

Role Specification

JOB TITLE: Speech and Language Therapist

PAY BAND: 5

SPECIALTY: Community preschool and mainstream school

SERVICE: Children's Speech and language Therapy

ACCOUNTABLE TO: Team Lead children's Speech and language Therapy

ROLE SUMMARY:

- To deliver a comprehensive service of assessment, therapy and advice to children referred to the pre-school clinic and mainstream school caseloads.
- To liaise and offer advice as appropriate to school, parents and other children's facilities.
- The post holder is responsible for the daily organisation of their own allocated sessions and caseload in consultation with the clinical leads.
- To adhere to agreed administrative procedures for the service including the collection of statistical data and writing of reports.

FACTOR	ESSENTIAL	DESIRABLE	EVIDENCE
QUALIFICATIONS & EDUCATION	<p>Recognised Speech and Language Therapy Degree Qualification or equivalent</p> <p>Registered member of Health Professions Council – Licence to Practice</p> <p>Registered Member of Royal College of Speech and Language Therapist</p>		
WORK RELATED KNOWLEDGE & EXPERIENCE	<p>Experience of working with children, parents and schools including during student placements</p>		
SKILLS & APTITUDES	<p>Excellent verbal and written communication skills.</p>		

	Excellent organisation and prioritisation skills. Ability to reflect on own performance and seek advice and supervision.		
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This role specification indicates the main functions of the post. It is not an exhaustive list of the responsibilities and tasks required for the job. There may be a requirement to undertake other duties as reasonably required to support the organisation. This may also include work outside of the post holder's normal sphere of activities, including functions not detailed within this role specification or working within another location or environment. The post holder will not be required to undertake any function for which they are not qualified or competent to perform.

The post holder must be familiar with, and adhere to, all *Provide* policies and procedures which can be found on the Intranet.

The post holder is accountable and responsible for the implementation and adherence to;

- The Health Care Act 2006, (revision 2008)
- The Equality Act 2010
- The Care Quality Commission Essential standards of Quality and Safety 2010,
- Health and Safety legislation in relation to patient safety and maintaining a safe working environment
- Data protection act 1998 and confidentiality code of conduct

The maintenance of the standards set out within this legislation will guide staff in maintaining the quality of care and safety required within their role ‘

Safeguarding Children, Young People & Vulnerable Adults

Safeguarding is a key priority of the organisation. Staff must always be alert to the possibility of harm to children, young people and vulnerable adults through abuse and neglect. This includes being aware of the adults who may find parenting difficult. All staff should be able to recognise the indicators of abuse and know how to act on them, including the correct processes and decisions to be undertaken when sharing information. The depth of knowledge you work from must be commensurate with your role and responsibilities. All staff must follow the Safeguarding policies and guidelines, know how to seek specialist advice and must make themselves available for training and supervision as required.

Core Competency Framework Band 5

Practitioners and staff at Band 5 have a comprehensive specialised, factual and theoretical knowledge and an awareness of the boundaries of that knowledge. They are able to use knowledge to solve problems creatively, make judgements which require analysis and interpretation and actively contribute to service and self-development. They may have some responsibility for supervision or management of staff.

Provide aims to deliver high quality, professional and customer focused services. To ensure that this objective is met, it is expected that all employees carry out their roles in a courteous, compassionate and responsive manner and by the standard of their own appearance and behavior act as an ambassador for the organisation within their interactions with all our customers.

Employees are contractually obliged to undertake mandatory training in line with the organisations' agreed Mandatory Training Matrix and must ensure that the required learning is complete and refresh this learning within the timescales set out. Should staff consider they need further support to maintain the level of competence set out in this framework they have a personal responsibility to raise this with their line manager.

Assessment:

- Able to gather appropriate information.
- Able to select and use appropriate assessment techniques.
- Able to undertake or arrange investigations as appropriate.
- Able to analyse and critically evaluate the information collected.

