



Mrs Maddie Arnold-Jones  
Headteacher

## JOB DESCRIPTION

**Title:** Speech and Language Therapist **Name:**

**Salary:** Salary is equivalent to NHS Agenda for change Band 5/6 AFC dependent on experience

**Responsible to:** Speech and Language Lead and Senior Leadership Team **Accountable to:** Headteacher

### JOB PURPOSE

- To assess, diagnose and manage own specialist caseload of pupils and maintain associated records.
- To provide specialist intervention and evaluate outcomes.
- To train and support the carers of pupils and participate in appropriate specialist training to other colleagues.
- To advise and provide clinical support to other therapists/staff on Speech & Language Therapy priorities across the school's curriculum.
- To supervise the work of assistants, pupils and other staff working with the post holder.
- To provide total commitment to the safeguarding of pupils and the provision of opportunities for all pupils to achieve within the child centred curriculum.

### MAIN PROFESSIONAL DUTIES

- To deliver Speech & Language Therapy in the school setting.
- To maintain records, reports and other paperwork.
- To provide specialist advice to other parties.

### REPORTS TO

- Speech and Language Lead.
- Senior Leadership Team for day to day supervision and instruction.
- The Headteacher who has overall responsibility for the school.

### GENERAL DUTIES AND RESPONSIBILITIES FOR ALL SCHOOL STAFF

- To carry out school policy as documented and/or directed by the Headteacher.
- To present the school in a positive way in the community.
- To respect the confidential nature of all information acquired in the performance of the role either verbally or in writing.

### KEY AREAS OF RESPONSIBILITY

#### PROFESSIONAL

- To be responsible for maintaining own competency to practice through CPD and maintain a portfolio which reflects personal development in order to maintain up to date HPC registration.
- To be accountable for own professional action and recognise and work within own professional boundaries, seeking advice and support as necessary.
- To demonstrate specialist knowledge and practice within the specialist area and

across the life of the school.

- To demonstrate clinical effectiveness by use of evidence-based practice and outcome measures.
- To use specialist knowledge to inform school/policy developments within own specialist area.
- To keep up to date and develop strategies for implementing best practice in clinical areas relating to own caseload.
- To contribute to the interagency/multidisciplinary team at the school.
- To acknowledge and work towards a social model of provision when meeting the needs of pupils and working with staff teams.
- To adhere to, and to contribute towards the School Plan Priorities for the current academic year.

## CLINICAL

- To be professionally and legally accountable for all aspects of own work including the management of patients on a given caseload.
- To write reports for families and relevant professionals that reflect specialist knowledge of speech and language needs.
- To attend and provide reports for EHCP reviews, case conferences and other necessary areas as required.
- Based on thorough assessment and evaluation, to develop specialised packages of care, in conjunction with teaching staff, parents/carers and therapists.
- To monitor the progress of treatment programmes and modify as necessary.
- To respect the confidentiality of all school and pupil information.
- To refer to other specialist services as appropriate.
- To make appropriate clinical decisions following specialist assessment, including recognising potential breakdown.
- To make differential diagnosis on the basis of evidence from specialist assessment.
- To demonstrate the ability to reflect on practice with SMT/Leadership group.
- To direct and supervise the work of speech and language volunteers and students.
- To monitor and request equipment and contribute to budget decisions.
- To be responsible for the security, care and maintenance of equipment ensuring standards of infection control and safety are maintained – including equipment loans to pupils.

## KNOWLEDGE/TRAINING

- To prioritise and manage caseload according to the Therapy Team policies.
- To demonstrate a working knowledge of relevant procedures including: safeguarding, SEN procedure, vulnerable adult and other legal requirements.
- To manage own time effectively and demonstrate an ability to prioritise tasks.
- To participate in the development and delivery of specialist training of school staff.
- To provide specialist advice to other parties as appropriate.
- To explain the role of Speech and Language Therapy within school.
- To identify training needs within the staff group.
- To demonstrate the ability to reflect on and evaluate training provided.
- To advise on and demonstrate Speech and Language Therapy targets and strategies throughout the school day.

## ADMINISTRATIVE

- To undertake general administrative and pupil related administrative tasks in line with school requirement and school policies.
- To maintain pupil records in accordance with Royal College of Speech & Language Therapists professional standards.
- To provide accurate statistical information as required.
- To produce reports reflecting specialist knowledge regarding pupil needs and devise support plans.

## COMMUNICATION AND WORKING RELATIONSHIPS

- To work alongside other Therapy colleagues providing support and professional exchange of ideas and experience.
- To attend appropriate meetings with the Therapy Team and wider school.
- To contribute to specialist clinical teams by discussing own and others input around pupil needs, ensuring a well-co-ordinated care plan.
- To communicate complex condition related information from assessment to pupils, carers, families and members of the multidisciplinary team/other professionals.
- To work closely with pupils, carers and families, agreeing decision making relevant to the pupil's management.
- To demonstrate empathy with pupils, carers and families and colleagues, ensuring that effective communication is achieved, particularly where barriers to understanding exist.
- To demonstrate skills in motivating pupils and carers to engage in the therapeutic process.
- To demonstrate negotiation skills in the management of conflict across a range of situations.
- To employ excellent verbal and written communication skill.

## THERAPY

- To assess, diagnose and manage pupils' needs with regard to speech and language therapy.
- To maintain relevant speech and language therapy records.
- To produce speech and language therapy reports as appropriate.
- To attend, when appropriate, Annual Review meetings, Speech and Language Therapy meetings and Pupil Progress meetings.
- To train and support teachers, teaching assistants and other colleagues in speech and language therapy as appropriate.
- To maintain links with carers/parents/guardians in regard to speech and language therapy issues.
- To liaise and work alongside cover staff, support staff, assistants and volunteers.
- To maintain use of equipment.

**This job description describes in general terms the normal duties which the post holder will be expected to undertake. However, specific duties relating to individual pupils or groups cannot be listed. In addition, duties may be varied and amended from time to time at the discretion of the Headteacher and in consultation with you. All post holders will be expected to work with any age group of pupils across all sites.**

### "Only the best for Ifield School"

Ifield School aims to provide an outstanding and supportive learning environment; one which allows everyone to realise their full potential, with high self-esteem and respect for others in the community, so that they are able to take their place in society with confidence and pride.

<b>Signed:</b>	<b>Signed:</b>
<b>Headteacher: Maddie Arnold-Jones</b>	<b>Name:</b>
<b>Date:</b>	<b>Date:</b>