 Job Description

# Job Title Lead Speech and Language Therapist

**Location** Henshaws College, Harrogate

**Salary** £16.53 per hour/£32, 663. 28 per annum

**Band (internal)** G

**Hours per Week** 38 hours per week

**Weeks** 52 weeks per year

**Annual Leave** 25 daysholiday plus 10 days statutory Holidays

**Reports to** Therapy Education & Sensory Support (TESS) Deputy Manager

**DBS Check** Enhanced Check with child barring list and adult barring list (college students ages range from 16 – 25 years old)

**Job Summary**

The Lead Speech and Language Therapist will work with a complex case load which includes young adults with non-routine speech and language and/or communication difficulties, Autism, learning difficulties and other diagnoses including behaviours that challenge. The post holder will lead on the assessment and support of students with Dysphagia and ensure that all individualised programmes and treatments follow evidence-based practice.

This role will lead on all Speech and Language therapy, Assistive Technology and Dysphagia provision at Henshaws College. The post holder will ensure that all of the outcome driven communication programmes offered are challenging, cost effective and meet assessed need. The post holder will manage the communications team and take a lead on evaluation and self-assessment including the clinical supervision of other therapists.

**Key responsibilities**

Have an active caseload in a specialist and professional area of expertise and to design and manage the delivery of high quality therapy treatments and programmes, to ensure that individual students and service users’ needs are met, monitored and evaluated to a high standard.

To lead on all Communication and Dysphagia therapy provisions, including the line management of the communication team. The team includes Speech and Language Therapists, assistants, assistive technologists, administrators and signers.

To lead on the assessment and delivery of Dysphagia support across college. To have the Royal College of Speech and Language Therapists specialist level of competency.

Lead on the self-assessment and quality processes for the speech and language, and Dysphagia services. Report on, review and monitor, Key Performance Indicators for the service and ensure that the service meets, and where possible exceeds, all regulatory standards.

Keep up to date with new developments and share best practice with colleagues to ensure the service and therapy delivers high quality evidence based treatments.

Quality Assure the content of all Speech and Language therapy provision to ensure it is appropriate and challenging, and is linked to an identified Education Health and Care Plan outcome. Review the therapy delivery models and staff allocation to ensure the service functions efficiently.

Lead on developing, reviewing and monitoring effective treatments and resources to ensure the delivery of high quality outcome driven programmes that meets the assessed student need.

Contribute to the identification, co-ordination and delivery of staff training to meet the needs of the service users and the college’s key strategic objectives. To develop and deliver training sessions/programmes to colleagues and wider audiences to raise awareness and promote a consistent integrated approach to student support.

Work collaboratively with Operational Managers to support effective operation of the college.

Contribute to the continuous development of policies and procedures to ensure service provisions are offered in line with statutory requirements and current legislation.

To co-ordinate the assessment of, and advising on, AAC (Alternative and Augmentative Communication) including symbols, signing and other visual/electronic methods of communication.

**General**

* Lead and manage the communication team, including the allocation of resources, budgets and staff. Conduct appraisals of Communication staff including absence management and performance management.
* Monitor delivery and performance of the team through observation of practice and sessions. Participate in peer review and observations and contribute to external clinical networks where appropriate.
* Lead and participate in initial therapy assessment processes for potential new students / service users.
* Co-ordinate the assessment, planning, delivery, recording and reporting on the development, progress and achievement/attainment of students and service users.
* Monitor the quality and progress of individualised therapy support plans.
* Ensure all associated administration is completed to a high standard.
* Direct support staff, providing guidance and coaching where appropriate, to ensure that all treatments and programmes are fully facilitated.
* Support the effective operation of the college timetable and extended curriculum, ensuring compliance with the students Education and Health Care Plan, and the Local Authority contracts.

