

## Speech and Language Therapists (Band 6)

### Job Description

#### REPORTING RELATIONSHIPS

**Responsible to:** Band 7 SLT  
Head of Therapy  
Head of school  
Shared Services Director

**Accountable to:** Principal  
Board of Governors

#### Client group:

Orchard Hill College and Academy Trust (OHC&AT) includes:

- A specialist further education (F.E) day college providing education courses to adults with moderate, severe/profound and complex learning difficulties and/or disabilities. There are 6 sites in total for the college.
- Schools for children with special needs including physical disabilities, PMLD, MLD, autism and social, emotional & mental health needs. OHC&AT provide all or part of the therapy provision to some of these schools.

#### JOB PURPOSE AND SCOPE:

- To provide clinically effective, person centred and evidence based speech and language therapy assessment and intervention to learners, around eating and drinking and communication to a caseload of students attending OHC & AT schools and/or Orchard Hill Further Education college, and as specified by the manager.
- To be willing to work with a paediatric caseload around communication and eating and drinking within own scope of practice and competencies, and to develop competencies in various clinical areas as needed by the academy trust.
- To provide support and training to all teaching staff with regard to communication and eating and drinking, including training workshops and training specific to individual learners and/or environments.

#### FUNCTIONAL LINKS:

The Speech and Language Therapist will be expected to work in collaboration with allied professionals and will need to maintain links with a variety of bodies. These will include:

1. Students and their parents/carers and advocates
2. College and/or School staff

3. Other professionals working with students.

4. Community Services

## **DUTIES & RESPONSIBILITIES:**

### **Clinical**

- To work in accordance with current best practice guidance and HCPC standards of conduct, performance and ethics.
- To accept clinical responsibility in the areas of communication and dysphagia for a varied caseload of adults and/or children and to prioritise and manage this caseload efficiently and effectively.
- To select and use appropriate formal and informal assessment tools. To analyse, interpret and report results.
- To provide clinical assessment and intervention to students within OHCAT with a range of conditions/disabilities and complex social and functional needs.
- To report assessments findings in a timely manner and ensure key findings and recommendations are shared with families, school/college staff and/or community team as appropriate.
- To autonomously plan and implement person-centered individual and/or group interventions which aim at improving functional abilities, access to the curriculum, and participation in curriculum learning activities.
- To monitor, evaluate and modify intervention in order to measure progress and ensure effectiveness of intervention.
- To set joint targets for students with curriculum staff.
- To report to other team members regarding speech and language therapy interventions and communication programmes.
- To assess, advise and order AAC equipment being aware of financial implications and restrictions. Liaise with PCT/social services/ external agencies/ parents/ carers regarding the provision and use of such equipment. To monitor new developments in specialised equipment and communicate with manufacturers. To instruct those working with the student how to correctly use the equipment and set guidelines for its use.
- To work accordingly to the service needs such as a consultancy model.
- To make referrals to outside services and centres where needed.
- To devise and implement guidelines for AAC use in the school/ college and community, and to provide training to staff in supporting students to use AAC systems.
- To attend and contribute to department and student related meetings including review meeting for learners where appropriate.

- To provide reports as required including transition and Annual Review /EHCP reports.
- To attend meetings for students including Parents' Evenings, Annual Reviews, Open Days etc.
- To contribute to and carry out risk assessment and risk management plans, including eating and drinking plans and risk assessments for use of equipment.
- To assess students applying for future placements at OHC&AT.
- Provide support to teachers, lecturers and/or teaching assistants to maximise the communication environment for students.
- To carry out assessment and intervention with students around dysphagia needs at an autonomous level within own scope of practice, and to deliver training around student specific needs to staff.
- To work in accordance with College /Schools' Dysphagia Policies.
- To make referrals to and liaise with community teams to ensure holistic care in eating and drinking management across environments.

#### **Administration & management**

- To manage a clinical caseload and time effectively, prioritising work as required.
- To complete and maintain accurate speech and language therapy case notes in accordance with RCSLT and HCPC best practice guidance.
- To address issues of confidentiality, consent and sharing of information throughout assessment and intervention and clearly record in students' case notes.
- To utilize standard College documentation as required e.g. equipment ordering documentation.
- To be responsible for equipment used in carrying out duties, and to adhere to departmental equipment policy, including competence to use equipment and to ensure the safe use of equipment by others through teaching, training and supervision of practice
- To be responsible for maintaining stock, advising on resources to carry out the job, including the responsible use of petty cash.
- To keep up to date and accurate statistical information regarding direct and indirect student contacts in college systems and calendar as advised by the therapy lead.
- To participate in clinical audit.
- To represent OHC & AT as appropriate.

## Professional

- To be aware of the sensitivity required to work closely, effectively and in a professional manner with learners, parents/carers, advocates, the multidisciplinary team, College staff, Community Services, PCTs and other professionals working with students.
- To respect the confidentiality, individuality, values, cultural and religious diversity of learners and to contribute to the provision of a service sensitive to these needs.
- To undertake College and Schools' induction programme and OHC&AT Mandatory training.
- To be responsible for accessing regular formal clinical supervision, and ensuring supervision sessions are recorded.
- To be accountable for own professional action and recognise own professional boundaries, seeking advice as appropriate.
- To participate in staff meetings, student related meeting and college/school meetings.
- To promote awareness of the role of speech and language therapy within the multidisciplinary team, the College and with outside agencies.
- To contribute to the induction, training and education of Therapy, College staff and/or school staff both formally and informally.
- To undertake research in specialist area(s), as appropriate.
- To supervise the work of other Speech and Language assistants and students, as appropriate.
- To maintain personal development through use of off-site and in-house training, contact and involvement with relevant special interest groups, attendance of in-service training, and review of literature as required.
- To maintain own clinical professional development (CPD) and records in accordance with HCPC and RCSLT standards.
- To review and reflect on own practice and performance through effective use of professional and operational supervision and appraisal, audit and outcome measures.
- To comply with the Royal College of Speech and Language Therapists (RCSLT) *Clinical Guidelines, Communicating Quality live 3* and the *Position Paper for Speech and Language Therapy Provision for Adults with Learning Disabilities*.
- To work in accordance with the College's Core Principles.
- To work with lecturers and teaching staff to provide an integrated therapy service that supports learning.

## General

- To be aware and comply with OHC & AT Health and Safety Policy and Procedures and implement any policies that may be required to improve the safety of the work area, including the prompt recording and reporting of accidents and incidents, and ensuring that equipment used is safe.
- To be aware of and comply with all other College policies and procedures.
- To undertake such other duties of a similar nature from time to time as may be required by the Principal

## Notes

- Many of the learners have complex physical disabilities and complex health needs. These include challenging behaviour and mental health issues. The post holder is expected to respond to challenging behaviour in accordance with College policy and procedure to minimise potential risk.
- Given the nature of the client group, the post holder will be expected to undertake basic manual handling training provided by OHC&AT.
- The post holder should expect exposure to saliva and bodily fluids within the course of their work.
- The post holder should be prepared to work at the College's satellite venues and/or schools within OHC & AT within own scope of practice and be willing to undertake competency development to work in various clinical areas

*This is not an exhaustive list of duties and responsibilities and the post holder may be required to undertake other duties that fall within the grade of the job, in discussion with the manager.*

*This content of the job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder.*

*The post holder is expected to comply with all relevant Orchard Hill College and Academy Trust policies, procedures and guidelines, including those relating to Equal Opportunities, Safeguarding, Health and Safety and Confidentiality of Information.*