Speech and Language Therapist

JOB DESCRIPTION

Job Title:	**Speech and Language Therapist**
Service/Department:	**Chatterbug Speech and Language Therapy**
Location:	**Sheffield**
Accountable/Responsible to:	**Clinical Specialist / Clinical Service Manager**

Chatterbug Limited is a National Social Enterprise providing a range of Speech and Language Therapy services. We believe in providing high quality, evidenced based input that provides real results. At the core of our service, we have four values that form our ChatterBug Constitution and guide how we conduct ourselves. These are:

Open

Connected

Dependable

Fortitude

Job Purpose:
The postholder will deliver effective, evidence based Speech and Language Therapy within Sheffield's Experts at Hand model. Working primarily in mainstream education settings, they will provide universal and targeted support, strengthen the confidence and capability of education staff, and contribute to positive outcomes for children and young people with Speech, Language and Communication Needs (SLCN). The role is needs led rather than diagnosis led and will develop increasing autonomy through structured supervision and support.

Brief Job Description

The postholder will act as a named Link Therapist for allocated education settings and work as part of Sheffield's locality based multidisciplinary model. They will deliver universal and targeted support across family support, communication environment, identification and assessment, intervention and workforce development. They will undertake observation, screening, functional and dynamic assessment and other proportionate assessment within their competence, seeking advice and escalating where needs require more experienced or specialist input.

The role includes consultation, coaching and modelling for education staff, participation in locality multidisciplinary working, collection of outcomes and feedback from children and families, and contribution to service improvement. The postholder will recognise the boundaries of the Experts at Hand offer and support safe escalation and warm handover into specialist pathways where required. This is a developmental role with opportunities to build clinical reasoning, autonomy and wider service skills through supervision, CPD and experience.

Duties and Responsibilities

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Clinical

- To assess, diagnose, and provide support to children with a range of SLCN, including a range of needs, with appropriate supervision
- To ensure a client-focused assessment and approach to treatment
- To represent the service at health and education panels where required
- To provide assessment and advice on optimising the client's communicative environment taking into consideration the communication skills of parents/guardians, carers and other professionals
- To develop and implement speech and language therapy treatment and programmes and to measure and evaluate outcomes
- To demonstrate clinical effectiveness through the use of evidence-based practice and outcome measures

Communication

- To employ excellent verbal/written communication skills
- Communicate information from assessment and treatment to clients, carers and other professionals effectively.
- To produce detailed reports, reflecting knowledge regarding clients' needs and summarising proposed treatment plans
- To provide verbal and written advice and programmes to parents/guardians, carers and other professionals regarding the management and care of children – these will be accessible to a range of audiences and easy to understand.
- To ensure that clients/parents/teaching staff are involved in the planning and prioritisation of the treatment plans.
- To contribute to legal documents such as Education Health and Care Plans, Individual Education Plans and Annual Reviews as appropriate
- To maintain up to date and accurate case notes in line with RCSLT professional standards and service policies
- To share information with clients, carers and other professionals, observing current data protection guidelines

Clinical Governance Requirements

- To gather statistical data punctually
- To participate in service research as required
- To undertake Clinical Governance/audit projects within the local service as required
- To have a working knowledge of relevant procedures including safeguarding children, SEN procedures, and other legal frameworks

Information Governance

- Comply with the provisions of the Data Protection Act 2018 and GDPR rules. The postholder must not; either during the course of their employment, or following termination of their employment, disclose any information relating to service users or employees, or of the lawful business practices, of the organisation.
- The postholder will be required, when and where appropriate to the role, to comply with the processing of requests under the Freedom of Information Act 2000
- The postholder must comply with ChatterBug policies that protect the information assets of the

organisation from unauthorised disclosure, modification, destruction, inappropriate access or use and must pay due regard to the requirements of the Confidentiality policy.
- The postholder will be responsible for maintaining the clinical and or corporate records that fall within the remit of this role to the organisations standard, and data quality processes and standards.

Continuing Professional Development

- To identify personal/professional development evidenced by the Personal Development Plan/ Professional Portfolio developed within an appraisal framework, including objectives
- To demonstrate a passion and commitment to the profession through self-guided study
- To participate in an individual performance review, ensuring that the objectives set reflect the service and trust plans, including objectives relevant for SLCN
- To demonstrate knowledge of and adhere to RCSLT Professional and Local Clinical Guidelines
- To attend relevant in service training and meetings
- To demonstrate knowledge of, and adherence to RCSLT Professional and Local Clinical Guidelines and best practice.
- To take responsibility for maintaining and continually developing professional skills and knowledge in SLCN
- The postholder will engage with contemporary clinical tools, digital systems and service models that support evidence based practice, outcome measurement and continuous improvement.

Analytical and Judgemental Skills

- To demonstrate the ability to reflect on practice independently, with peers and mentors to identify own strengths and development needs
- To demonstrate a well-developed ability to integrate information taking account of all aspects of the client's communication including verbal, non-verbal and environmental
- To anticipate and take appropriate steps to prevent the breakdown of relationships with parents/ guardians and other professionals
- To make appropriate clinical decisions following assessment, seeking support and advice from a specialist as appropriate

Responsibility for Client Care and Contact with Carers

- To demonstrate the well-developed ability to manage people with communication disorders and challenging behaviour
- To work closely with clients, carers and other professionals to negotiate and agree on client management
- To demonstrate empathy with clients, carers and colleagues, ensuring that effective communication is achieved, particularly where significant barriers to understanding exist
- To respond sensitively at all times particularly when imparting potentially distressing information regarding the nature of the clinical difficulties and their implications
- To demonstrate expert skills in motivating clients, carers and other professionals to engage in the therapeutic process
- To adapt the practice to meet individual client's circumstances, including due regard for cultural and linguistic differences

Service Development & Organisational Contribution

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- Contribute to service development, quality improvement, and organisational initiatives in line with the needs of a growing social enterprise.

