

**Life Skills Manor School**

**Job Description**

**Title:** Speech and Language Therapist

**Grade:** Newly Qualified/or Experienced

**Position:** Part Time (term time only/permanent). Working day and hours offered are negotiable.

**Responsible to:** Headteacher/Clinical Lead

**ESSENTIAL CRITERIA:**

* Recognised Speech & Language Therapy Degree
* Valid and up to date HCPC Registration
* Registered Member of RCSLT

**DESIRABLE CRITERIA:**

* Previous experience or paid or voluntary work within schools.
* Experience working with children who have Autism as a primary diagnosis/and language disorder.

**JOB PURPOSE AND SCOPE:**

* To provide clinically effective, person centred, and evidence-based speech and language therapy assessment and intervention to children at Life Skills Manor School.
* To support training for all education staff regarding in-school interventions.

**FUNCTIONAL LINKS:**

The Speech and Language Therapist will be expected to work in collaboration with other professionals and will need to maintain links with a variety of bodies. These will include pupils and their parents/carers and advocates, school staff, other professionals working with pupils and community services.

**DUTIES & RESPONSIBILITIES: CLINICAL**

* To provide a Speech and Language Therapy service to the school, focusing on development of language and social skills.
* To work as part of the therapy team, assessing pupils SaLT needs using both standardised and non-standardised assessments.
* To use clinical reasoning skills, to analyse and interpret assessment results to set appropriate therapy goals and outcome measures.
* To create, monitor, evaluate and modify interventions on provision plans to measure progress and ensure effectiveness of intervention.
* To provide individual or small group therapy, as required through EHCP allocation and provision plans.
* To ensure that the required interventions identified on pupil EHCPs are adhered to.
* To liaise with all team members and family/carers to provide a co-ordinated approach and ensure Speech and Language Therapy intervention is integrated into children’s targets that support learning and skills for daily living. This could include home visits, phone calls and arranging any necessary outreach services.
* To contribute to and/or provide training to both school staff and parents.
* To work closely with the class team to ensure provision is child centred and the environment enables them to realise their potential and maximise their academic, social, and emotional development.
* To assess for, advise and order specialist resources, being aware of financial implications and restrictions in liaison with reporting relationships.
* To instruct those working with children how to correctly use programs or resources and review regularly,
* To attend school arranged meetings for children, including IEP meetings, EHCP meetings and parent meetings.
* To use IT and other alternative methods of communication to overcome barriers to communication e.g. simple clear language, Makaton, symbols, and photographs.
* To prepare for and attend tribunals for children when called by tribunal officers where Speech and Language Therapy needs are highlighted as significant in the reporting paperwork.
* To work closely with the clinical and safeguarding leads to support administration paperwork required to meet the deadline.

**ADMINISTRATION & MANAGEMENT**

* To manage a clinical caseload and time effectively, prioritising work as required under the guidance of the clinical lead.
* To complete and maintain accurate records in accordance with the RCSLT Standards of Practice.
* To write professional reports to be shared at review meetings, and to attend review meetings where appropriate.
* To address issues of confidentiality, consent and sharing information throughout assessment and intervention according to GDPR regulations.
* To oversee and have accountability for pupil EHCPs under the guidance of the clinical lead.
* To be responsible for accessing regular clinical supervision and ensuring supervision sessions are recorded.

**PROFESSIONAL**

* To be accountable for own professional action and recognise own professional boundaries, seeking advice where appropriate.
* To respect the confidentiality, individuality, values, and cultural and religious diversity of pupils.
* To undertake induction programs and on-going training, including child protection and safeguarding, health and safety and risk management training.
* To participate in staff meetings, department meetings and liaison meetings with other professionals.
* To promote awareness of the role of Speech and Language Therapy within the school and home community.
* To maintain personal development through use of off-site and in-house training, contact and involvement with relevant special interest groups, attendance of in-service training, and review of literature as required.
* To maintain own clinical professional development (CPD) by keeping abreast of new developments within the profession and ensure that practice is based on best available evidence.
* To review and reflect on own practice and performance through effective use of professional and operational supervision and appraisal measures.
* To work within professional standards as stipulated in the Royal College of Speech and Language Therapists and its Code of Conduct.

**GENERAL**

* To be aware and comply with the Life Skills Manor Health and Safety Policy and Procedures and implement any policies that may be required to improve the safety of the work area, including the prompt recording of accidents, and ensuring that equipment used is safe.
* To comply with and promote the Life Skills Manor School Equality and Diversity Policy.
* To be aware of and comply with all other Life Skills Manor policies and procedures.
* To undertake such other duties of a similar nature from time to time as may be required by the Headteacher.

**NOTES**

Several children have complex emotional or mental health needs and may demonstrate challenging behaviour. The post holder is expected to respond to challenging behaviour in accordance with Life Skills Manor policy and procedure to minimise potential risk.

This is not an exhaustive list of duties and responsibilities, and the post holder may be required to undertake other duties that fall within the grade of the job, in discussion with the Headteacher for example, supporting pupils during breaks and lunch.