

Knowsley Central School

JOB DESCRIPTION

POST TITLE:	Specialist Speech and Language Therapist
GRADE:	NJC Pay Scale Band L £33,437 to £34,538 36 hrs x 46 weeks pro rata (£29,579 - £30,553)
ACCOUNTABLE TO:	Head teacher and Governors
LINE MANAGER:	Head teacher

Knowsley Central School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

PURPOSE OF POST:

To be responsible for the planning and delivery of effective specialist Speech and Language Therapy (SALT) provision for pupils who attend Knowsley Central School, and their families

The post holder will be expected to work as a member of a team providing an efficient and effective service provision, liaising with the teaching team and external agencies. The post holder will also work across school providing co-ordinated individualised management and / or treatment for pupils, and providing appropriate recommendations and training to the teaching team and advice to families.

CLINICAL RESPONSIBILITIES

- Promoting and safeguarding the welfare of children and young persons
- Ensure Health and Safety Policies and Procedures are promoted through good working practices across the school
- To be responsible for the planning and delivery of an efficient Speech and Language service for pupils at Knowsley Central School
- To work with a caseload of pupils displaying complex learning and behavioural needs within Knowsley Central School
- To identify pupil's developmental speech and communication difficulties / disorders and assess the SALT needs of pupils, using standardised assessments and observational methods as appropriate.
- To devise, plan and deliver SALT intervention either individually or in a group setting, as appropriate.
- To monitor progress through re-assessment and case notes.
- To liaise with staff to ensure realistic communication aims
- To advise parents / carers on implementing treatment programmes
- To facilitate AAC assessment, where necessary, with other agencies.

- To prepare communication books where required.
- To advise on the use of OOR's (Objects of Reference) and suitable objects.
- To prepare reports for Annual and LAC reviews.
- To assist in external assessments when requested.
- To work in liaison with other professionals in joint treatment and assessment.
- To promote a 'Total' approach to communication.
- To identify the need for, and liaise with the Health Team to facilitate referral to external specialities e.g. ENT / Audiology
- To adhere to the standards of the Royal College of Speech and Language Therapists (Communicating Quality).

LEADERSHIP RESPONSIBILITIES

- To conduct personal development reviews with colleagues
- To support / supervise newly qualified speech and language therapists and / or speech and language therapy assistants
- To set organisational and personal objectives
- To plan and deliver training sessions
- To contribute to the implementation and evaluation of projects, curriculum developments and the school improvement plan priorities
- To participate in research projects

MANAGEMENT RESPONSIBILITIES

- To keep case notes up to date.
- To provide progress reports and assessment reports as required.
- To give input to and attend, where necessary, child planning meetings and case conferences.

SERVICE DEVELOPMENT

- To reinforce trainings in PECS and / or other alternative communication programmes and promote their use in varying settings.
- To arrange external trainings for AAC aids
- To programme communication aids in liaison with relevant staff to ensure correct communication levels.
- To advise on language levels for Social Stories as required.
- To liaise and advise on the use of appropriate communication levels.
- To prepare and distribute her/his own SALT timetable in consultation with staff teams
- To make contribution to the SALT targets for the Knowsley Central School Development Plan
- To serve on working parties as requested.
- To attend team and casework meetings.
- To contribute to the revision of the SALT Policy when required.
- To amend 'Baseline Assessment' as necessary in liaison with SALT / classroom colleague(s).

- To ensure that the Assessment tests and equipment are both up to date and in good order.
- To use and promote a variety of approaches with pupils to ensure a child centred approach to communication development (e.g Intensive Interaction; Hanen; Play).
- To liaise with the Head teacher and Leadership team to develop the role of Speech and Language Therapy within Knowsley Central School

PROFESSIONAL DEVELOPMENT

In liaison with the Head teacher, the post holder will:

- be responsible for their own personal development by demonstrating that they are maintaining and developing professional standards
- maintain membership of the Royal College of Speech and Language Therapists and the Health Professions Council.
- maintain knowledge levels by attending courses and reading of literature relating to the specific client group at Knowsley Central School

Signed _____ **Date** _____

Line Manager _____ **Date** _____

Person Specification

Specialist Speech and Language Therapist

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Criteria	Essential	Desirable	Assessment
Qualifications and Knowledge	<ul style="list-style-type: none"> • Licentiate College Speech and Language therapist / BSc / BA Speech and language Pathology / Human Communication • Registered with RCSLT • Registration with HPC • Knowledge and understanding of normal developmental patterns • Adherence to the standards of RCSLT – Communication Quality • Knowledge of current legislation affecting children • Specialist knowledge of Autistic Spectrum Disorders • Knowledge of 'P' levels and their impact on SALT • Evidence of training and knowledge of PECS / AAC and their application • A full driving licence 	<ul style="list-style-type: none"> • Knowledge of TEACCH techniques • Knowledge of impact of development delay 	<ul style="list-style-type: none"> • Qualification certificates • Course attendance certificates

Criteria	Essential	Desirable	Assessment
Experience	<ul style="list-style-type: none"> • Minimum 18 months clinical experience as a Speech and Language therapist – working as part of a multi-disciplinary team • Broad practical experience in clinical settings with specific input in SLD and /or ASC settings • Experience in working with clients with ASC / ADHD • Experience in working with children with typical developmental patterns • Experience in working without professional supervision • Experience of supervising staff and students 		<ul style="list-style-type: none"> • Employment history
Communication Skills	<ul style="list-style-type: none"> • Excellent verbal and written communication skills • Effective communicator with children, families and other professionals • Able to reduce communication to levels relevant to the client group • Demonstrate good listening and analytical skills 	<ul style="list-style-type: none"> • Experience in the use and preparation of visual systems (use of Widgit) • Knowledge of / experience of using Makaton • Knowledge of / experience with VOCAs 	
Organisational Skills	<ul style="list-style-type: none"> • Able to prioritise and manage own caseload • Able to set own goals and achievable methods of attainment • Ability to maintain own case notes • Ability to set own timetables for pupils and to manage own time • Analytical skills 		

Criteria	Essential	Desirable	Assessment
Motivation / Personal Qualities	<ul style="list-style-type: none"> • Professional, self motivated, well organised and personally confident • Leadership capabilities • Ability to lead a collaborative and effective team • Demonstrates an openness and willingness to listen and respond to others • Strong interpersonal skills/sense of humour • Commitment to own professional development • Able to engage in moderate physical activities • Able to deal with frequent unpredictable situations or events • Able to deal with emotionally distressing situations or events • Flexibility, patience, empathy • A good sense of humour • Willing to be a team member and to assist outside their own professional field, but not to the detriment of their professional training 		