**JOB DESCRIPTION**

Dovecote school is committed to creating a diverse workforce. We’ll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

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| **Job Title** | Speech and Language Therapist (SaLT) |
| **Hours** | 40-hours p/w |
| **Working Weeks** | 40 hours per week, term time only with 7 additional specific staff prep days. |
| **Salary** |  |
| **Responsible to** | SENCO and Lead SaLT |
| **Responsible for** | N/A |
| **Purpose of Job** | To provide speech and language therapy to students with complex communication needs in association with autism and SEMH.  To ensure the service is provided in close collaboration with the therapy and education staff to meet the needs of the pupil. |

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| **DOVECOTE SCHOOL VISION**   1. We strive to equip all pupils with the skills needed to meet their full potential through an innovative and specialised curriculum. Small scale learning communities where young people are known as individuals. 2. The learning process is active 3. The learning community is underpinned by environmentally sustainable values and practices 4. Pupil voice is empowered through a strong emphasis on developing individual communication strategies. 5. Families and the local community are vital partners in the life of the school, and they share in the decision-making. We work together as a team to provide a happy, safe, and stimulating environment, whilst promoting well-being for all and building confidence for the future | |
| **WE VALUE** | **WE AIM TO** |
| **LEARNING** | Create nurturing, challenging and empowering learning opportunities for children, staff and parents/carers. |
| **INCLUSION** | Offer a broad, balanced curriculum that is relevant and accessible for all children |
| **ACHIEVEMENT** | Celebrate the achievements and successes of each individual |
| **COMMUNICATION** | Ensure everyone has a voice and their contribution is valued |
| **RESPONSIBILITY** | Secure the accountability of all through distributive leadership, rigorous monitoring and evaluation |
| **REFLECTION** | Improve future performance through the continuous evaluation of our practice |
| **CREATIVITY** | Think outside the box and try new ideas to continuously raise standards |
| **COMMUNITY** | Foster positive working relationships with parents/carers, multi-agency professionals and the local community |
| **ENVIRONMENT** | Protecting our future and our planet |
| **DIVERSITY** | Promote tolerance and respect for individual differences, abilities, needs and beliefs |
| **WELL-BEING** | Create a safe, caring environment in which everyone is healthy, happy and ready to learn |
| **TRANSITION** | Equip children and families with the knowledge, skills, independence and resilience to face future challenges |

**AIMS AND OBJECTIVES**

To contribute to the provision of SALT services in Dovecote School, participating in the achievement of SALT aims and quality objectives. This will involve providing high quality, efficient and effective speech and language therapy services, within available

resources and in accordance with appropriate regional and national guidelines.

**MAIN DUTIES & RESPONSIBILITIES**

**Clinical**

* Assessing and where appropriate diagnosing a range of speech, language and communication needs.
* Planning evidence based therapeutic intervention and making clinical judgements about type and timing of intervention.
* Delivering group and individual therapy as required.
* Devising therapy programmes to be delivered by staff where appropriate.
* Providing advice and recommendations to education staff, parents/carers and other health professionals.
* Managing parental and/or school anxieties regarding intervention and assessment.
* Using outcome measures to ensure effectiveness of intervention.
* To seek additional support and complete specialist referrals as appropriate.

**Professional Responsibility:**

* To demonstrate clinical effectiveness by use of evidence-based practice and outcome measures.
* To be responsible for managing own time appropriately and prioritise tasks accordingly to carry out clinically related administrative duties, relevant to the caseload and operation of the school.
* To independently manage a complex caseload whilst recognising own professional boundaries and access supervision, advice and support when necessary.
* To work closely with the therapy and education team about individual students and practically demonstrate therapeutic approaches where appropriate.
* To use specialist knowledge to inform service/policy developments as appropriate.
* To care for and maintain therapeutic equipment ensuring standards of infection control and safety are maintained.
* To liaise with external professionals as appropriate.
* To provide relevant in-service training to school staff and parents/carers.
* To reflect on and evaluate training provided.
* To collect clinical data and write reports for Annual Reviews and for end of term reports on Speech and Language Therapy input for each student within the school.
* To be responsible for maintaining up to date and accurate case notes in line with professional standards and school policies
* To adhere to local and national standards and guidelines relating to Professional Practice and maintain registration with the HCPC and RCSLT.

