

Children's Speech and Language Therapy Team Leader JOB DESCRIPTION

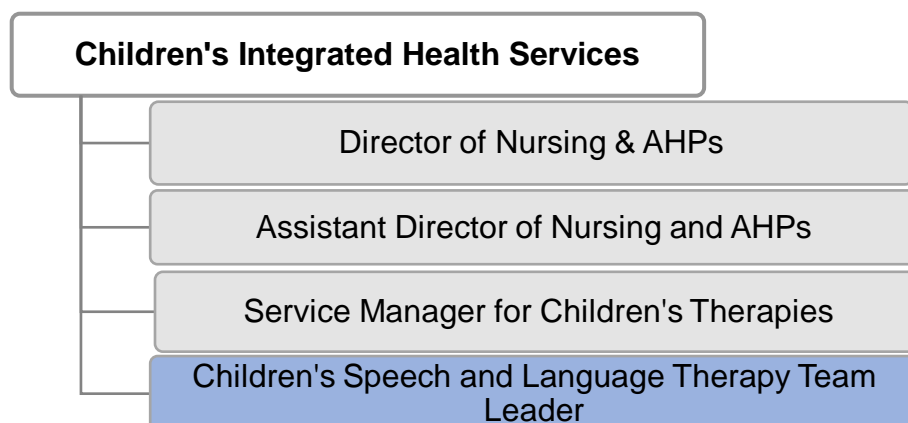
Job Title:	Children's Speech and Language Therapy Team Leader
AfC Band:	Band 7
Directorate/Service:	Children's Integrated Services (Children's Speech and Language Therapy Team)
Accountable To:	Assistant Director of Nursing and AHPs
Responsible To:	Service Manager for Children's Therapies
Base Location:	Callaghan House, Cross Street off Green Lane, Heywood, OL10 2DY
On-Call Requirement:	No
AfC Job Code:	

Values

Three values are at the heart of our organisation: **Care, Appreciate** and **Inspire**.

Our values and behaviours define what's important to us as we work alongside each other and with our patients and service users. They also shape what it feels like to work at the NCA and will be central to your development and performance conversations. Together, we will create a culture where care, appreciation and inspiration thrive.

Structure Chart



Job Summary

The post holder will provide clear professional leadership, governance & operational leadership to the Children's Speech and Language Therapy Team.

Key Role and Responsibilities

Main duties and Responsibilities

Provide leadership to all staff within the Children's Speech and Language Therapy Team.

Support and guide staff with caseload management.

Mentoring and developing workforce skills and competencies.

Participate and contribute to the ongoing strategic development of Speech and Language Therapy in response to local and national directives.

Work with the service managers and other key stake holders in implementing systems and processes to provide high quality standardised service delivery.

Communication

Ensure effective communication between team members, team leaders, Co-ordinators and Service Managers, ensuring a standardised approach to communication networks and systems.

Interpret and communicate information that is sensitive and at times highly complex to service users, staff and key stakeholders.

Be responsible for giving and receiving service-related information to the service managers.

Personal and People Development

To participate in the Trust's appraisal/performance review process, both as an individual and with staff.

To ensure that all staff have personal development plans to maximise individual potential in achieving skills and competencies required for the children's workforce.

To co-ordinate the induction process and training for new staff within the service.

Provide supervision and support as required for staff.

Responsibilities – Education and Training

Monitor own performance and identify personal development needs to the service clinical lead in relation to gaps in clinical skills and knowledge. Take measures to ensure that deficits are addressed.

Develop personal development plans and participates in the appraisal process.

Monitor development of junior clinicians and provide expert support and education.

Understand own role and that of other multidisciplinary team members.

Keep up to date with developments in quality in own and colleagues' standards.

Attend mandatory and statutory training.

Participate in the provision of local training, for example child protection training, around children with disabilities.

Provide supervision, mentorship and learning opportunities for pre- and post- registration students.

Quality

Contribute to the development of effective clinical governance systems to maintain the delivery of a high-quality Speech and Language Therapy service.

Participate in the development of new initiatives and contribute towards an Evidence-based learning environment for all staff and students.

Information collection and analysis.

In collaboration with the service managers, benchmark and audit current service Activity.

Co-ordinate the teams' participation in audit processes.

Work with the staff to identify elements of research that may be relevant to the service and assist in their implementation, using a questioning and analytical approach to care.

Ensure the effective use of available resources to facilitate service developments within the budget.

Act as an authorised signatory within an agreed financial limit – authorise orders etc.

Responsibility for Physical and Financial Resources.

Take responsibility for the management of the clinical environment and be accountable for own use of resources contained therein.

Alert operational managers to resource issues, which affect learning, development and performance in prompting evidence-based care.

Accurately maintain the necessary records of resource used.

People Management

Responsible for the day-to-day management of the Children's Speech and Language Therapy Team.

Participate in the recruitment and retention process within the Children's Speech and Language Therapy team.

Carry out appraisals and promote continuous professional development within the service.

Participate in the investigation of service complaints.

Responsible for the initial stages of the Trust grievance and disciplinary procedures.

Monitor sickness and absence, conducting positive attendance interviews in line with policy.
Support the allocation/placement of students within the service for training purposes supervision.

This job description is not exhaustive but is intended to give an overall picture of the role. Other duties within the general scope of the post may be required from time to time. The duties of the post and job description can be reviewed through the agreed process.

