foundation Trust is of a confidential nature and any

Information gained by the postholder in their role must not be communicated to other persons except where required in the recognised course of duty.

9. Health, Safety and Wellbeing

- a) Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974) and must follow these in full at all times, including ensuring that they act in line with all agreed procedures at all times in order to maintain a safe environment for patients, visitors and colleagues.
- b) The Trust is committed to support the health and wellbeing of all its employees. The post holder is required to familiarise themselves with the organisation's range of health and wellbeing support and report stress and ill health as early as possible.

10. Equality, Diversity and Inclusion

- a) The Trust aims to grow inclusive teams in which you feel like you belong, we encourage a culture of learning from different points of view. We want to support you to be courageous and to overcome bias and challenge prejudice.
- b) We are a Disability Confident Employer (Level 2). We go the extra mile to make sure disabled people get a fair chance. As well as paid employment we offer work experience, work trials and apprenticeships for disabled people.
- c) [You can read more about our commitment in our Inclusion Brochure.](#)

11. Use of Technology

- a) The Trust is making increased use of computer technology. The majority of employees (both clinical and non-clinical) should expect to use automated information systems in their work in order to improve quality and co-ordination of services, and to enable faster and more certain communication within the Trust. Necessary training will be provided.

12. No Smoking Policy

- a) SCFT operates a no-smoking policy, in line with Government legislation. This applies to all staff, visitors and patients. It is a condition of employment for staff that they do not smoke whilst on duty or in uniform or anywhere on Trust premises. This includes electronic cigarettes.
- b) Whilst we do not discriminate against employing smokers, they are expected to adhere to this policy and all prospective employees should be aware of this.

13. Professional Registration

- ## 14. Infection Prevention and Control

- ## 15. Safeguarding Children, Young People and Vulnerable Adults

- ## 16. Quality

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PERSON SPECIFICATION

This person specification lists the requirements necessary to perform the job. Candidates will be assessed according to the extent to which they meet, or have the potential to meet the specification. It is therefore important that applicants pay close attention to all aspects of the person specification when deciding if their skills, experience and knowledge match these requirements.

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Criteria	Essential or desirable	Method of Assessment
Qualifications and/or Professional Registration		
NVQ3 or equivalent level of knowledge	E	A/C
GCSE Maths and English or equivalent	E	A/C
Experience		
At least 12 months experience of working in a caring environment, either in health, social or voluntary services	D	A/I
Experience of working within a rehabilitation or therapy setting	D	A/I
Skills and Knowledge		
Literacy and numeracy	E	A/I
Excellent verbal communication and ability to build rapport	E	A/I
Practical, resourceful and reliable	E	A/I
Ability to follow detailed instruction	E	A/I
Able to give instructions to people that can be followed and easily interpreted	E	A/I
Ability to work as an effective member of a team	E	A/I
Ability to prioritise and plan delegated work from a variety of sources, meet deadlines and perform effectively under pressure	E	A/I
Ability to record information accurately	E	A/I
Admin skills	E	A/I
IT skills	E	A/I
Ability to work with others and independently	E	A/I
Basic level of theoretical knowledge relevant to clinical setting	D	A/I
Knowledge of a range of work procedures and practices gained through experience	D	A/I
Commitment to professional development and attainment of competencies	E	A/I



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Criteria	Essential or desirable	Method of Assessment
Ability to understand work related boundaries and refer matters of importance to a senior Colleague	E	AI
Basic understanding of statutory health and social services	D	AI
Other requirements		

Good luck with your application!



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Author's name:	Katie Roberts/ Bethan Whittingham
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