**Practice**

* Ensure that all students, adults and visitors are treated with dignity and respect, in an environment which reflects the importance of and their right to be treated as valuable worthwhile individuals.
* Ensure every step necessary to ensure that students are protected from neglect, abuse and exploitation.
* Maintain strict confidentiality.
* Report any safeguarding concerns to the Designated Safeguarding Lead/Deputy Designated Safeguarding Lead

**Continuous Professional Development**

* Assume responsibility for own professional and personal development in line with HCPC registration.
* To engage in CPD opportunities offered by the school.
* Ensure a robust and thorough working knowledge of fire regulations, H&S, children’s safeguarding and all relevant regulatory and legal requirements impacting on the organisation and services.
* To recognise and demonstrate commitment to personal development and acquisition of further skills and knowledge relating to clinical areas.
* Attend and participate in supervision.
* Undertake relevant mandatory training.

**Safeguarding**

* Ensure that the Safeguarding Policy is always followed.
* Ensure that any safeguarding concerns are reported and followed up without any undue delay
* When required, complete fact-finding investigations for safeguarding allegations

**Additional Responsibilities**

The above job description forms part of your main terms and conditions of employment, although does not include or define all tasks. The Company reserves the right to vary duties and responsibilities at any time.

**Equal Opportunities**  
Dovecote School supports Equal Opportunities in employment and opposes all forms of unlawful discrimination on all grounds. You are expected to always comply to the Companies EO Policy and Guide to Equality document

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|  | **ESSENTIAL** | **DESIRABLE** |
| **Personal Attributes** | * Be responsive and reflective * Be accountable, honest and reliable * Self-motivating * Ability to work within a team * Able to identify professional boundaries |  |
| **Job Skills** | * Excellent interpersonal skills including observation, listening and empathy skills * Negotiation and problem-solving skills * Good analytical and reflection skills * Well-developed concentration skills * Good presentation skills, both written and verbal * Good auditory discrimination skills and ability to transcribe speech phonetically * Possess a good ability to communicate effectively using records, reports, emails, and verbal communication with individuals and groups. * Ability to prioritise * Ability to use IT: Microsoft Word and Outlook, * Strong organisational skills * Attention to detail * Ability to work collaboratively and co-operatively with all professional colleagues and students |  |
| **Knowledge** | * Knowledge and understanding of the principles of teamwork * Non-discriminatory practice * Working as part of a team * Good understanding of Safeguarding legislation, policy and procedures. * Knowledge of a range of appropriate therapeutic interventions relating to children with complex communication difficulties and/or language disorder * Understanding of the roles of other professionals within a multi-disciplinary * Knowledge of standards of record keeping. | * Working with children and young people who have experienced trauma. * Working with autistic young people. * Membership of relevant Clinical Excellence Networks |
| **Experience** | * Experience of providing Speech and Language Therapy intervention to children with communication difficulties * Experience of working with a multi-disciplinary team * Working individually and within a team * Building and maintaining effective working relationships * Undertaking risk assessments | * Experience of working in a special needs setting. |
| **Qualifications** | * Full Manual UK Driving License * Recognised Speech and Language Therapy Degree Qualification or equivalent * Health Care Professions Council Registration * Registered member of RCSLT |  |
| **Training** | * Commitment to personal and professional development. * Ability to engage with learning opportunities including effective use of supervision, training, e-learning and feedback |  |
| **Working Conditions** | * The ability to be physically able to perform your duties * A satisfactory DBS will be required for all employees |  |

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