Formulation and delivery of treatment and / or action plans and strategies

- Able to use research, reasoning and problem-solving skills to determine appropriate actions.
- Able to draw on appropriate knowledge and skills in order to make professional judgements.
- Able to formulate specific and appropriate management plans including the setting of timescales.
- Able to conduct appropriate diagnostic or monitoring procedures, treatment, therapy or other actions safely and skilfully.
- Able to maintain records appropriately.

Critical evaluation of the impact of, or response to, the treatment and / or action plan/intervention

- Able to monitor and review the on-going effectiveness of planned intervention and modify it in response to feedback (e.g. from a client, peer, supervisor).
- Able to make reasoned decisions to initiate, continue, modify or cease treatment / action or the use of techniques or procedures, and record the decisions and reasoning appropriately.
- Able to audit, reflect on and review own performance/practice.

Knowledge & Skills

- Able to transfer theoretical and practical knowledge to practice to solve problems.
- Evaluates own practice and identified own development needs.
- Understand the limits of their knowledge base.
- Understand relevant legislation, policy and guidance
- Understand the social model, concepts of empowerment and person centred approaches to assessment, care planning and delivery of service.

- Understand the principles of respect, dignity, choice and independence and applies them to own work area.
- Updates and maintains accurate records using appropriate methods, tools and technology.

Technology Skills

- Proficient in the use of Microsoft Outlook or similar Email application
- Proficient in the use of the Web and Web applications
- Proficient in the use of Microsoft Word
- Accurate data input skills, e.g. accurately entering data into Excel or an electronic records system
- Confident with the use of IT systems and equipment, including mobile devices (where used)
- Confident with use of Electronic Patient Records at the point of care or commitment to develop these skills within 6 months

Leadership & Management

- Works independently, planning organising and prioritising their work activities in accordance with the organisational procedures.
- Contributes to the development of the multidisciplinary team and its members.
- Develops proactive working relationships with colleagues and stakeholders.

Innovation & Decision Making

- Uses a comprehensive range of cognitive and practical skills to develop creative solutions.
- Makes judgements requiring analysis, interpretation and comparison of options.
- Performs a broad range of clinical and / or technical procedures.
- Is creative and innovative in exploring and implementing solutions.
- Contributes to service development and suggests changes to working practices in their work area.
- Contributes to team performance.
- Contributes to audit.

Communication

- Listens to, understands and follows lengthy or multi-step instructions/narratives on a range of topics and in a range of contexts.
- Asks a variety of questions and listens to the answers in order to understand and appreciate others perspectives.
- Responds appropriately to queries and complaints. Speaks assertively and presents a positive self-image.
- Adopts a sensitive manner and uses language appropriate to the situation.
- Writes effectively for a range of situation and contexts.
- Presents and explains results clearly and accurately using appropriate format.
- Ensures that the boundaries of confidentiality are clearly understood.

Team Working

- Works with others to achieve shared goals and expected performance.
- Respects, and is open to, the thoughts, opinions and contributions of others.
- Recognises and respects people's diversity, individual difference and perspectives.
- Learns from their mistakes and accepts and gives feedback in a constructive manner.
- Contributes to the team by sharing information and expertise.
- Manages and resolves conflict when appropriate, understand the role of conflict.

Personal Attributes

- Acts as an ambassador for *Provide* and demonstrates excellent customer care at all times.
- Deals with people, problems and situations with honesty and integrity.
- Recognises and reflects on their own and others good efforts.
- Takes care of their personal health, including hygiene and appearance.
- Meets timekeeping & attendance requirements.
- Leads on personal, and contributes to team, health and safety practices and procedures (including infection control) and acts in accordance with these.
- Understands their rights and responsibilities in the workplace, and those of others.
- Understands and respects confidentiality.
- Manages their work and personal life balance.
- Assesses and manages risk, is accountable for their actions.
- Carries out multiple tasks.
- Is open and responds constructively to change.
- Supports other colleagues and co-workers and promotes positive relationships within team and beyond.
- Reflects on their practice and is willing to continuously learn and develop.
Encourages others to reflect on their practice.
- Identifies their learning goals, accesses appropriate learning resources to meet development needs and organisational requirements.

Name of Post holder:

Signature:

Date: