

Post title: Advanced Speech and Language Therapist  
Grade & Hrs: NJC pay scale band 6, Mon 0830-1530, Tues 0830-1630, Weds 0830-1630  
Thurs 0830-1530, Fri 0830-1530 (32.5 hours), 39 weeks (term time)  
Salary range: SP28-36 (depending on experience) £40,446 to £48,739 FTE (will be pro-rata'd to reflect contracted hours & term-time working)  
Line manager: Headteacher, AHT

### Main purpose of the job

- Use specialist skills and knowledge to organise, deliver and develop Speech and Language (SALT) provision at Billing Brook School
- To develop and implement speech and language programmes for individual and groups using expertise to create innovative and effective ways of working where appropriate to maximise individual pupils' potential
- To manage and prioritise own caseload of children / young people with special educational needs
- To lead on and contribute to research and service development projects, in line with school priorities and timescales
- To supervise and support staff as required, including communication champions and other school staff

### Duties and Responsibilities

#### **CLINICAL**

- To assess and diagnose the speech, language and communication needs of pupils and young people at Billing Brook School and to make appropriate clinical decisions about the provision of therapy to achieve identified outcomes.
- To develop and implement Speech and Language Therapy treatment plans that meet the identified outcomes for children / young people. Where possible ensuring that speech, language and communication programmes are integral to the pupils' educational and developmental needs.
- Monitor intervention outcomes and adapt the plan accordingly.
- To provide speech and language targets for integration into the educational curriculum as part of each pupils' Individual Learning Plan in consultation with parents, teachers and other multidisciplinary staff.
- To reflect on all aspects of children's / young people's communication and identify appropriate strategies to facilitate and enhance communicative effectiveness.



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- To demonstrate clinical effectiveness by use of evidence-based practice and outcome measures.
- To provide reports reflecting own knowledge and experience with reference to established and evidence-based practice within the profession, considering the school's expectations relating to report writing and reviews of individual pupils EHCP requirements.
- As a key member of the school team provide advice regarding speech, language or communication needs for parents / carers, education and health professionals in respect of both individual children / young people and/or general guidance regarding the management of these difficulties.
- Establish a trusting and respectful relationship with children / young people and their parents/carers and ensuring that appropriate boundaries are maintained.
- Provide supervision, guidance and support for identified BBS communication champions to enable them to be effective.
- To manage own caseload and work independently on a day-to-day basis, within professional guidelines and the overall framework of school's policies and procedures.
- To be directly accountable for own professional practice, whilst receiving regular supervision relating to the work the postholder undertakes.
- To lead on project management and research as required and ensure the specialist SALT provision is achieving agreed service objectives.
- To have knowledge of and work within the framework of relevant school procedures including Safeguarding/Child Protection etc.

## **TRAINING**

- Lead and develop specific speech and language training programmes for the staff of Billing Brook School in order to meet the needs of children / young people.
- Collaborate with colleagues to assist in devising, delivering and evaluating training courses for school staff and parents as required.
- To participate in the induction of new staff members to Billing Brook School.
- Provide guidance and support for other schools if asked to do so.
- To contribute to the planning of future service provision to ensure services remain evidence based, effective and meet service user need, as agreed with the clinical and operational leads.

## **ADMINISTRATION**

- Maintain accurate and consistent records in line with all school policies.



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- Review administrative process annually to ensure report writing is in line with Billing Brook School expectations and consider ways in which to improve systems and structures within the school related to administration of Speech & Language.

## **SERVICE PROVISION**

- Use specialist skills and knowledge to organise, deliver and develop Speech and Language provision in order to deliver agreed service objectives in line with relevant protocols and procedures.
- Provide day-to-day guidance for members of the school community relating to speech, language and communication matters.
- Provide daily specific guidance to all involved in the delivery of speech, language and communication activities.
- Demonstrate knowledge of national legislation, local protocols and professional guidance relevant to the specialty and advise colleagues accordingly.
- Contribute data or participate directly in a service development project.
- Contribute to the development of Billing Brook in collaboration with therapy colleagues and other professionals, including creating opportunities for income-generating activities, when appropriate.
- To attend and participate, when relevant, in meetings including Annual Reviews, school, multidisciplinary, staff and SLT.
- To contribute to developing new policies for the school.

## **PERSONAL PROFESSIONAL DEVELOPMENT**

- To identify professional development evidenced within an annual appraisal with line manager.
- Actively provide clinical supervision as required.
- Actively engage with clinical supervision demonstrating the ability to reflect on own practice with peers and mentors and identify own strengths and development needs.
- Be competent and able in safe manual and physical handling of children and young people in the context of the school.
- Actively engage in extending knowledge and clinical experience in areas of personal interest and professional relevance.
- Maintain and develop core professional competencies, underpinned by current evidence-based practice, national standards and RCSLT clinical guidelines.
- Maintain membership of RCSLT and HCPC.

## **Other Aspects of the role**



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- To play a full and active role in the wider school community.
- To represent the school at multi agency meetings where appropriate.

*This job description is not the post holders' contract of employment, or any part of it. It is not exhaustive and may be amended in consultation with the post holder. It should be reviewed whenever major changes have been agreed to the post and should be reviewed as part of the annual appraisal process to ensure it remains an accurate reflection of the duties and responsibilities undertaken by the post holder.*

*Billing Brook School is committed to safeguarding and promoting the welfare of children and young people and anyone applying to work at the school is expected to share this commitment. This position is subject to a satisfactory fully enhanced DBS check and references being received. All positions are subject to the satisfactory completion of a 3 month probation period.*

## PERSON SPECIFICATION

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview
<b>EDUCATION AND QUALIFICATIONS</b>				
1	GCSE or equivalent at Grade C or above in Maths and English essential	E		
2	Appropriate degree/diploma	E		
3	Registered with HCPC	E		
4	Wide range of CPD activities, esp. related to children / young people with special educational needs	E		
5	Relevant accredited courses	D		
6	Member of professional body - RCSLT	D		
<b>EXPERIENCE</b>				
7	Working with parents to ensure they are able to deliver SALT programmes at home.	E		
8	Knowledge of a range of appropriate therapeutic interventions (relevant to the children / young people with special educational needs) and an ability to compare and contrast relative benefits	E		
9	Experience of working in a multi-discipline team	E		

10	Experience of presentations to a range of audiences	E		
11	Experience of several specialist areas of work	D		
12	Experience of managing staff and other resources	D		
<b>ABILITIES, SKILLS AND KNOWLEDGE</b>				
13	Able to design and deliver speech and language programmes.	E		
14	Understand the needs of pupils with learning difficulties including severe learning difficulties and ASD. Ability to use and interpret assessment tool of choice for particular child / young person Evidence of producing reports	E		
15	Competent in using ICT both within role and in recordkeeping systems	E		
16	Understand safeguarding procedures relating to the role	E		
<b>PERSONAL QUALITIES</b>				
17	Self-motivating and able to take strategic lead	E		
18	Sensitivity to the challenges faced by students, staff and families	E		



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19	Committed to equality of opportunity for all	E		
20	Excellent interpersonal skills – including observation, listening tact, persuasion and empathy skills	E		
21	Ability to work collaboratively with children, parents and colleagues	E		
22	Able to recognise and seek advice appropriately	E		
23	Demonstrates good analytical and reflection skills	E		