

## WARGRAVE HOUSE SCHOOL & COLLEGE/ SUNDIAL

### JOB DESCRIPTION

|   |   |
|---|---|
| <b>Job Title:</b>                           | Speech & Language Therapist - Band 6  |
| <b>Responsible to:</b>                      | CEO   |
| <b>Directly Reporting to:</b>               | Head of Therapy & Clinical Services   |
| <b>Hours of Work</b><br><b>Salary Scale</b> | Monday – Friday, 37.5 hours per week, TTO + 4<br>Band 6 - Agenda For Change |

#### Job Purpose

To provide a high quality specialist Speech & Language Therapy service to a client list of autistic children and young adults and those with additional needs

#### Main Responsibilities

##### 1. Clinical/Communication Requirements

To manage a caseload of autistic individuals and be responsible for assessment and treatment under the supervision of the Head of Therapy & Clinical Services. This includes:

- Providing appropriate Speech & Language Therapy assessment and analysing clinical and social information from a range of sources to develop an appropriate treatment plan.
- Working alongside teaching staff to ensure the delivery of universal, targeted and individualised Speech & Language Therapy that meet individual's speech, language and communication needs and facilitate their development of functional communication.
- Collaborating with teachers and other professionals to inform Education Health Care Plan provision and outcomes
- Supporting access to and differentiation of school activities of on caseload including:
  - Assessment and provision of AAC
  - Assessment for and provision of speech, language and communication approaches.
  - Assessment for and provision of positive behaviour support plans.
  - Assessment for and provision of equipment, resources and programmes to support the development of functional communication
  - Assessment for and delivery of integrated support strategies to help children and young adults access the curriculum
  - Promotion of a Total Communication Approach
- Adapting practice to meet individual needs.
- Referring on to other services as appropriate and acting as professional lead where required.
- Completing home visits and working closely with families, providing advice on:
  - Transferring Speech & Language Therapy approaches/strategies/ use of AAC from school into the home setting or vice versa

- Providing advice to support access to activities at home, workplace and in the community.
  - Providing direct or online training to staff and parents including the development of webinars/ resources/ outreach service
- Writing baseline and annual review reports reflecting knowledge of Speech and language therapy approaches for autistic individuals.
  - To work closely with clients, carers and families, involving them in decision-making regarding intervention approaches, sharing assessment and condition related information clearly and effectively, particularly where barriers to understanding exist.
  - To demonstrate empathy with and maintain sensitivity at all times to the emotional needs of children, young people and their families when imparting complex or distressing information regarding their condition and the impact of this.
  - To employ excellent communication skills to encourage clients and carers to undertake intervention strategies/approaches.
  - To recognise potential conflict and when it occurs and seek advice and support to resolve.
  - To provide specialist advice, training and intervention regarding the care and management of autistic individuals.
  - To use advanced clinical reasoning to review own caseload in liaison with the Speech & Language Therapy team, ensuring that intervention is meeting the needs of clients and their families and carers
  - To demonstrate clinical effectiveness and maintain own clinical skills in line with evidence based practice.
  - To assist in the planning and initiation of new/different areas and methods of working.
  - To attend educational and multidisciplinary assessments and reviews where appropriate.
  - To maintain up to date and accurate case notes in line with HCPC/RCSLT professional standards and record intervention using verbal/non-verbal and alternative methods of communication where required.
  - To attend parents' evenings and be available for consultation with parents/carers regarding their speech, language and communication needs.
  - To provide written advice for statutory assessment of special educational needs as requested and/or to contribute to child's Education, Health and Care Plans/ provision maps plan by providing a report and recommendations.

## **2. Management and Administration**

- To be an effective member of the multidisciplinary team within Wargrave House School & College and take an active role as part of the Therapy & Clinical Service team
- To attend or ensure appropriate representation for relevant meetings
- To autonomously manage own time and prioritise demands of caseload on a day-to-day basis.
- To promote awareness of and explain the role of Speech & Language Therapy to colleagues, parents/carers and other services.
- To participate in regular reviews of the Speech & Language Therapy service within education.
- To complete administration tasks and supervising the therapy assistant, including delivering therapy, making and developing resources.
- To have a working knowledge of relevant procedures including Safeguarding Children, SEN procedures and other relevant legislation related to the health, education and social welfare of children/young people and their families.
- To conform to the policies and practices of Wargrave House School.
- To be aware of and adhere to school, local and national Child Protection procedures.
- To maintain familiarity with the RCSLT practice and clinical guidelines and be an active member of relevant professional groups.