Physical Skills

- To demonstrate highly developed auditory and perceptual skills in the assessment diagnosis and treatment of clients
- To demonstrate knowledge of correct moving/handling clients with disabilities
- To use equipment with due care

Responsibility for Equipment or Financial Resources

- To be responsible for the security, care, maintenance and delivery of equipment ensuring standards of safety are maintained, including equipment loaned to clients
- To monitor stock/equipment levels in own service area and request new equipment as appropriate

Freedom to Act

- To be accountable for own professional action and recognise own professional boundaries, seeking support as appropriate
- To work within defined departmental and national protocols/policies and a professional code of conduct
- To discharge appropriately, agreeing on a point of closure with the clients and carers and informing other professionals

Health & Safety

Compliance with the Health & Safety at Work Act 1974 – the postholder is required to fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards, and a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions.

Mental Capacity Act 2005

The Mental Capacity Act 2005 applies to all Trust staff. It is the responsibility of every person to ensure that they keep up to date with the Act and that the delivery of patient care/services is conducted in line with local and national policy and the MCA Code of Practice.

Safeguarding is Everyone's' Business

ChatterBug has a responsibility to ensure that all children/young people and adults are adequately safeguarded and protected. As a consequence, all employees are required to adhere to national and local safeguarding policies/procedures and to act upon any concerns in accordance with them.

Equality and Diversity

It is the responsibility of every person to act in ways that support equality and diversity and work within the spirit and detail of legislation including the Equality Act 2010 and the Human Rights Act 1998.
ChatterBug is an Equal Opportunities Employer and aims to challenge discrimination, promote equality and respect human rights.

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This job description acts only as a guide and is not an exhaustive list. This role may be allocated additional tasks in line with the business needs and developments.

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications	Qualified Speech & Language Therapist. Registered with HCPC Member of Royal College Of Speech & Language Therapists	Other advanced training in specialist areas	(e.g. Application Form/ Interview/ Certificates/ Assessment Centre/ Psychometric Tests)
Experience	Experience of working within client groups, including with education partners. Experience of a range of relevant paediatric communication disorders. Experience in supporting and SLTA's Organisation, preparation and presentation of training courses for teachers and parents. Experience of contributing to EHC applications Experience of participation and involvement in joint planning meetings	Experience working in a multi-disciplinary team and contributing to multi disciplinary diagnostic assessment	(e.g. Application Form/ Interview/ Certificates/ Assessment Centre/ Psychometric Tests)
Skills & Knowledge	Knowledge of Education processes and policies Knowledge of NICE guidelines in relevant clinical areas		(e.g. Application Form/ Interview/ Certificates/ Assessment Centre/ Psychometric Tests)

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	Knowledge of a wide range of therapeutic interventions for SLT High standard of report writing for children with SLCN Confident IT user Skills in building and maintaining relationships with professionals and parents/carers. Knowledge and understanding of the Chatterbug Ethos and Values		
Job Specific Requirements	The ability to travel independently across the geographical area: **Key Requirements** ● Valid Driving License ● Access to own Vehicle The ability to work flexibly in accordance with service needs		

<u>Core Behaviours</u>

Innovative & Knowledgeable

- Demonstrate creativity in solving problems.
- Bring forward new ideas or methods to improve operations.
- Displays a strong understanding of industry trends and best practices.

Respectful

- Treat others with dignity and fairness.
- Listens actively and values diverse perspectives.
- Maintains professionalism even in difficult situations.

Collaborative

- Works effectively in teams, encouraging input from others.
- Build strong relationships with colleagues, clients, and partners.

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- Supports team members in achieving shared goals.

Resilient

- Respond well to challenges and setbacks.
- Show persistence in the face of obstacles.
- Maintains focus and positivity under pressure.

Customer Focused

- Prioritise client needs and delivers excellent customer service.
- Anticipates and resolves customer issues proactively.
- Tailors solutions to meet client expectations.

Lead by Example

- Acts with integrity and professionalism.
- Models desired behaviors for team members.
- Takes the initiative to drive progress and uphold standards.

Flexible

- Adapts to changing priorities and demands.
- Remains open to new approaches and solutions.
- Manages uncertainty and ambiguity well.

Curious

- Actively seeks out new knowledge and learning opportunities.
- Question assumptions and explore different perspectives.
- Shows a passion for continuous improvement.

Results Oriented

- Focuses on achieving tangible outcomes.
- Demonstrates a strong work ethic to meet or exceed targets.
- Holds themselves accountable for delivering results.

Conscious Capitalism

- Demonstrates an understanding of the social enterprise model.
- Balances business goals with the organisation's mission to create a positive societal impact.
- Makes decisions with sustainability and long-term value in mind.

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Employee's Name and Signature: **Date:**

Manager's Name and Signature: **Date:**