

Job Description

Title:	Speech and Language Therapy Assistant
Grade:	Band 4
Annual Leave:	27 days per annum increasing to 29 days after 5 years NHS service and 33 days after 10 years NHS service
Department:	Barnet Children's Integrated Therapies
Responsible to:	Integrated Clinical Leads, Barnet Children's Integrated Therapies
Accountable to:	Head of Service - Barnet Children's Integrated Therapies, Whittington Health

POST SUMMARY

Barnet CIT is taking part an exciting new project called Early Language Support for Every Child (ELSEC). We are forming a team of speech and language therapy assistants to deliver a service to children and families to support and develop communication skills. The team of assistants will be supported by senior speech and language therapists. The successful candidates will receive training and support to deliver screening assessments and interventions to children and provide training, modelling and coaching to school staff.

The role of the ELSEC Speech and Language Therapy Assistant is to provide universal and targeted clinical services to children and families as part of an integrated Early Language Support service in Barnet. This is a two-year pilot project, which has been funded by NHS England and the Department for Education.

ELSEC will test the impact of early identification and support for children with Speech, Language and Communication Needs (SLCN) in Early Years and Primary School Settings, over 2 academic years.

Successful applicants will have experience of working with children in a healthcare or education setting (including in early years and/or primary schools). They will have a specific interest in children's communication and how it can be supported.

MAIN DUTIES

1. To support the Children's Integrated Therapy Team staff to deliver services for children with communication needs according to departmental protocols.
2. To help the team with both administrative, and clinical work, thereby supporting the smooth running of the team.
3. Assist Speech and Language Therapists in delivering screening and provide intervention in Early Years and Primary School settings, and work closely with teachers, teaching assistants and other allied health professionals.



4. To deliver therapy activities or assessment screenings under the guidance of therapists, to individuals or groups of children and/or parents/staff in Clinics, Schools, Nurseries and Children's Centres reporting back progress and informing the Integrated therapy team.
5. To be responsible for making resources, maintaining equipment, keeping clinical notes, and keeping clinical and office spaces in good condition.
6. To be responsible for organising and prioritising your own work and adhering to Trust policies and procedures, especially in relation to child safeguarding.
7. To have a duty to report any accident/incident via Trust procedures.
8. To monitor and record children's progression towards therapy aims.
9. To deliver planned training in Clinics, Schools, Nurseries and Children's Centres.

Leadership

1. To participate in the development of an effective team and the development of productive working relationships throughout the Trust.
2. To actively promote integrated health professional working internally and externally.
3. To facilitate the development of a positive and 'supportive' team culture by taking responsibility for dealing effectively with potential conflict.
4. To take an active interest in working parties and groups within the Trust to develop and improve on service delivery, protocols and guidelines.
5. To contribute to the transformation, change and development in services.
6. To participate in the audit process, linking in with the clinical governance agenda.

Clinical Skills

1. Further professional knowledge will have been gained through accredited courses workshops, study and in house training programmes.
2. To develop own skills and knowledge and provide information to others to help their development.
3. To be responsible, and accountable, for service delivery to clients/patients under the supervision of an integrated therapist.
4. To be able to screen and support plans of care to meet the needs of patients with a variety of conditions. This will include continuously evaluating and discussing outcomes with an integrated therapist and when appropriate carrying out observations and informal assessments (appropriate to skills and experience) to contribute to ongoing clinical decision making by the therapist.
5. To be able to support referrals to other health professional specialist services and agencies.



6. To provide patients and relatives with information and education thus ensuring they have meaningful choices that promote dignity, independence, and quality of life.
7. To work frequently without direct supervision in a variety of community settings e.g. community clinics, nurseries, children's centres, schools, homes, etc.
8. To use judgement to modify and adapt activities to suit each situation.

Computer/Administration

1. To be computer literate and encourage implementation of the Trust's IM&T Strategy.
2. To ensure accurate recording of actions, and updating patient's records, maintaining confidentiality at all times.
3. To take part, and assist, in the planning and administration relating to day to day running of the caseload.

