

PROGRESS *your* CAREER



Highly Specialist Speech and Language Therapist Band 7

Job Description and Person Specification

Job Description

JOB TITLE: Highly Specialist Speech and Language Therapist

BAND: 7

RESPONSIBLE TO: Clinical Lead for Speech and Language Therapy

KEY RELATIONSHIPS:

Internal	External
Line Manager Staff within Children's Integrated Therapy teams Children's Speech and Language Therapy Service staff All NELFT staff, including those in non- clinical roles, plus Health Visitors, Consultants, and other medical staff	Children and their families/Carers Education school staff Specialist Teachers and Educational colleagues in Waltham Forest Social Care Services Voluntary Agencies GP's

The purpose of this job description is to outline the level of responsibility and accountability of this post. This will ensure that all work undertaken by our staff is clearly identified and carried out under clear lines of accountability.

Aim of the role:

The expectation of this post holder will be to support their team, department and organisation to achieve the Trust's Values in their day to day work. These are the 5P's:

- Putting people first
- Prioritising quality
- Being progressive, innovative and continually improve
- Being professional and honest
- Promoting what is possible – independence, opportunity and choice

The post holder will achieve this by:

The post holder will be a Registered Speech and Language Therapist responsible for children and their families allocated to them and will assess, manage, plan and deliver care, including being professionally and legally accountable.

The post holder will support their peers and team leader and be an effective team member whilst working on their own initiative. They will have a commitment to collaborative working and actively support and liaise with other health and social care professionals and agencies.

Key Responsibilities:

- To take responsibility for the day to day running of the Speech and Language Therapy service for children with EHCP's and initial assessments in the mainstream schools service.
- To have a comprehensive overview of the caseload in the designated area for service development for waiting list management.
- To independently manage and make differential diagnoses for a caseload of clients with Speech and Language Therapy needs. This includes clients with/without an Education, Health and Care plan.
- To devise and deliver appropriate specialist intervention/care plans/enhanced models of SLT for clients and provide suitable and timely support.
- To provide highly specialist knowledge, advice, training and teaching to parents, carers, students and SLT team in all aspects of management of children in the mainstream school service
- To work as part of the integrated therapies multi disciplinary team ensuring the delivery of joined up care plans.
- To have a detailed knowledge of the national curriculum to devise and provide individualised intervention targets to be embedded within the educational curriculum.
- To contribute to multidisciplinary support for clients.
- To provide oral and written feedback, advice and training to parents/family members, carers and members of the multidisciplinary team regarding communication needs and strategies to facilitate development.
- To develop and deliver training and support packages as appropriate.

Clinical Skills

- To provide a highly specialist Speech and Language Therapy Service to clients referred in the mainstream school service including assessment, differential diagnoses and treatment.
- Following assessment, and utilising highly specialist knowledge and skills, design and develop evidence based treatment and specialist management/ support programmes to be implemented within the multi-disciplinary teams and the client's family.
- Make differential diagnosis on the basis of assessment evidence providing advice when appropriate.
- Monitor auditory, visual and kinaesthetic aspects of communication and adapting and facilitate treatment programmes.
- Develop appropriate assessments and treatment programmes and create appropriate resources for therapeutic intervention.
- Adapt and facilitate treatment programmes and the use of augmentative communication systems according to client's perceived needs.
- Maintain sensitivity at all times to the emotional needs of clients/carers when imparting complex/distressing information regarding the nature of the client's difficulties and the impact on individuals and their families.
- Work closely with clients, carers and families, agreeing decision making relevant to the patient/client management.
- Maintain a high level of concentration in all aspects of patient care.
- Responsible for establishing innovative practices in speech and language development through clinical leadership whilst ensuring optimum use of human and material resources.
- Develop and maintain the skills and knowledge required of a highly specialist Speech and Language Therapist working with clients with a range of delays and disorders of speech language and communication
- Provide clinical advice to staff in other services and the voluntary sector and offer second

opinions to less experienced staff members.

