

CENTRAL AND NORTH WEST LONDON NHS FOUNDATION TRUST  
HILLINGDON COMMUNITY HEALTH  
SPEECH AND LANGUAGE THERAPY SERVICE

JOB DESCRIPTION

**Job Title:** Speech and Language Therapist - Mainstream Schools Team

**Grade:** band 5

**Hours:** 30 hours a week

**Location:** Wood End Centre – this is your base but you will be working in schools across the borough

In order to meet the needs of the Trust's service, you may be required from time to time to work outside your normal place of work. The Trust reserves the right to change your normal place of work to any other location within the Trust.

**Responsible To:** Paediatric speech and language therapy team leader – mainstream schools team

**Accountable To:** Service lead for paediatric therapy services

**Key Relationships:** Mainstream Schools team:

Parents, Educational staff including Class Teachers, SENCOs, Learning Support Assistants, Educational Psychologists, SEND Advisory Service and other Specialist Teaching Services, EHCP Officers, Social workers, Health staff including OT's, Physiotherapists, Paediatricians, School Nurses, and colleagues in the Speech and Language Therapy team.

**Job Purpose:** Mainstream Schools team:

- To provide a service to children/young people in mainstream schools who have a speech, language or communication need.
- To be responsible for providing assessment, diagnosis & therapy packages into allocated schools.

- To train and support school staff & parents, in order for them to implement therapy advice effectively.
- To support schools with the early identification of children with speech/language/communication needs.
- To prioritise the Safeguarding of Vulnerable Children at all times
- To support the service to achieve Key Performance Indicators and maintain Target Activity Levels
- To take part in audits and projects for the team/service
- To contribute to, and provide feedback about, possible developments in the team

## MAIN DUTIES AND RESPONSIBILITIES:

### Clinical

- 1.1 To assess, develop and implement Speech and Language Therapy support
- 1.2 To provide appropriate intervention and evaluate outcomes.
- 1.3 To demonstrate well developed auditory and perceptual skills in the assessment, diagnosis and treatment of children.
- 1.4 To facilitate relevant professionals/parents to carry out speech and language therapy care plan/targets/strategies and advice
- 1.5 To monitor the effectiveness of speech and language therapy care plan/targets/strategies/advice being delivered by other relevant professionals/parents and adjust as necessary
- 1.6 To make a differential diagnosis on the basis of evidence from assessment, seeking advice as appropriate
- 1.7 To develop clear packages of care based on best practice and differential diagnosis and to use clinical knowledge to inform case management.
- 1.8 To demonstrate clinical effectiveness by use of evidence based practice and outcome measures.
- 1.9 To keep up to date with new techniques and developments, for the promotion and maintenance of clinically effective practice in own area.
- 1.10 To demonstrate the ability to reflect on practice with peers and supervisors and identify own strengths and development needs.
- 1.11 To manage own caseload and to prioritise workload, accessing appropriate support.
- 1.12 To use excellent communication skills.
- 1.13 To recognise potential breakdown and conflict when it occurs and seek advice and support to resolve from a supervisor/team leader or senior therapist
- 1.14 To use appropriate strategies to manage aggressive behaviour within the work place, and to report any incidences of aggressive behaviour.
- 1.15 To ensure that children, their families and schools/settings are involved in the planning and implementation of their care

- 1.16 To listen to the concerns of children, families and schools/settings and provide support as appropriate.
- 1.17 To maintain sensitivity to the emotional needs of children & their families, especially when imparting potentially distressing information regarding the nature of the child's difficulties and its implications.
- 1.18 To evaluate own delivery and to be accountable for own professional actions and decisions, and recognise own professional boundaries seeking advice as appropriate from supervisor/ team leader.
- 1.19 To report in a timely manner all concerns regarding Safeguarding issues to Team Leader or supervisor & to refer onto Social Services & Named Nurse for Safeguarding as appropriate, following the latest Safeguarding guidance/policy.
- 1.20 To share information in a timely manner with relevant school nurse/ health visitor.
- 1.21 To attend case conferences & core group meetings for children on the caseload, where appropriate.
- 1.22 To submit Safeguarding reports to case conferences and reviews even if not attending
- 1.23 To record all concerns and discussions/supervision regarding safeguarding issues in clinical notes
- 1.24 To attend safeguarding supervision every term/quarter
- 1.25 To access clinical supervision sessions on a regular basis & appraisal on an annual basis.
- 1.26 To collate evidence of professional development related to the RCSLT Competencies & the band 5 KSF Dimensions.
- 1.27 To demonstrate good negotiation skills across a range of issues and to negotiate with others around case management in difficult cases.
- 1.28 To deal with initial complaints sensitively avoiding escalation where possible, and to inform the supervisor/ team leader in a timely fashion.
- 1.29 To communicate information from assessments and ongoing therapy to children, families and other professionals.
- 1.30 To demonstrate empathy with children, families and colleagues ensuring that effective communication is achieved particularly where barriers to understanding exist.
- 1.31 To write reports, and care plan/target sheets to meet the needs of the child

