



Job Description

Speech and Language Therapist

Reporting to: Specialist Speech and Language Therapist/Highly Specialist Speech and Language Therapist

Responsible for: This role may have line management responsibility for junior team members.

Aims of the post

The post holder will be a member of the Integrated Therapies Team and will promote emotional wellbeing and mental health in the children and young adults whom we help and work with.

The post holder will independently manage a specialist caseload in the locality and the surrounding area. They will work independently with access to more senior colleagues as needed.

Main purpose of the job

- To work as part of the Integrated Therapies Team to deliver a Speech and Language Therapy Service to speaking, minimally speaking and non-speaking learning disabled and/or neurodivergent people in specialist education, including, those with eating, drinking, and swallowing difficulties.
- Manage a complex caseload of needs related to learning difficulties, learning disabilities, autism, ADHD, SEMH, Developmental Language Disorder (DLD) and other associated communication difficulties and/or eating, drinking, and swallowing difficulties.
- Work as part of a multidisciplinary team with internal and external colleagues.
- Provide training, consultation and education to Phoenix Learning and Care team members and parents/carers.
- Develop and deliver therapy programmes to children and/or young adults in specialist educational services.

Competency 1: Clinical

- 1.1 To adopt and demonstrate values which align with a pro-neurodiversity approach to working with neurodivergent children and/or young adults promoting advocacy, authenticity, acceptance, and agency.
- 1.2 To adopt and demonstrate values which align with a trauma informed and trauma reducing approach to working with those who have experienced early childhood trauma or neurodivergent trauma.
- 1.3 Independently and with support where needed, assess, diagnose, formulate therapy plans, provision maps, write letters and assessment reports and provide appropriate interventions for children and/or young adults in specialist education and/or their teachers and carers.
- 1.4 Work individually and as part of the multi-disciplinary Integrated Therapies Team and wider Adult Services, Childcare and Education teams to provide a service for children and/or young adults with SLCN, including a service related to behaviours of concern or distress.
- 1.5 Gathers relevant information from a variety of sources to inform diagnosis and decision making about individual children and/or young adults.
- 1.6 Review and discharge children and/or young adults with SLCN appropriately (within the context of an open caseload).
- 1.7 Involve children and/or young adults with SLCN, where appropriate, and their families/carers and teachers in planning interventions.
- 1.8 Adapt practice to meet an individual's circumstances, including due regard for cultural and linguistic differences and behaviours of concern or distress.
- 1.9 Inform the EHCP process for children and/or young adults on the caseload, including, but not limited to updating goals and provision to be neurodiversity affirming.
- 1.10 Select and prepare appropriate equipment or resources required for the implementation of the Speech and Language Therapy provision map.
- 1.11 Carry out appropriate measures to monitor efficacy of intervention and input, as required, and to contribute to the overall measurement of standards.
- 1.12 Maintain clear lines of communication with referrer regarding assessment, intervention, and outcomes.
- 1.13 Review and offer feedback on admission consultations as agreed with, or upon request from, the Highly Specialist Speech and Language Therapist.
- 1.14 Carry out lone or joint admission assessment visits for potential new service user placements as agreed with or upon request from the Highly Specialist Speech and Language Therapist.
- 1.15 Refer on to other specialist services and agencies as appropriate.
- 1.16 Provide training to team members to promote the understanding of Speech and Language Therapy and the needs of children and/or young adults with SLCN.
- 1.17 Demonstrate skills in motivating children and/or young adults with SLCN, teachers, families and/or carers to engage with Speech and Language Therapy and the MDT as indicated.
- 1.18 Support new or less experienced members of the team and supervise work of assistants when directed by the Highly Specialist Speech and Language Therapist.

- 1.19 Identify and act upon safeguarding concerns in accordance with Phoenix Learning and Care Group policies.
- 1.20 To provide assessment, advice and guidance to other children and/or adults in other education and care services across the Phoenix Learning and Care Group as requested by the Highly Specialist Speech and Language Therapist or Therapies Director.

