

**JOB DESCRIPTION**

Job Title:	<b>Speech and Language Therapist</b>
Reports to:	<b>SENDCo</b>

**Purpose of Job:**

- To provide speech and language therapy at a specialist level to pupils with complex communication needs within a school setting.
- To assess, diagnose, treat and manage own specialist caseload of pupils and maintain associated records.
- To provide specialist interventions to individuals and groups of pupils and evaluate outcomes.
- To advise and provide clinical support to school staff regarding speech and language therapy across the timetable and curriculum.
- To ensure the service is provided in close collaboration with school staff and other professionals to meet the needs of the pupil.

**Principal Accountabilities:**

**Professional**

- Be responsible for maintaining own competency to practice through CPD and maintain a portfolio which reflects personal development in order to maintain HCPC registration
- Be accountable for own professional action and recognise and work within own professional boundaries, seeking advice and support as necessary
- Demonstrate specialist knowledge and practice within the specialist area and across the life of the federation
- Demonstrate clinical effectiveness by use of evidence-based practice and outcome measures
- Use specialist knowledge to inform federation policy developments within own specialist area
- Keep up-to-date with and develop strategies for implementing best practice in clinical areas relating to own caseload
- Work with outside agencies at the federation
- Provide training for speech and language communication needs to school staff in order to meet the needs of pupils
- Maintain links with parents/carers in regard to speech and language therapy and manage parental concerns regarding intervention and prognosis

**Clinical**

- Be professionally and legally accountable for all aspects of own work including the management of pupils on a given caseload
- Write reports for parents/carers and relevant professionals that reflect specialist knowledge of speech and language needs
- Develop specialised packages of care, in conjunction with teaching staff, parent/carers and therapists, based on thorough assessment and evaluation
- Monitor the progress of treatment programmes and modify as necessary

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- Refer to other specialist services as appropriate
- Make appropriate clinical decisions following specialist assessment, including recognising potential breakdown
- Demonstrate the ability to reflect on practice with the Senior Leadership Team (SLT)
- Be responsible for the Speech and Language budget and monitor, source and order resources and equipment accordingly
- Be responsible for the security, care and maintenance of equipment ensuring standards of infection control and safety are maintained

### **Knowledge/Training**

- Identify training needs within the staff group
- Develop and deliver specialist training of school staff to meet identified needs
- Demonstrate the ability to reflect on and evaluate training provided
- Provide specialist advice to other parties as appropriate
- Explain the role of speech and language therapy within the federation
- Advise on and demonstrate speech and language therapy targets and strategies throughout the school day
- Demonstrate a commitment to personal development and acquisition of further skills and knowledge relating to clinical areas

### **Administrative**

- Maintain pupil records in accordance with Royal College of Speech and Language Therapists professional standards
- Manage own time effectively and demonstrate an ability to prioritise tasks in order to carry out clinically-related administrative duties relevant to the caseload and needs of the federation
- Provide accurate statistical information as required
- Produce reports reflecting specialist knowledge regarding pupil needs and devise support plans
- Be responsible for maintaining up-to-date and accurate case notes in line with professional standards and federation policies

### **Communication and Working Relationships**

- Work alongside other Therapy colleagues providing support and professional exchange of ideas and experience
- Communicate complex condition-related information following assessment to pupils, parents/carers and other professionals
- Demonstrate empathy with pupils, parents/carers and colleagues ensuring that effective communication is achieved, particularly where barriers to understanding exist
- Demonstrate skills in motivating pupils, staff and parents/carers to engage in the therapeutic process
- Employ excellent verbal and written communication skill

### **General:**

- Present the federation in a positive way in the community.
- Respect the confidential nature of all information acquired in the performance of the job either verbally or in writing.

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- Support the aims and ethos of the schools within the federation, showing respect for self, each other and the environment.
- Promote equality for all individuals.
- Set a good example in terms of dress, punctuality, attendance and behaviour.
- Attend team and staff meetings during working hours as required.
- Regularly check emails and pigeonhole for correspondence.
- Undertake professional duties that may be reasonably assigned by the SENDCo or SLT.
- Undertake professional development and training opportunities to secure own working knowledge of new initiatives and practice.
- Comply with all federation policies and procedures in particular those relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

**The Job Description is subject to the changing needs of the federation and other duties may be required from time to time. It will be reviewed as part of the Appraisal Process.**

SIGNED ..... DATE .....