- To share information with others, observing information sharing and data protection guidelines.
- To provide evidence and information as required for OFSTED, NAS accreditation and other inspections.
- To contribute to development of information and advice for parents or carers through leaflets or on the school website.
- To contribute to an annual development plan for the Speech & Language Therapy service budget, monitor stock levels and order resources.
- To carry out any other duties that may arise under the direction of the Head of Therapy and Clinical Services, Head of Education/Director of Services.

### **3. Supervision and Training**

- To maintain up to date HCPC registration.
- To develop and maintain the skills and knowledge required of a Speech & Language Therapist working with autistic children and young people
- To receive regular supervision to ensure clinical best practice and appropriate decision making to promote learning through experience, this includes participation in individual performance review.
- Personal/professional development will be evidenced by a Personal Development Plan developed within an appraisal framework.
- Complete an offer of relevant training to support the role with a focus on developing an area of specialism
- To maintain CPD by attending relevant courses and meetings and by reading appropriate literature.
- To share new information with and provide training feedback to other staff.
- To participate in the in-service training sessions.
- To demonstrate the ability to reflect on practice with peers and mentors and identify own development needs.
- To reflect on and evaluate training provided.
- To assist in developing and implementing evidence based practice and client outcome measures.
- To contribute to the planning and delivery of specialist training packages to Wargrave House staff, parents/carers. Training to be adapted appropriately to meet the needs of course participants.
- To ensure school staff are aware of safeguarding, child protection and health and safety issues related to using Speech & Language Therapy approaches and equipment by contributing to development and sharing of training policies and risk assessments.

### **4. Environment**

- To assist the school/college/department in ensuring Speech & Language Therapy equipment and resources are appropriate to needs.
- To have due regard for your own personal safety and that of children and young people and their parents/carers. In particular to have regard to moving and handling policies, restraining policies and ensure the safe positioning of self and others.
- To be flexible to the demands of the environment including deadlines and frequent interruptions.
- To be responsible for the security, care and maintenance of equipment ensuring standards of infection control and safety are maintained.
- To comply with relevant legislation, H&F Education department and guidelines relating to variety of work environments
- To ensure that all persons using the communication aids and equipment issued to them understand their function as well as appreciate their responsibility

## **General**

- Read and be aware of all details in the Company's Employer Handbook and all relevant policies.
- To be responsible for all tasks undertaken, checking work as appropriate.
- To work in an organised and efficient manner ensuring that a tidy and safe environment is maintained.
- To attend training as appropriate and as authorised by the Director of Services.
- Maintain a professional relationship with other members of the team
- Undertake other duties as required by the Director of Services which are considered to be commensurate with the purpose of the post and grading.
- Participate in the performance management process as agreed by the Company.
- Play a full and active part in the life of the school and college.
- Support the welfare of students in their educational/care environments.
- As part of the whole school team, promote the well-being, behaviour and personal development of students.
- Understand and apply Company policies including:-
  - Safeguarding Children and Adults,
  - SEN,
  - Health and Safety,
  - Dignity at Work.
- Maintain confidentiality inside and outside the workplace.

## **Care Standards Act 2000, and**

### **The Health and Social Care Act 2008 (Regulated Activities) Regulations 2014**

It is a requirement upon all staff to report (to the designated Safeguarding Lead, Chief Executive, Head of Education, or the Governing Body, or to the National Care Standards Commission or other approved inspectorate with which the service has an agreement for inspection under the Children Act 1989, or to the local social services authority or to the police) any concerns they may have about practices in the service, or the behaviour of colleagues, which they consider likely to put at risk of abuse or other serious harm. Staff have a duty to prevent vulnerable students or colleagues from being drawn into terrorism and are required to report any concerns following the Company's Safeguarding Prevent procedures.

Wargrave House Limited provides a guarantee that the procedures will be invoked in ways that do not prejudice any whistle blower's own position and prospects if they have reported an allegation or concern in good faith.

It is now a requirement that your job description makes it clear that failure by a member of staff to report actual or reasonably suspected physical, sexual or emotional abuse or neglect of a student is a disciplinary offence.

**Confidentiality**

Maintain confidentiality for all areas of Wargrave House Limited, its staff and its work. The nature of the work within the service entrusts people with confidential information about the students, their families and staff. Any breach of this confidentiality will constitute gross misconduct.

Note: This job description reflects the present requirement of the post. As duties and responsibilities change and develop, the job description will be reviewed and subject to amendment.

Wargrave House Limited operates a safe recruitment process. Appointment to the post will be subject to suitable references and an enhanced Disclosure Barring Service check. Wargrave House Limited is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Signed and accepted: .....

Date: .....