- Maintain up to date and accurate case clinical records notes in line with professional and Trust standards.
- Share information with others as required, observing data protection guidelines.
- Create appropriate resources for therapeutic intervention.
- Manage and prioritise own workload.
- Have a working knowledge of the principles of Clinical Governance and their application to professional practice.

Leadership

- To allocate duties and supervise therapists and therapy assistants, students and volunteers and ensure that the service policy for working with these groups is adhered to.
- To assist in the interview, appointment, induction, training and supervision of speech and Language Therapists and speech and language therapy assistants.
- Provide mentoring, advice and support to Speech & Language Therapists, Speech and Language Therapy assistants, students and volunteers.
- Offer Speech and Language Therapy student placements and explain the role of Speech and Language Therapists to visitors, students and volunteers.
- Develop the provision of care and clinical care pathways and packages of intervention and support and drive service redesign / policy development projects.
- Support Clinical Governance/audit projects within the local service.
- Participate in departmental research and clinical governance/audit projects. Collect and provide research data as required.
- Work within the SLT service guidelines

Administration

- To be computer literate.
- To ensure accurate recording of actions, and updating patient's records, maintaining confidentiality at all times.
- To take part, and assist, in the planning and administration relating to day to day running of the caseload.
- Monitor stock levels in own service.
- Request new equipment as appropriate.
- Responsible for the security, care and maintenance of equipment ensuring standards of infection control and safety are maintained.

Communication

- To have a wide range of knowledge in approaches to communicating and managing patient care.
- To be able to effectively communicate with colleagues, peers, senior managers and clinical leads within the Trust.
- To be able to communicate complex patient related information facilitating positive outcomes and ensuring collaborative working.
- Participate in the review and development of clinical policies and identifies improvements to service provision.

- Contribute to both uni-disciplinary and multi-disciplinary teams by discussing own and others' input around client needs ensuring a well co-ordinated care plan/service provision.
- Work closely, and demonstrate empathy, with clients, carers and their families to agree decision making relevant to care management particularly where barriers to understanding exist.
- Employ excellent written and verbal communication skills.
- Demonstrate skills in motivating clients and/or carers to engage in the therapeutic process.
- Develop negotiation skills in the management of conflict across a range of situations.
- Deal with initial complaints sensitively, avoiding escalation where possible.
- Form productive relationships with others who may be under stress and/or have challenging communication difficulties.

Training

- To act as mentor to students, providing effective education, facilitating their development and promoting high standards of nursing care.
- Ensure students are actively supported to enable them to achieve their learning needs.
- To ensure own continued professional development and support a culture of lifelong learning in self and others.
- To undertake, and assist, in the planning of own mandatory training and workshops.
- To undertake a regular appraisal, developing a personal development plan that includes clinical competencies reflecting the health needs of the local population and relates to Trust strategy.
- To support new staff and their integration within the team.
- To support training as part of the role including changes to professional development and implementation of new policies and guidelines.
- Demonstrate professional knowledge as evidenced by 1st degree level or qualification or equivalent.
- Demonstrate the ability to reflect on practice with peers/clinical supervisor.
- Maintain up to date HcPC and RCSLT registration.
- Attend relevant training and development courses, meetings and special interest groups / clinical excellence groups required of a therapist in order to develop and maintain highly specialist skills and knowledge.
- Keep up to date with new techniques and developments for the promotion and maintenance of good practice.
- Work independently accessing clinical supervision and the appraisal process at pre-determined intervals to promote and develop clinical skills, whilst ensuring that the objectives set reflect the Service and Trust plans.
- Maintain an up-to-date portfolio of continuing professional development.
- Participate in the development and delivery of training (formal and informal) to others
- Develop the ability to reflect on and evaluate training provided.
- Demonstrate knowledge of, and adhere to RCSLT Professional and Clinical and National and Local Clinical Guidelines.
- Develop a working knowledge of relevant procedures including safeguarding children and vulnerable adults, and other legal frameworks.

Additional Information

- Additional information about protocols and guidelines while working at NELFT are outlined in [this document](#).