Communication

1. To have a wide range of knowledge in approaches to communicating and managing patient care.
2. To be able to effectively communicate with colleagues, peers, senior managers and clinical leads within the Trust.
3. To anticipate barriers to communication (internal and external) and take action to improve communication (in self and others)
4. To develop and maintain communication with people about difficult matters and/or in difficult situations.
5. To be able to communicate patient related information facilitating positive outcomes and ensuring collaborative working.
6. Participate in the review and development of clinical policies and identifies improvements to service provision
7. To be proactive in seeking out different styles and methods of communication to meet needs of clients and others

Training

1. To ensure own continued professional development and support a culture of lifelong learning in self and others.
2. To undertake, and assist, in the planning of own mandatory training and workshops.
3. To undertake a regular appraisal, developing a personal development plan that includes clinical competencies reflecting the health needs of the local population and relates to Trust strategy.



4. To support new staff and their integration within the team and to actively provides learning and development opportunities to others
5. To support training as part of the role including changes to professional development and implementation of new policies and guidelines.

Specific Tasks directly related to the post:

1. To work alongside Speech and Language Therapists using a range of therapy/interventions
2. To teach children and carers and staff in a variety of settings, providing direction and guidance, on a range of therapy and activities, as part of own clinical work or as directed as necessary by the integrated therapist.
3. To use effective communication tools, verbal and non-verbal, to communicate treatment programmes to children who may have barriers to communicating or understanding.

Revalidation and Registration

It is the responsibility of all staff registered with a professional body to:

- Act within the Professional Bodies Code of Practice
- Maintain their own work profile to ensure revalidation standards are met, and assist junior registered staff in achieving revalidation.
- Contribute and participate in the development of colleagues professional practice across the trust through leading ward and/or department projects, and supporting training.
- Ensure optimum use is made of working time.

Equal Opportunities

Our latest policy known as “Promoting Equality, Diversity and Human Rights” outlines the Trust’s commitment to ensuring that no job applicant or employee receives less than favourable treatment on grounds of sex, marital and civil partnership status, gender reassignment, pregnancy and maternity, race, colour, creed, religion or belief, physical disability, mental health, learning difficulty, age or sexual orientation and is not placed at a disadvantage by conditions or requirements that cannot be shown to be justifiable.

For more information about our policy and commitment to equality, click: <http://www.whittington.nhs.uk/default.asp?c=10505&q=equality> ”

Infection control

All staff have a responsibility to prevent and control infections within the Whittington. This includes ensuring personal and team compliance with all relevant policies, especially hand hygiene, the trust dress code, and MRSA screening policies.

Working patterns



The Trust is currently exploring ways in which patients can be given more choice about when they can attend appointments at the hospital. In order to make this possible there may be a future requirement for administrative staff scheduling appointments for patients to contact them by telephone in the evenings or at weekends. This means that administrative staff may be required to work a shift pattern in future. Shifts will not normally operate beyond 9 pm in the evenings and appropriate pay enhancements will apply. Staff will be consulted about the introduction of / changes to shift systems.

Staff working in any department where an on 'call rota' operates will be required to participate in the rota. Managers will discuss with staff the level of 'on call' cover required taking into account their individual circumstances.

Staff in nursing posts may be requested to work in any area throughout the Trust by the matron or the site manager.

Health & Safety Policy

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act 1974, to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.

Safeguarding

To comply with the Trust's Safeguarding Children and Adults policies, procedures and protocols. All individual members of staff (paid or unpaid) have a duty to safeguard and promote the welfare of children, young people and vulnerable adults This will require you to:

- Ensure you are familiar with and comply with the London Child Protection Procedures and protocols for promoting and safeguarding the welfare of children and young people.
- Ensure you are familiar and comply with the Safeguarding Vulnerable Adults Pan London Procedures.
- Ensure you are familiar and comply with local protocols and systems for information sharing.
- Know the appropriate contact numbers and required reporting lines.
- Participate in required training and supervision.
- Comply with required professional boundaries and codes of conduct

Whittington Health is committed to safeguarding all children and vulnerable adults and expects all staff and volunteers to share this commitment.

Data Protection

This post has a confidential aspect. If you are required to obtain, process and/or use information in any format whether electronic or paper based, you should do so in a fair and

lawful way. You should hold data only for the specific registered purpose and not use or disclose it in any way incompatible with such a purpose and ought to disclose data only to



authorised persons or organisations as instructed. Breaches of confidence in relation to data will result in disciplinary action, which may result in dismissal.

