



**Happy Talk Ltd**

**SPEECH AND LANGUAGE THERAPY SERVICES**

**JOB DESCRIPTION**

**TITLE:** Specialising Speech & Language Therapist - Band 5 progressing to Band 6

**PAY SCALE:** Equivalent of an NHS Band 5 post progressing to Band 6, pro rata to hours worked, £25,654 - £39,026 depending on experience.

**HOURS:** Weekly hours, flexible up to 35 hours per week.

**ACCOUNTABLE TO:** Happy Talk Ltd Director

**RESPONSIBLE TO:** Happy Talk Clinical Coordinator

**EMPLOYERS ADDRESS:** Head Office. Happy Talk Ltd, Suite 3, Cumbria Tourism Offices. Windermere Road. Staveley, Kendal LA8 9PL

**CLIENT GROUP** Supporting the SLCN's of children and young people in a variety of settings with specific interest / responsibility for the Special School Service

**LOCATIONS:** This post will be based in mainstream and special schools around Preston and Skelmersdale, including peripatetic services as required.

**SUPPORT:** From the senior clinical leads within the Happy Talk Team. Regular Team Meetings with opportunities for in-service and external training.

**PRINCIPLE DUTIES & RESPONSIBILITIES (summary)**

1. To provide a high-quality service to children and young people, including assessment, diagnosis, therapy interventions, and management of a wide range of communication problems. To inform, provide training, guidance and demonstration for staff and families as required on any issues pertinent to the child's communication.
1. A crucial role for this post is to develop a clinical area of interest and specialism in relation to children attending special school, who present with a variety of learning needs, with a view to taking a lead role in the clinical development of this specialism.

**CLINICAL DUTIES**

1. To provide assessment, diagnoses, therapy and management of children as appropriate and exercising appropriate clinical judgement.
2. To deliver a speech and language therapy service that supports the development of children's and young peoples communication at the "Universal", "Targeted" and "Specialist" level.

This will include:

2. Training for the wider workforce and parents / caregivers to increase awareness and understanding of SLCN
3. Specific training, advice and demonstration around embedding SLC targets within the classroom, nursery or home, as appropriate.
4. Establishing targeted interventions overseen by the SLT and carried out by members of the wider workforce and/or parents and carers
5. Producing reports regarding the children's and young people's needs and provide communication plans as appropriate.

6. Implementing and monitoring communication plans and evaluating outcomes.
7. Adapting practice to meet individual children's circumstances, including due regard to cultural and linguistic differences.
8. To work collaboratively with parents and professionals within the settings, ensuring that the children, young people and carers are involved in the planning and prioritisation of communication plans and therapy programmes wherever possible.
9. Liaising with other professionals in other organisations such as Health, Education and Social Services.
10. Providing specific training for colleagues, other professionals and parents as required.
11. To liaise with other HT staff and provide advice / second opinions when required by colleagues.
12. To follow HT policies and procedures

### **REQUIREMENTS TO FULFILL SPECIALIST ROLE**

1. To independently manage a varied caseload of children and young people who have SLCN's.
2. To acquire and constantly update specialist skills and knowledge required to fulfill the above function, including detailed knowledge of National Policy and good practice in relation to this client group.
3. To make specialist clinical decisions following assessment of children's SLCN.
4. To advise / supervise other Speech and Language Therapists, Assistants and Speech and Language Therapy Students working with this client group(s).
5. To seek second opinions from the HT Team, wider workforce as required.
6. To teach/train those professionals / carers responsible for the children's education and welfare.
7. To contribute to changes in protocols, policies and procedures, as appropriate, for this client group
8. To contribute to establishing and implementing effective ways of measuring and reviewing outcomes for this client group.
9. To provide support and guidance to parents/carers through the design and delivery of workshops.
10. To promote team work across professional and agency boundaries, contributing to care pathways, collaborative practice and influencing service development.
11. To contribute to and work in collaboration with the team around the child by discussing your own and others input in relation to children's' needs, ensuring well coordinated and integrated therapy plans and programmes
12. To contribute to the HT Evidence Base regarding this client group.
13. To contribute to information/ literature and reports on the HT service for this client group.

### **ADMINISTRATIVE DUTIES**

1. Following Happy Talk procedures regarding creating electronic records for service users.
2. Supplying reports and correspondence as required, including advice required for Education, Health and Care Plans.
3. Maintaining explicit and accurate case notes including a detailed case history and all reports and correspondence concerning the child, including e-mails.
4. To provide Statistical information as required.
5. To participate in annual appraisals and complete the necessary paperwork.
6. To utilise HT admin. time for the promotion of the HT company as directed by the HT Director.

### **CLINICAL GOVERNANCE**

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1. To ensure the application of Evidence-Based practice and to keep up-to-date with developments within the profession and the specialism.
2. To undertake Continuing Professional Development as required by the Director of Happy Talk Ltd, the Royal College of Speech and Language Therapists and in order to meet the needs of the client group.
3. To provide information as required by the Director of Happy Talk Ltd.
4. To undertake Clinical Governance / audit projects as required.
5. To participate in research if required.
6. To contribute to the Happy Talk Ltd team CPD by discussing your own and others input around clients' needs.
7. To read and act in accordance with RCSLT, HCPC and Happy Talk Ltd Standards, Policies, Guidelines and Procedures.
8. To supervise students, assistants / volunteers if required by the Director of Happy Talk Ltd.
9. To undertake such other appropriate duties as may be directed from time to time by the Director of Happy Talk Ltd .