- 1.32 To adapt practice to meet individual children's/carer's circumstances with due regard for cultural, linguistic differences ( including the use of interpreting services) and / or learning and language difficulties.
- 1.33 To be aware of and adhere to service plans and policies.
- 1.34 To advise team leader/ supervisor on issues of service shortfall or pressure.
- 1.35 To assume appropriate band 5 level tasks as requested by team leader/ supervisor
- 1.36 To monitor stock levels in own service area and request new equipment as required via team leader.
- 1.37 To be responsible for the care and maintenance of equipment ensuring standards of infection control and safety are maintained.
- 1.38 To work within infection control and health and safety guidelines.
- 1.39 To have due regard for own personal safety and that of children/ carers in particular to have regard to moving and handling policy, health & safety policies, infection control policies.
- 1.40 To report all incidents in a timely fashion and access learning following incident investigation outcomes
- 1.41 To work within legal frameworks including: SEN procedures, safeguarding children and other legal frameworks.
- 1.42 To attend, and contribute to, Team and Departmental meetings.

### **Education and Training**

- 2.1 To attend relevant training, as identified in the Personal Development Plan (PDP), in order to maintain and develop skills and knowledge required of a therapist working in the field of mainstream schools/early years and to maintain up to date HCPC registration and RCSLT registration.
- 2.2 To attend relevant CEN where appropriate & identified within Personal Development Plan and to feedback to the team as appropriate
- 2.3 To make use of in-house CPD opportunities including attending internal training sessions & shadowing opportunities
- 2.4 To ensure that all mandatory training is kept up to date
- 2.5 To be involved in presenting and evaluating training, with support, on topics related to speech, language & communication needs to parents, schools/settings & other professionals.

- 2.6 To identify own training needs
- 2.7 To provide “buddying” support and shadowing opportunities to less experienced Speech and Language Therapists, Assistants and volunteers, as requested by the team leader
- 2.8 To offer student placements on at least an annual basis when Competencies have been achieved
- 2.9 To explain the role of Speech and Language Therapists to visitors/students and volunteers, providing observations where requested by the team leader

### **Service and Research Development**

- 3.1 To participate in research and audit projects as requested
- 3.2 To collect and provide research/audit data as required in a timely fashion.
- 3.3 To participate in the development of a particular team objective or project as requested by the team leader.
- 3.4 To participate in developing protocols & packages of care in liaison with team leader
- 3.5 To participate in discussions about proposed service improvements, providing constructive feedback/suggestions

### **Clinical Governance**

- 4.1 To maintain clinical records in accordance with the RCSLT & Clinical Record Keeping guidelines.
- 4.2 To follow Data Protection Guidelines, Caldicott principles, confidentiality and Information Governance principle as per mandatory training.
- 4.3 To seek advice from supervisor/ team leader/head of information governance where additional support is required.
- 4.4 To ensure all progress notes are written up and appointments outcomed in a timely fashion
- 4.5 To ensure that caseload information on SystmOne is kept up to date
- 4.6 To ensure that all incidents are reported on in a timely manner on Datix

- 4.7 To have an understanding of the principles of clinical governance, an awareness of the recent clinical governance report for the service and submitted CQC evidence for the service

**General Responsibilities:**

To adhere to National and Local professional codes of conduct.

- To maintain clients' confidentiality at all times and to be aware of Data Protection issues.
- To follow Professional ethics as outlined in Communication Quality in regard to client care and confidentiality.
- To uphold Trust policies and objectives as appropriate.
- To be aware of Data Protection issues and fulfil Trust requirements.
- To work within an Equal Opportunities framework at all times.
- To be aware of Health and Safety legislation including COSHH Regulations and Health and Safety at Work Act 1977. To ensure the welfare of clients and co-workers at all times.
- To be a Registered Member of Royal College of Speech and Language Therapists & HCPC