Key Performance Indicators (KPI) and Objectives

Each individual and service will be set KPIs and achievement against these will be regularly reviewed. Performance against individual and service KPI's will be routinely monitored by your manager.

Review of this Job Description

This job description is intended as an outline of the general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder.

Other Duties

There may be a requirement to undertake other duties as may reasonably be required to support the Trust. These may be based at other Trust managed locations.

Date last reviewed: 08.04.24

Person Specification

Please note if you do not meet all the criteria listed in the person specification, we encourage you to still apply and development needs can be discussed at the interview.

Demonstration of Trust Values	Essential	Desirable	Measurement
<ul style="list-style-type: none"> Putting people first Prioritising quality Being progressive, innovative, and continually improve Being professional and honest Promoting what is possible, independence, opportunity, and choice 	✓		Application Form Interview Assessment

Qualifications	Essential	Desirable	Measurement
Recognised Speech and Language Therapy Degree Qualification or equivalent	✓		Application Form Interview Assessment
HCPC Licence to Practice	✓		Application Form Interview Assessment
Member of Royal College of Speech and Language Therapy		✓	Application Form Interview Assessment
Show active interest in CPD in line with RCSLT guidelines	✓		Application Form Interview Assessment
Evidence of completion of specialist short courses up to Master's degree or equivalent	✓		Application Form Interview Assessment
Self-motivated and	✓		Application Form

remain updated with professional practice and new research			Interview Assessment
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Experience	Essential	Desirable	Measurement
Significant experience with skills in assessment and management of children with SLCN	✓		Application Form Interview Assessment
Working collaboratively with parents/carers and other professionals	✓		Application Form Interview Assessment
Experience of working in a multi- agency and/or multi-disciplinary team	✓		Application Form Interview Assessment
Working with clients who have a range of speech, language and communication needs	✓		Application Form Interview Assessment
Planning and delivery of training to other professionals	✓		Application Form Interview Assessment

Knowledge	Essential	Desirable	Measurement
An awareness of NHS priorities	✓		Application Form Interview Assessment
Awareness of Government policy and legislation and how this may affect service delivery	✓		Application Form Interview Assessment
Clinical knowledge of child development and its application to speech and language therapy	✓		Application Form Interview Assessment
Knowledge of assessment tools, treatment techniques and therapeutic interventions	✓		Application Form Interview Assessment
Awareness of the roles of other professionals	✓		Application Form Interview Assessment
Awareness of standards of record keeping	✓		Application Form Interview Assessment
Awareness of the principles of clinical governance/audit		✓	Application Form Interview Assessment
Understanding of safeguarding	✓		Application Form Interview Assessment

Skills	Essential	Desirable	Measurement
Basic awareness of IT	✓		Application Form

and IT skills			Interview Assessment
Demonstrate clear clinical reasoning based on evidence based practice	✓		Application Form Interview Assessment
Able to use own initiative	✓		Application Form Interview Assessment
Able to organise and manage own caseload	✓		Application Form Interview Assessment
Allocate duties and supervise therapy assistants	✓		Application Form Interview Assessment
Good auditory discrimination skills and ability to transcribe speech phonetically	✓		Application Form Interview Assessment
Able to construct clear care plans for complex cases including assessment for differential diagnosis, providing therapy from a range of options based on analysis of information from assessment, theoretical knowledge and clinical benchmarking to make highly specialist clinical decisions	✓		Application Form Interview Assessment
Excellent interpersonal skills	✓		Application Form Interview

including observation, listening and empathy ensuring that effective communication is achieved to persuade and motivate participation in therapeutic activities			Assessment
Negotiation, problem solving concentration, analytical and reflection skills	✓		Application Form Interview Assessment
Written and verbal presentation skills	✓		Application Form Interview Assessment
Present information in clear and logical manner	✓		Application Form Interview Assessment
Ability to be a good team member	✓		Application Form Interview Assessment

Other	Essential	Desirable	Measurement
To be able to travel efficiently throughout the area	✓		Application Form Interview