

## PERSON SPECIFICATION (& SHORTLISTING FORM)

**Job Title: Highly Specialist 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

The Weight should be inputted when adding a vacancy into Trac under the short-listing tab. This will then allow you to score each candidate when completing your online short-listing.

CATEGORY	CRITERIA	Weight (must be Completed)	HOW ASSESSED (must be completed)
<b>Values:-</b>   <b>Collaborate</b>   <b>Aspire</b>   <b>Respect</b>	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	

 <b>Enable</b>	Consults others and listens to their views/opinions. Enables others to take the initiative	3	
<b>EDUCATION, QUALIFICATIONS &amp; TRAINING</b>	Recognised Speech & Language Therapy Degree Qualification or equivalent	3	Application/Check certificate at interview
	<ul style="list-style-type: none"> <li>•Health Professions Council License to Practice</li> </ul>	3	Application
	<ul style="list-style-type: none"> <li>•Registered Member of Royal College of Speech &amp; Language Therapists</li> </ul>	2	Application
	Evidence of successful completion of specialist short courses in Signing.	3	Application/Certificates MAKATON level CAPD (BSL)
	Evidence of successful completion of specialist short course in AAC	2	Application/Certificates
	Evidence of membership and participation of AAC/DYSPHAGIA CEN	3	
	Evidence in understanding of motor disorders in speech.	1	Application/Interview NDP completion/PROMPT
	Evidence of successful postgraduate training in Dysphagia	2	Application/Interview Winstock/Quest Training

**OUTSTANDING CARE**

**HEALTHY COMMUNITIES**

**AND A GREAT PLACE TO WORK**

	Evidence training in intensive interaction	1	Interview
<b>EXPERIENCE</b>  e.g. Breadth of occupational experience	Hold a competencies log for working with a complex needs paediatric caseload.	3	Application
	Evidence of experience in clinical areas of low/mid/high tech AAC at a functional level	3	Application / Interview
	Working knowledge of the mainstream education system Reception to year 13	3	Application
	Demonstrates well established knowledge of national policies and procedures relevant to client group including safeguarding	2	Interview
	To be able to use IT for clinical and therapeutic aspect of the post.	3	Application/Interview
	To have worked in a multidisciplinary manner	3	Application/Interview




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HEALTHY COMMUNITIES

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CATEGORY	CRITERIA	Weight (a)	HOW ASSESSED
<b>SKILLS, ABILITIES &amp; KNOWLEDGE</b>	•Demonstrates knowledge of the principles of clinical governance/audit	3	Interview
	•Demonstrates a high standard of record keeping	3	Interview
	•Has good auditory and perceptual skills, including ability to transcribe speech phonetically at a narrow level	3	Interview
	•Demonstrates well established knowledge of specialist functional SLT assessment tools relevant to the client group – 3-18	3	Interview
	Awareness of eating difficulties and who to refer on to	2	Interview
	•Able to manage emotional consequences of working with patients with a range of communication disorders, physical and learning difficulties.	1	Interview
<b>SPECIAL CIRCUMSTANCES</b>	Ability to work county wide	3	Application/Interview

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	Hold a valid driving licence	3	Application

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