PERSON SPECIFICATION

Job Title:	Children's Speech and Language Therapy Team Lead
AfC Band:	Band 7

	Essential	Desirable
Qualifications	<p>Recognised qualification in Speech and Language Therapy (Degree or Masters).</p> <p>Evidence of working at Masters Level (Level 7) or equivalent.</p> <p>Evidence of relevant post graduate training.</p> <p>Evidence of CPD in the form of a detailed personal development portfolio, including evidence of reflective practice.</p>	<p>Clinical supervisor training.</p> <p>Interview/recruitment training.</p>
Professional Registration	<p>Health and Care Professions Council – Licence to Practice.</p> <p>Member of The Royal College of Speech and Language Therapists.</p>	

Knowledge, Training & Experience	<p>Significant post- registration experience in a community setting</p> <p>Professional development and clinical expertise at Masters level.</p> <p>Evidence of experience working collaboratively with other disciplines / agencies and across organisational boundaries.</p> <p>Extensive knowledge of safeguarding with particular evidence of experience working with children with complex health conditions.</p> <p>Excellent leadership, organisational and prioritisation skills.</p>	<p>Research and Development awareness and/or experience.</p> <p>Audit experience.</p>
Skills & Abilities	<p>Ability to motivate others, engage with team members and deliver the change agenda.</p> <p>Excellent time management skills and the ability to work under pressure.</p> <p>Ability to assess and manage risk appropriately.</p> <p>Demonstrate excellent written and verbal communication skills.</p> <p>Good computer, literacy, including skills for using internal based communications and literature.</p> <p>Flexibility to meet the needs of the service.</p>	

	<p>Willing to carry out all duties and responsibilities of the post in accordance with the Trust's Equal Opportunities and Equality and Diversity policies.</p> <p>Appointments to regulated and controlled activities require an enhanced DBS disclosure.</p> <p>Use of a car or access to a means of mobility to travel across the Trust footprint in line with service needs.</p>	
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Living our Values

All colleagues are expected to demonstrate the NCA values and underpinning behaviours as you carry out your role.

Values	Behaviours (I will...)
CARE We listen and treat each other with kindness.	Provide the highest standard of care, with compassion and kindness.
	Communicate clearly, actively listen and be person centred.
	Seek to understand and empathise.
	Collaborate to deliver services that are safe and give confidence in our care.
APPRECIATE We value and respect each other's contribution.	Recognise and openly acknowledge how we all make a difference.
	Value and respect others and share in celebrating our successes.
	Treat people fairly, notice, champion and positively appreciate diversity.
	Provide constructive feedback to support growth and development.

INSPIRE We speak up and find ways to be even better.	Have a voice and act with integrity and honesty.
	Make time to learn, share and find new ways of working.
	Be positive, be open to change and empower others.
	Work with my team and other teams to agree and deliver best outcomes.

Appendix

The below details all the standard Trust requirements which must be incorporated within the role.

Infection Prevention
Employees will adhere to all Trust Infection Control policies and procedures which are relevant to the post and undertake any appropriate mandatory training. All colleagues will ensure that advice is sought from the infection control team as required and appropriate action is taken to minimise cross infection.
Safeguarding
The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment. You will be expected to fulfil your mandatory safeguarding training at the level applicable to this role.
Health and Safety
Employees must act in accordance with the Health & Safety at Work Act 1974, and subsequent legislation, under which they must take reasonable care to avoid injury to themselves and to others who may be affected by their work activities. Employees are required to co-operate with the Trust in meeting statutory requirements. Employees must not intentionally or recklessly interfere with, or misuse anything that is provided in the interest of the health, safety and welfare of colleagues, patients, and the general public.
Confidentiality and Data Protection
Employees are required to uphold the confidentiality of all records held by the Trust, whether patient records or Trust information. Unauthorised disclosure of any confidential information, or that covered by the Data Protection Act may result in disciplinary action.

Equality and Diversity

All colleagues are required to understand the equality and diversity commitments and statutory obligations under the Equality Act 2010. You must act in ways that support Equality, Diversity, and Inclusion (EDI) and recognise the importance of people's rights in accordance with legislation, policies, frameworks, procedures, and good practice.

Colleagues must recognise and report any behaviour that undermines equality under Trust policy and further EDI activity by:

- eliminating discrimination, harassment and victimisation
- advancing equality of opportunity between people who share a protected characteristic and those who don't
- fostering good relations between people who share a relevant protected characteristic and those who don't
- understanding the impact of policies, services and practice on people with different protected characteristics

Code of Conduct

Colleagues that have a national Code of Conduct are expected to adhere to that Code and failure to do so could result in disciplinary action being taken. Colleagues who do not have a regulatory body are expected to conduct themselves in a professional manner and in line with the Trust values and policies at all times.

Leadership and Development

We believe our colleagues play a vital role in delivering excellence, and that everyone has the ability to demonstrate leadership and make a difference. As a member of our team, we expect you to live the NCA values: Care, Appreciate and Inspire through your daily habits, to improve outcomes for patients, customers and service users across the system. In return we provide a range of development opportunities that help you to realise your potential and reach your professional best.

As you join us, you are required to attend our Corporate Induction, complete the Trust's mandatory training and participate in the NCA Accelerated Leader Development Programme if you are in a leadership or management role. Your annual My Time appraisal conversation helps to continually review your contribution and ongoing priorities through your Personal Development Plan, informed through a wide choice of development available to you.

Flexibility

This job description is not intended to be exhaustive, and it is likely that duties may be altered from time to time, in discussion with the post holder. This role profile is intended to provide a broad outline of the main responsibilities only. The post holder will need to

be flexible in developing the role with initial and on-going discussions with the designated manager.