Competency 2: Service development, research and admin. duties

- 2.1 To carry out a range of administrative duties including answering queries, booking appointments, and gathering data.
- 2.2 To be responsible and accountable for own clinical equipment.
- 2.3 To complete a range of word processing tasks.
- 2.4 To create a range of therapy resources as required.
- 2.5 To ensure all equipment/tools/materials used for therapeutic activities/interventions are maintained in a safe and proper condition and appropriately risk assessed.
- 2.6 To ensure equipment is ordered as required.
- 2.7 Maintain and provide full, accurate and comprehensive case records and reports as required by HCPC, the EHCP process and Integrated Therapies Team standards.
- 2.8 To be responsible for the security of own case notes and equipment in base and in transit.
- 2.9 To obtain informed consent to treatment and document this in accordance with service procedures.
- 2.10 Support with the development and delivery of specialist Speech and Language Therapy education and training to clients, carers, families, team members and other relevant organisations.
- 2.11 Support and participate with research within area of clinical expertise where possible to raise understanding and awareness of the benefits of Speech and Language Therapy and awareness of social interaction and communication difficulties.
- 2.12 Undertake, and participate in, surveys or audits as necessary.
- 2.13 Adhere to Phoenix Learning and Care Groups policies, procedures and guidelines relating to professional practice.
- 2.14 To adhere to the Royal College of Speech and Language Therapists Code of Ethics and HCPC Professional Code of Conduct, and Core Standards for Speech and Language Therapists.
- 2.15 Contribute to discussions on service and policy development as appropriate.
- 2.16 To be familiar with local and national standards and to work in line with these.
- 2.17 To ensure that parents/carers are aware of the standards they should expect from the speech and language therapy service.
- 2.18 To complete appropriate risk and other assessments and document them in a timely manner in accordance with company policy.

Competency 3: Personal and Professional Development

- 3.1 Undertake mandatory training and any other training relevant to the role as required by the organisation.
- 3.2 To maintain and extend clinical knowledge by reading, case discussion or attending training and clinical excellence networks (CENs). These may be during work hours or self-directed learning outside of work time.
- 3.3 To have or be willing to organise internal or external professional support with other Speech and Language Therapist's working with a similar caseload (e.g. in the form of peer supervision) and to document the learning through these channels.
- 3.4 To attend and actively participate in regular Speech and Language Therapy and Integrated Therapies Team meetings and away days to review and develop the delivery of the service.
- 3.5 To maintain a written record of continual professional development in line with guidelines set by the Royal College of Speech and Language Therapists and the Speech and Language Therapy team clinical supervision contract.
- 3.6 To be continually committed to Neurodiversity Affirming Speech and Language Therapy and own development of skills and knowledge in this area.

Competency 4: Health, Safety & Wellbeing

- 4.1 Take care of your own health and safety and that of people who may be affected, including People we support, fellow colleagues and visitors by what you do (or do not do).
- 4.2 Cooperate with others on health and safety, and not interfere with, or misuse, anything provided for your health, safety or welfare.
- 4.3 Follow the Company's Policies and procedures, training and instruction that you have received while at work.
- 4.4 Immediately report any Health and Safety concerns to your line manager.
- 4.5 Safeguard and protect children and adults at risk at all times and report any concerns as per the organisation's safeguarding policies.

Competency 5: Relationships

- 5.1 Establish and maintain balanced and cordial relationships with employees, leaders, customers, the local community and other parties with whom Phoenix has dealings.
- 5.2 Always represent the Company and our services in a professional way.
- 5.3 Work as an integral part of the Integrated Therapies Team promoting joint working wherever possible.
- 5.4 Work as an integral part of the operational team; supporting the operations team to provide high quality customer service.
- 5.5 Take steps to ensure confidentiality of records & information in day-to-day communication & understand when certain information may need to be passed on.
- 5.6 Develop positive and proactive relationships with Central Support 'Hub' services (e.g. Recruitment, Central HR Administration, Finance, Maintenance, IT and other central support services).

Competency 6: Personal Responsibilities

- 6.1 The post holder must adhere to the organisation's risk assessment and risk management processes.
- 6.2 It is a condition of your employment that you are currently registered with HCPC and it is your responsibility to maintain your professional registration.
- 6.3 Participate in clinical supervision on a regular basis.
- 6.4 Maintain an understanding of the legal framework within which our services operate; support to develop policy in line with current legislation and keep abreast of modern commercial procedures and best practice.
- 6.5 To be responsible for organising and prioritising own workload daily and strategically with support from supervisor when needed, and with the support of the Highly Specialist Speech and Language Therapist or the Specialist Speech and Language Therapist.
- 6.6 Understand your responsibilities for safeguarding when interacting with people we support, their personal information and when visiting any of our services.
- 6.7 Act as a role model for the Phoenix Values and Code of Conduct.
- 6.8 To maintain appropriate confidentiality of information relating to the Company and its employees and maintain compliance with the Data Protection Act and General Data Protection Regulations (GDPR).

Competency 7: Working Conditions

- 7.1 The post holder will be required to regularly lone work.
- 7.2 They may experience children, young people or young adults who present with distressed or stress behaviours and anxiety and who find it difficult to engage with formal means of assessment.
- 7.3 They will be expected to cope with relatives or carers experiencing, anxiety, shock and distress.
- 7.4 They are likely to be required to impart complex or sensitive information to service users or carers where understanding may be limited.
- 7.5 The post will require frequent travelling to various Phoenix Learning and Care Group settings and, on occasions, further afield, for example for their own training.
- 7.6 The post holder will be required to work with technology to deliver the service and achieve their role within the team, for example, use of online platforms such as Microsoft Teams and Zoom to attend meetings, deliver assessments, therapy or training.
- 7.7 The work will require the ability to sustain intense concentration for long periods of time.

