



## **Job Description**

Post Title: **Speech and Language Therapist**

Band / Grade: **Band 6** equivalent

Hours: **Full time / Part time** with paid school holidays

Location: Papillon House School

Responsible to: Head of Therapy Department

Supervised by: Band 7 Speech and Language Therapist

Responsible for: Junior member of the therapy team and students on practice placement

---

## **Job Summary**

To be responsible for the assessment, diagnosis, treatment and evaluation of the Speech and Language Therapy needs of the children attending Papillon House School. Interventions will be child centred and evidence-based and aim to reduce barriers to communication and learning and to enable pupils to participate in daily life as successfully as possible.

## **Key Tasks and Responsibilities**

### **Clinical Responsibility**

1. To assess and diagnose the speech, language and communication needs of pupils with ASD and to make appropriate clinical decisions about the provision of therapy to achieve identified outcomes.
2. To develop and implement Speech and Language Therapy treatment plans that meet the identified outcomes for children.
3. To provide advice to others regarding the management and care of children with communication difficulties.
4. To demonstrate clinical effectiveness by use of evidence based practice and outcome measures.

5. To develop the ability to reflect on all aspects of children's communication and to identify appropriate strategies to facilitate and enhance communicative effectiveness.
6. To develop clear treatment plans, targets and strategies based on best practice
7. To manage and prioritise a defined caseload independently
8. To manage and prioritise own workload
9. To write reports reflecting the level of knowledge required for the post, and which meet departmental standards
10. To be accountable for own professional action and recognise own professional boundaries, seeking advice as appropriate
11. To work within defined departmental and national protocols/policies and professional code of conduct

**Education and Development Responsibility – own as well as the development of others**

1. To participate in training/education for families and school staff to ensure understanding and need for treatment advised.
2. To be aware of changing trends in treatment and promote Evidence Based Practice within own team and interpret this into own specialist area of work in order to provide the highest standard of care to service users.
3. To participate in clinical audit, service development activities and research programmes as required.
4. To assist with the organization and delivery of courses and in-service training programmes.
5. To carry out continual professional development as identified through supervision, including in-service training and courses as agreed. To participate in own supervision on a regular basis and work towards objectives set.
6. To take responsibility for identifying suitable courses and training programmes to enhance your own professional development, keeping abreast of new developments within relevant clinical fields.
8. To be actively involved in own supervision, peer support and relevant specialist section support groups.

## **Management and Leadership Responsibility – including human resources, financial and other resources**

1. To assist the Therapy team in planning and providing appropriate Speech and Language Therapy to pupils at Papillon House School. Including attendance at appropriate meetings, developing guidelines and protocols and reviewing service provision.
2. To keep the Therapy Lead up-to-date with service provision issues and report any untoward incidences clinical or non-clinical, promptly, co-operating with any investigation undertaken.
3. To actively review efficacy of service delivery and facilitate setting up of new standards, or amend existing ones, in close liaison with the Team.
4. To keep up-to-date with the Department standards and policies and facilitate dissemination of this knowledge to colleagues.
5. To develop good working relationships with multi disciplinary teams, outside agencies and voluntary agencies to ensure that professionalism and service delivery are maintained.
6. To provide support and supervision to unqualified SLT staff and students where appropriate, monitoring the standard of treatment and giving training and instruction as appropriate.

## **Clinical Governance**

1. To ensure that statistics and notes are kept in accordance with school and national policies.
2. To work in accordance with the Standards and Policies issued by the RCSLT, HCPC, the Therapy Department at Papillon House School and to meet legal requirements.
3. To keep up to date with clinical developments and changing trends in practice, including National Service Frameworks and Special Interest Groups.
4. To be responsible for the safe use of equipment by other staff and outside agencies.
5. To be involved in monitoring and evaluation of SLT intervention as part of the multidisciplinary service and to liaise as necessary with other disciplines as needed.

## **Responsibility for Research and Development**

1. To contribute towards the setting, monitoring and evaluation of standards and policies.

2. To be involved in SALT and departmental clinical audits as required.

**Freedom to Act**

1. To be professionally and legally responsible and accountable for all aspects of your professional activities working within the codes of practice and professional guidelines.
2. To close periods of treatment appropriately, agreeing a point of closure with the carers and other professionals involved.

**Confidentiality**

To maintain client confidentiality and obtain informed consent.

This is not intended to be a comprehensive description of the duties of this post. The post holder may be required to undertake other related duties in the line with the nature and duties of this post which are not specifically mentioned above.