**THE ABOVE LIST OF DUTIES AND RESPONSIBILITIES IS NOT INTENDED TO BE FULLY COMPREHENSIVE AND MAY BE AMENDED TO TAKE ACCOUNT OF CHANGING CIRCUMSTANCES OR REQUIREMENTS FOLLOWING CONSULTATION WITH THE POST HOLDER. THE POST HOLDER WILL BE REQUIRED TO HOLD CURRENT REGISTRATION OF THE ROYAL COLLEGE OF SPEECH AND LANGUAGE THERAPISTS AND THE HEALTH AND CARE PROFESSIONS COUNCIL.**

### **QUALITY ASSURANCE**

Every employee is personally responsible for the quality of the work which they individually perform. It is their duty to seek to attain the highest standards achievable, both individually and collectively within their knowledge, skills and resources available to them in furtherance of HT's philosophy of pursuing quality in all its services.

### **OUTSIDE EMPLOYMENT / OUTSIDE INTERESTS**

If you undertake private practice or work for outside agencies, this must not conflict with your duties and responsibilities as a HT employee. You must, therefore, seek the HT Directors permission before taking on such outside employment.

You must also declare any interests (either your own or those of a close relative or associate) in business or activity which may compete for HT contracts / services.

### **WORKING TIME DIRECTIVE**

You are required to comply with the regulations governing working time, i.e. you cannot work more than 48 hrs per week.

### **CLINICAL NEGLIGENCE (CLINICAL POST HOLDERS ONLY)**

The post holder is required to be a registered member of the RCSLT where the annual membership includes PI/medical malpractice cover as part of the insurance provision under the RCSLT's group policies. [https://www.rcslt.org/members/professional\\_roles/rcslt\\_insurance/intro](https://www.rcslt.org/members/professional_roles/rcslt_insurance/intro)

HT Ltd has "Employers" and "Public Liability" cover in addition, you will have professional indemnity cover afforded by your RCSLT membership. The insurance covers that part of your work which results from your contract of employment. You will not be covered in respect of work deemed to be outside of your contract.



## **HARRASSMENT AND BULLYING**

HT Ltd condemns all forms of harassment and bullying and seeks to promote a work place where employees are treated with dignity, respect and without bias.

## **DISCLOSURE – CRIMINAL RECORDS BUREAU**

This post is subject to an “enhanced” disclosure by the Criminal Records Bureau.

## **CONFIDENTIALITY**

In the course of your duties you may have access to confidential information about clients, Team members and the HT Ltd business. On no account must such information be divulged to anyone who is not authorised to receive it. Confidentiality of information must be preserved at all times whether at or away from work. HT Ltd has guidance in place for Team members wishing to express concerns.

## **EQUAL OPPORTUNITIES**

All employees are required to carry out their duties with respect to the cultural beliefs and customs held by others and to abide by the spirit and nature of equal opportunities, dignity and respect for others. Happy Talk Ltd condemns all forms of harassment and bullying. Happy Talk Ltd expects all employees to treat and be treated with dignity, respect and without bias. Should employees experience any harassment and or bullying from any party it should be reported immediately to the Company Director.

## **HEALTH AND SAFETY AT WORK ACT 1974**

The post holder is required to make all reasonable efforts to maintain his/her personal safety and that of others by taking reasonable care and following the guidance provided by Happy Talk Ltd in relation to personal safety.

## ***NO SMOKING OR VAPING DURING CONTRACTED WORKING HOURS IN OR ON ANY PREMISES RELATED TO YOUR DUTIES AS AN EMPLOYEE OF HAPPY TALK LTD***

**GENERAL DATA PROTECTION REGULATIONS** - Carry out any requirements within the duties applicable to the GDPR.

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

The post holder has a common law duty and statutory duty of confidentiality to protect any identifiable personal information. In the course of employment, the post holder will handle confidential / personal information, (verbal and written), concerning clients and other professionals and Happy Talk business. The sharing of this information must be lawful and ethical.

On no account must such information be divulged to anyone who is not authorised to receive it. Confidentiality of information must be preserved at all times whether at or away from work.

Unauthorised disclosure of such information will be treated as a serious disciplinary matter and could result in civil proceedings or a criminal prosecution.

The post holder has a legal responsibility for all records s/he gathers or uses as part of his/her work (e.g. individual therapy records, financial records, personal and administrative records, in different formats, including paper and electronic). The post holder must consult the Company Director, for guidance if there is any uncertainty about the correct management of these records.

## **FIRE TRAINING**

It is the responsibility of each member of staff to ensure that they are familiar with the Fire Regulations and Evacuation Drill within the establishments in which they work.

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## **TERMS AND CONDITIONS**

The terms and conditions for the post are those of HT Ltd. Please also refer to your “written statement of employment” and HT Ltd policies for further information.

## **ANNUAL LEAVE**

Term time only staff are expected to take annual leave during school holiday periods unless given permission to do otherwise by the HT Director.