

JOB DESCRIPTION

| | |
|-----------------------|---|
| Job Title | Lead Speech and Language Therapist |
| Responsible to | Chief Executive |
| Hours | Negotiable |
| Salary | Starting at £46,000 pro rata per annum |
| Location | Based at Longbow House and The Grafton Centre, Shrewsbury but with travel to all CCL schemes |

General Description

To lead on:

- Maintenance and Development of the Total Communication environment across the organisation.
- Maintenance and Development of the skills and competencies of the Speech and Language Therapy team.
- Partnership working with local NHS professionals.

To provide specialist input into:

- Assessment of individual learner's communication skills and provision of therapeutic intervention.
- Provision of safe and appropriate mealtime programmes for each learner.

To oversee:

- Development of the Learner Voice across the organisation.
- Speech and Language Therapy input to Behaviour Management Plans and Support Strategies.

Main Duties and Responsibilities

1. Total Communication Environment

1.1. Monitor the organisation's level of compliance with the "5 Good communication standards" (Bulletin, January 2014) for all learners, across all settings, i.e. houses, the education setting, the opportunities programme.

2. Communication Therapy. The lead therapist oversees and takes part in:

2.1. Pre-entry assessment of each prospective learner.

- 2.2. Initial assessment of each learner leading to provision of a detailed communication profile. This document informs the learner's communication passport, care plan and related documents and education baseline assessment.
- 2.3. Regular review and update of the communication profiles and related documents.
- 2.4. Setting communication therapy goals for learners to be included in their individual education and care plans, monitor their progress and update as appropriate.
- 2.5. Direct therapy provision as part of the education and opportunities programme, and houses.

3. Speech and Language Therapy Team

- 3.1. The post-holder will be a member of the Management Team and represent the organisation as required.
- 3.2. Supervision of Speech and Language Therapists and/or Speech and Language Therapy Assistants, including supporting newly qualified therapists through the RCSLT competencies framework.
- 3.3. Annual Appraisal of Speech and Language Therapists and/or Speech and Language Therapy Assistants.
- 3.4. Attend regular supervision within the organisation and with a suitable external clinical supervisor agreed between therapist and Line Manager.
- 3.5. Ensure CPD for all members of the Speech and Language Therapy team to meet the needs of the organisation.
- 3.6. The post-holder will regularly liaise with the Chief Executive Officer to agree the division of their time between the various duties and localities – the division being driven by the exigencies of the service.
- 3.7. Supervision of Speech and Language Therapy students on Clinical Placements with the organisation.

4. Mealtime Programmes

- 4.1. For any learners with potential or known eating and drinking difficulties, ensure timely referral for assessment and advice from the PCT Speech and Language Therapists.
- 4.2. Provide and update annually Mealtime Programmes for all learners. Where necessary, this will include updated information from eating and drinking assessments provided by the PCT Speech and Language Therapists.
- 4.3. Monitor eating and drinking support throughout the organisation and ensure recommendations are being followed appropriately.

5. Additional Responsibilities

- 5.1. To maintain confidentiality and ensure that safeguarding learners is paramount and promote a positive safeguarding culture at all times.
- 5.2. To liaise with local health professionals and to refer learners for specialist assessments or treatment as appropriate.
- 5.3. To follow all legislation, guidelines and regulations relating to the communication of the learners, in particular those devised from the HCPC and RCSLT. In addition, to follow the organisation's policy and procedures.
- 5.4. To act as an informal advocate on the learners behalf.
- 5.5. To assist in supporting our learners in their physical and emotional needs (including the provision of intimate personal care when required)
- 5.6. To be involved in the teaching of independence skills to encourage the emotional, personal and social development of the learners. This may involve working anti-social hours.
- 5.7. To undertake risk assessments when appropriate
- 5.8. To maintain confidentiality in line with legislation.
- 5.9. To contribute to the protection of the vulnerable adults.
- 5.10. To be involved in and facilitate Mental Capacity Assessments and Best Interest Decisions.

Policies and Procedures

The duties and responsibilities of the post will be undertaken in accordance with the policies and procedures and practices of Condoover College and professional standards as required by RCSLT and HCPC.

Name (Print): _____

Signed: _____

Dated: _____

PERSON SPECIFICATION

Position: Lead Speech and Language Therapist

| Factors | Essential | Desirable |
|---------------------------------|---|--|
| Skills and abilities | <p>Resilience and enthusiasm with a commitment to innovative working with adults with disabilities.</p> <p>Ability to lead but also to work collaboratively with colleagues and other agencies.</p> <p>Good Organisational skills.</p> <p>Understanding of the need for confidentiality and how to maintain it.</p> <p>Understanding of how to implement the Person Centred Approach to working with people with complex needs and how communication is central to this process.</p> <p>Expertise and knowledge of a wide range of communication approaches (including AAC).</p> <p>Flexible and able to work in an avowedly 'non status conscious' voluntary organisation.</p> | Experience of completing risk assessments. |
| Knowledge relevant to the post. | <p>A working knowledge of relevant legislation and guidance.</p> <p>Knowledge of the Protection of Vulnerable Adults procedure.</p> <p>To understand the needs of the adults looked after.</p> | <p>Certificate in Adult Protection Awareness.</p> <p>Mental Capacity Assessments and Best Interests.</p> |
| Experience. | Extensive experience of working successfully with people with disabilities in a variety of settings (preferably including an education setting). | |

| | | |
|-------------------------|---|---|
| | <p>Experience of supporting people who exhibit behaviour that challenges inclusion.</p> <p>Experience of working as part of a team providing a 'Total Communication' environment to support learners with complex needs (including coaching and mentoring care and support staff and education staff).</p> <p>Experience of supporting people using Alternative and Augmentative Communication systems e.g. use of signs, symbols, graphics and electronic aids.</p> <p>Experience of management and support of a Speech and Language Therapy team (including assistants and Newly Qualified therapists).</p> | |
| Qualifications | <p>A recognised degree giving eligibility to be a practising member of the RCSLT.</p> <p>Postgraduate training in the implementation of therapeutic techniques and support strategies relevant to working with people with complex needs.</p> | <p>Second degree or other recognised, relevant qualification.</p> <p>Post graduate training in dysphagia management.</p> <p>Post graduate training in clinical supervision.</p> |
| Any other requirements. | HCPC Registration. | Membership of/attendance at relevant Special Interest Groups and clinical Support Groups. |