Confidentiality

You are required to maintain confidentiality of any information concerning patients or staff which you have access to or may be given in the course of your work, in accordance with current policy on confidentiality at Whittington Health.

Whittington Mission, Vision and Goals

We have an excellent reputation for being innovative, responsive and flexible to the changing clinical needs of the local population. We are treating more patients than ever before and are dedicated to improving services to deliver the best for our patients.

Our mission

Helping local people live longer, healthier lives.

Our vision

Provide safe, personal, co-ordinated care for the community we serve.

Our goals

We have developed six key strategic goals to make sure we continue to support people to live longer, healthier lives.

- To secure the best possible health and wellbeing for all our community
- To integrate and coordinate care in person-centred teams
- To deliver consistent, high quality, safe services
- To support our patients and users in being active partners in their care
- To be recognised as a leader in the fields of medical and multi-professional education, and population-based clinical research
- To innovate and continuously improve the quality of our services to deliver the best outcomes for our local population

Whittington Values

Our values underpin everything we do. Our staff are committed to delivering the following values in everything they do.

Our ICARE values have been created by our staff and are embedded in our appraisal and planning processes and form part of our staff excellence awards.



Carbon Reduction

All staff have a responsibility to contribute to a reduction in the organisation's carbon footprint. You should actively encourage others through your own actions to reduce their contribution to carbon emissions. This includes switching off electrical appliances that are not in use, turning down heating, closing windows, switching off lights and reporting carbon waste.

Security

It is the responsibility of all employees to work within the security policies and procedures of the Whittington Health NHS Trust to protect the patients, staff and visitors and the property of the Trust. This duty applies to the specific work area of the individual and the Hospital in general. All staff are required to wear official identification badges.

No Smoking

Whittington Health promotes a No Smoking Policy as part of employee's healthy living style. You will be required to work within the framework of this policy. Smoking is not permitted within Whittington Health premises.

Method of Payment

Payment of salaries is made into your bank account/building society account by direct bank system. Details of a bank account or building society account will be required on the first day at work. There is no facility for any other form of payment.

Probationary Period

Employment at Whittington Health is offered subject to successful completion of a 6 month probationary period for all staff with the exception of GMC Registered Doctors.



Person Specification

Post:	Speech and Language Therapy Assistant	Grade:	Band 4		
Department	Barnet Children's Integrated Therapies	Candidate Name			Notes
Attribute		Essential	Desirable	How Assessed	
Education / Qualifications	Healthcare, child development or education qualification at Level 3 or working towards gaining equivalent level or Relevant prior experience in Speech and Language Therapy or Relevant practical work experience related to the job description and working with children.	✓		A/I	
	Demonstrates willingness to learn and develop via training and induction.	✓		A/I	
Skills & Abilities	Literate in IT / Computer Skills and able to use a range of applications to support workload.	✓		A	
	Good oral communication skills based on fluency of the English language – spoken and written.	✓		I	
	Able to communicate effectively particularly where difficulties in understanding exist.	✓		A/I	
	Able to organise workload and manage time.	✓		A/I	
	Demonstrates awareness of standards of record keeping.	✓		A/I	
	Able to identify own strengths and needs.	✓		A/I	
	Able to identify when to seek support.	✓		A/I	
	Demonstrates the ability to reflect on practice with peers / clinical supervisor.	✓		A	

Knowledge & Experience	Knowledge of Speech and Language Therapy work and child development.	✓		A/I	
	Experience of working with children and / or young people and their parents/carers.	✓		A/I	
	Working in education and/or working alongside colleagues in education.	✓		A/I	
	Experience of working effectively in a team.	✓		A/I	
	Experience of delivering interventions to children following the advice of another professional.	✓		A/I	
Personal Qualities	Excellent interpersonal skills, able to listen well.	✓		A/I	
	Able to demonstrate empathy with clients, carers and families and colleagues.	✓		A/I	
Other	To be aware and demonstrate the Trust Values	✓		A/I	
	To be able to travel efficiently throughout the area	✓		A	

* *Assessed method* **A=Application I=interview**

Completed by:

Date:.....

Offer post Yes/ No

Comments