* Support the students’ personal development and transition needs through liaison with other professionals including the college Transition Team. To keep clinical notes as per professional guidance and standards and to present information to MDT’s.
* Work within the professions regulatory guidelines and encourage students to take responsibility for their own treatment/programmes.
* Carry out effective administration duties within the role.
* Attend all Henshaws mandatory and compulsory training sessions, taking responsibility to ensure training is up to date at all times.
* Take responsibility for your own and your team’s personal development, including CPD.
* Facilitate training and knowledge sharing across Henshaws Society, and other providers where appropriate.
* Adhere to and support others to uphold Henshaws Values: Inspiring, Proactive, Sharing, Compassionate, Empowering, Informed.
* Offer a flexible approach to working hours to meet the needs of the organisation.
* Represent Henshaws in professional manner at all times, contributing to fundraising, marketing and recruitment activities for Henshaws Society as required.
* The employee may on occasions be called upon to undertake work in other locations in order to ensure obligations to students, service users and third parties are fulfilled.
* Comply with Henshaws Health & Safety requirements and be aware of and adhere to current Henshaws policies and procedures. To provide operational Health, Safety and Wellbeing leadership across all areas of the team and wider organisation. To take action to prevent accidents, injuries and work related illness. Ensure all accidents/incidents and safeguarding concerns are recorded and managed in line with Henshaws policies and procedures.
* Take responsibility for any aspect of Health and Safety relevant to your role including, duty of care, risk assessments and responsibility for the safety of yourself and others.
* Any other duty as required by the line manager commensurate with the post.

 **January 2020**

Person Specification

In order to be shortlisted you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will then use the
desirable criteria to produce the shortlist.

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| **2ticklogo** | All disabled candidates who meet the minimum essential criteria will be included on the shortlist. |
|  | **Criteria** | **Essential or Desirable** | **How Identified***Application form / Interview / Selection test / copy of certificates.* |
| **Skills and Experience** | Recent experience of delivering programmes of treatments to young people with visual impairments, learning difficulties and/or other disabilities | Essential | Application forminterview |
| Experience of facilitating initial therapy assessments to create a programme of therapy/treatment | Essential | Application Interview |
| Experience of overseeing and supervising treatments and programmes. | Essential | Interview |
| Experience of training colleagues in carrying out particular therapy programmes | Desirable | Interview |
| Experience of staff management, supervision and appraisal and a demonstrated ability to develop staff | Desirable | Application formInterview |
| Experience of working in Education and learning  | Desirable | Interview |
| Ability to work flexibly to meet the needs and requirements of the students | Essential | Interview |
| Effective communication skills both verbal and written  | Essential | Application formInterview |
| IT literate with a working knowledge of MS office in particular Word, Excel and Outlook | Essential | Application form |
| Ability to create reports to communicate a range of objectives and information with a diverse audience | Essential | Application form Task? |
| Ability to be flexible and adaptable and respond to changing student needs | Essential | Interview |
| **General & Specialist Knowledge** | An overview/understanding of all therapy strands undertaken at Henshaws i.e. Occupational Therapist, Physiotherapy and Speech and Language Therapist | Essential  | Application formInterview |
| Knowledge of budgeting processes and procedures | Desirable |  |
| Understanding of the needs of students with a range of complex needs including sensory impairments, PMLD, behaviours that challenge and Dysphagia.  | Essential | Application formInterview |
| Understanding of safeguarding responsibilities in an educational environment | Essential | Application form |
| Understanding of Health and Safety in an educational environment | Essential | Application form |
| **Education & Training** | Professional qualification in specialist area i.e. Speech and Language Therapy | Essential | Application formCopy of certificates |
|  | Dysphagia - Specialist level of competency.  | **Desirable** | Application formCopy of competencies.  |
| **Special Requirements** | Access to transport | Desirable  | Application formCopy of certificates |
| Commitment to the aims and mission of Henshaws Independent Specialist College | Essential | Application formInterview |
| Enthusiasm to work with young people to encourage learning and independence | Essential | Application form Interview |

**Henshaws will make every endeavor to make any reasonable adjustments for applicants who require assistance in carrying out their duties due to a disability**

**Henshaws is committed to safeguarding vulnerable adults and children. The post holder may be required to complete an enhanced DBS disclosure check including barring lists for Adult and/or child barring services.**

**Henshaws is committed positively welcomes applications from all sections of the community**

**January 2020**