Person Specification

APP – Application

INT = Interview

AST = Assessment

Essential Criteria	Measurement		
	APP	INT	AST
Recognised degree in Speech and Language Therapy	✓	✓	
HCPC registration and membership with the Royal College of Speech and Language Therapists	✓	✓	
Experience of undertaking initial assessments	✓	✓	
Knowledge of standard assessment and intervention approaches within client group	✓	✓	
Knowledge of relevant national, local and regional legislation and policies, including those related to SEMH, including NICE guidelines	✓	✓	
Experience in the diagnosis, treatment & general management of a wide range of speech, language & communication difficulties across the 6 -24 years age range	✓	✓	
Experience in supporting and advising parents / carers & other professionals re: strategies to help children with communication difficulties	✓	✓	
Some knowledge and understanding of our services (e.g. Learning disabilities, SEMH)	✓	✓	
Awareness of current and specific legislation (e.g. Mental Health Act / Children's Act / ID legislation)	✓	✓	
Understanding of the barriers to communication that may be in place for people with SLCN with SEMH or who may be neurodivergent	✓	✓	
Understanding of the role of other professionals	✓	✓	
Ability to prioritise a clinical caseload	✓	✓	
Sound knowledge of general clinical issues such as information governance, safeguarding etc	✓	✓	
Ability to use initiative	✓	✓	
Good organisational skills	✓	✓	
Ability to work independently as an autonomous practitioner	✓	✓	
Excellent communication skills (verbal & written)	✓	✓	
Willingness and ability to work as part of team	✓	✓	
Excellent interpersonal skills to include observation, active listening & empathy	✓	✓	
Strong interpersonal skills to build trusting relationships with other professionals, parents and the child or young adult	✓	✓	
Resilience and flexibility	✓	✓	
Good negotiation skills	✓	✓	
Collaborative working and ability to build relationships with schools, parents and students	✓	✓	
Proactive in identifying own learning needs and filling knowledge gaps	✓	✓	
Ability to use supervision and professional support to enable work in occasional or frequent distressing and/or occasional or frequent unpleasant conditions and occasional highly unpleasant conditions	✓	✓	

Essential Criteria	Measurement		
	APP	INT	AST
Ability to produce resources involving use of computer, symbol software, digital camera and camcorder related software and scanner	✓	✓	
Driver with a full clean licence	✓	✓	
Ability to travel independently across the Southwest of England and South Wales and on occasion, further afield	✓	✓	

Desirable Criteria	Measurement		
	APP	INT	AST
Understanding and experience of advocating for pro-neurodiversity and the needs of children and young adults with SLCN who have experienced trauma or a willingness to learn and adapt to meet service standards	✓	✓	
Understanding and knowledge of the impact of attachment and complex trauma on development	✓	✓	
Member of local/national Clinical Excellence Networks	✓	✓	
Knowledge and practical experience of some or all of the following: <ul style="list-style-type: none"> • Positive Behaviour Support • Bilingualism • Creating a psychologically safe environment • PACE • Sensory Processing difficulties • Solution Focused Brief Therapy • Acceptance and Commitment Therapy principles. 	✓	✓	
Experience of teaching and training others	✓	✓	

Competency Framework

Core
Demonstrates fortitude in actions and personality
Continued focus on people we support and engage with
Communicates and interacts with colleagues positively
Take responsibility for personal practice and development
Strives for quality improvement
Delivers functional competencies As set out in your job description.

Leadership
Shares and develops relationships
Champions team culture and purposeful development
Plans effectively and delivers innovatively against business objectives

Values

Organisation Values		Measurement		
		APP	INT	AST
Nurture	To support, cherish and encourage the individual based on their own opportunities now and into the future.	✓	✓	✓
Flourish	To provide the right environment and encouragement for each individual to make their own unique achievements.	✓	✓	✓
Grow	To foster, cultivate and develop positive relationships and progression.	✓	✓	✓

Team Charter		Measurement		
		APP	INT	AST
Honesty	Mutual honesty is the cornerstone of any relationship we build with the people we work with.	✓	✓	✓
Empathy	We work to understand and empathise with all the individuals we care for – it is important we show empathy and not sympathy.	✓	✓	✓
Aspiration	We work to assist all individuals aspire to achieve their goals and outcomes.	✓	✓	✓
Respect	We treat others in the same way we wish to be treated and to build shared respect.	✓	✓	✓
Teamwork	We strive to provide consistency in our approach through effective teamwork and to bring the best out of each other.	✓	✓	✓