

PERSON SPECIFICATION (& SHORTLISTING FORM)

Job Title: Speech and Language Therapist

Name of Applicant: _____

WEIGHTING

Criteria in each section are ranked in order of importance 3 – 1, with 3 being the most important

SHORTLISTING CRITERIA – using Application Form and accompanying information





Each candidate will be scored against the person specification as follows:

3 points = fully meets or exceeds the criteria

2 points = significantly meets criteria, although falls short on minor aspects

1 point = partially meets criteria, but falls short on key aspects

0 point = does not meet criteria

CATEGORY	CRITERIA	Weight (must be Completed)	HOW ASSESSED (must be completed)
Values:-  Collaborate  Aspire  Respect  Enable	Communicates openly, honestly and professionally, and actively promotes team working and building strong working relationships	3	All values must be assessed at the interview/ assessment stage using various methods e.g. open questions and scenarios
	Patients are always first. Drives service improvements. Strong self-awareness with a desire to grow.	3	
	Treats all with compassion and kindness. Ensures everyone feels valued.	3	
	Consults others and listens to their views/opinions. Enables others to take the initiative	3	

EDUCATION, QUALIFICATIONS & TRAINING	Recognised Speech & Language Therapy degree qualification or equivalent	3	Application form / Interview
eg Education, professional qualifications	Health Professions Council Licence to Practice	3	
	Evidence of continuing professional development and personal development.	1	
	Registered member of the Royal College of Speech and Language Therapists	2	
	Attendance of relevant Special Interest Group	1	
EXPERIENCE	Able to identify own strengths and needs	2	Application form / Interview
eg Breadth of occupational experience	Able to identify when to seek support	2	
	Demonstrates the ability to reflect on practice with peers/clinical supervisor	2	
	Demonstrates adequate flexibility to meet the demands of an unpredictable workload	2	
	Demonstrates knowledge of national policies and procedures relevant to client group	1	
	Demonstrates knowledge of a range of appropriate therapeutic interventions	1	
	Demonstrates awareness of the roles of other professionals	1	
	Demonstrates awareness of standards of record keeping	1	
	Able to maintain intense concentration in all aspects of patient management	1	

	Able to manage emotional consequences of working with patients with a range of communication disorders	1	
SKILLS, ABILITIES & KNOWLEDGE eg Communication skills, excellent organisation skills, keyboard skills, high motivation, Special knowledge requirements e.g. NMC Code of Conduct, regulations etc.	Ability to write detailed reports on patients' care to ensure interpretation by other professionals and parents.	2	Application form / Interview
	Ability to negotiate compromises and resolve conflict between staff amicably	2	
	Clear concise verbal and written communication to ensure liaison with multidisciplinary team, patients and carers and to ensure records are kept accurately and in a timely manner	2	
	Knowledge of specific therapy methods and programmes for the treatment of children.	2	
SPECIAL CIRCUMSTANCES eg Ability to travel to other sites. Ability to work internal rotation	Able to travel between a range of clinical locations	3	Application form