



ruskinmill sunfield

JOB DESCRIPTION

JOB TITLE:	Speech and Language Therapist
DEPARTMENT:	Care and Therapy
RESPONSIBLE TO:	Principal
SALARY/ GRADE:	Grade 5: £23,023 - £29, 608 pro-rata per annum. Actual Salary £9,209.20 - £11,843.20 (Dependent on qualifications and experience)
HOURS:	16 Hours per week/ 52 Weeks per year

ETHOS

The post holder will be expected to support, embrace, articulate and work with Sunfield's vision, values and purpose which is drawn from a long history of appreciation and integration of Rudolf Steiner's insights into human development. This is then braided with a practical, purposeful and therapeutic education and a homely and nurturing living environment that supports the physical, emotional and spiritual development of each child and young person who attends Sunfield. In addition Sunfield supports families and carers, and looks to advance the public understanding through education and research.

The post holder is expected to treat each person, student and staff, with dignity and respect, ensuring high aspirations are met, and contribute to shaping the learning community of the School and home as part of Ruskin Mill Trust, always remembering that our core purpose is to improve the education and lives of our students and adults.

LIASON

To liaise with all staff employed by the Sunfield, Ruskin Mill Trust, professional bodies, external consultants, and any outside bodies as and when required.

JOB PURPOSE

- To work therapeutically with specific or small groups of children and young people based on their individual speech and language assessment of support and developmental needs.
- Speech and Language Therapists will have recognised qualifications in their discipline and be registered with their appropriate professional organisation and work within the standards set by them.
- The post holder will be expected to travel on a regular basis between the Trust's sites, and to and from other places as the Trust may reasonably require.
- Evening and weekend working maybe required.

STATEMENT OF RESPONSIBILITIES

- To deliver therapeutic speech and language sessions to individuals or small groups of students with a range of complex needs, such as learning difficulties/disabilities, Autism, Asperger's, emotional, social and behavioural difficulties and/or challenging behaviour.

- To assess the speech and language needs of all assessment students in order to assess their needs and potential Speech and Language input required in order to ensure that fees requested by the admissions team reflect the needs of therapeutic input.
- To review the Education Health and Care Plans (EHCP) for students to ensure that the speech and language targets/required outcomes are captured and students needs prioritised and planned within the curriculum or timetable.
- To assess and make recommendations for any referrals received requesting speech and language therapeutic input for specific existing students.
- To develop individual therapeutic programmes where appropriate.
- To support colleagues to implement SALT strategies in their work with students.
- To design and develop learning aids and resources for use within therapy sessions and to aid the specific targets of individual students.
- To attend the weekly Therapists meeting and to contribute to staff training and development when requested.
- To liaise with colleagues, external professionals and other therapy staff where appropriate.
- To work closely with and take referrals from the Trust's Therapy Coordinator and College Principal.
- To complete the therapy reports as required and contribute to annual reviews as required.
- To monitor student progress and outcomes from transition in to transition out of Sunfield.
- To keep a record of attendance and report on session absence.
- To report occurrences and accidents following the relevant procedure to the support and attendance team in a timely manner.
- To ensure the safety and welfare of students receiving speech and language therapy.
- To ensure that all students are supported appropriately and adapt speech and language therapy sessions where necessary to meet their individual needs.
- To ensure familiarity of student background information and risk assessment and profile prior to the speech and language therapy session.

SAFEGUARDING

- Ensure all staff are issued with 'Part One: Safeguarding Information for All Staff, Keeping Children Safe in Education (September 2018)' and '*What to do if you are worried a child is being abused—advice for practitioners*' on appointment and annually.
- Read, understand and adhere to the Sunfield safeguarding policy and procedures.
- Staff to be made aware of what action to take if they have a concern about the conduct of a colleague, the home manager or any member of staff employed at Sunfield and how to report these in accordance with the Sunfield policy and procedures.
- Operate safer recruitment principles, including ongoing vigilance.
- Ensure all staff are aware of the NSPCC Whistleblowing Helpline.

OTHER PROFESSIONAL REQUIREMENTS

- To reflect the philosophy of our Mission Statement in their everyday practice.
- To attend and participate in staff in-service training days as directed.
- To participate in work related continued professional development (CPD) and supervision programmes and develop professional and personal skills to achieve agreed targets.
- To deliver training or development opportunities as required.
- To work co-operatively with other staff within the Sunfield.
- To work with children and young people within Sunfield as and when required.
- To maintain a 'duty of candour' and to be open and honest at all times, ensuring that concerns are raised promptly through the appropriate management routes.
- To be responsible for the care and development for your working area.
- May, from time to time be required to work additional hours as shall be necessary to discharge properly your duties and responsibilities outlined in this job description.
- To undertake any other duties appropriate to this level of post which will evolve as the job progresses until the job description is reviewed.
- **Safe Working Practices for Adults working with Children** - It is the responsibility of each employee to carry out their duties in line with Sunfield Childrens Home ethos and culture of safe working practices for Adults working with children and young people and be sensitive and caring to the needs of the

disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for. To comply with all the policies and procedures of the School including the Sunfield Safeguarding (Child Protection) Policy and Procedure.

- **Freedom of Information Act and Data Protection Act** - The post holder is required to comply with the above legislation and maintain awareness of the school's policies and procedures relating to the Freedom of Information and Data Protection Acts. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.
- **Equality and Diversity** - The post holder will be required to comply with and maintain awareness of Sunfield Children's Home policies relating to Equality and Diversity.
- **Health and Safety** - The post holder must at all times carry out his/ her responsibilities with due regard to Sunfield Children's Home policy, organisation and arrangements for Health and Safety at Work.
- **Flexibility** - All staff will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities of Education and Children's Services. Any changes arising will take account of salary and status. They will also be subject to discussion with individuals or sections affected and with appropriate Trades Unions.

This job description sets out the duties and responsibilities of the post at the time it was drawn up. Sunfield is continually striving to improve their provision, therefore duties may vary with time, but will always be of a level commensurate with salary.

This job description should be regarded as a guide to the duties required and is not definitive or restrictive in any way. The duties of the post may be varied from time to time in response to changing circumstances. This job description does not form part of the contract of employment.

Where the post holder is disabled or becomes disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable job redesign will be given full consideration.

PERSON SPECIFICATION

Speech and Language Therapist

ESSENTIAL	DESIRABLE
Qualifications	
<ul style="list-style-type: none"> • Recognised Speech and Language Therapy Qualification. • HPC licence to practice. • Registered member of Royal Collage of Speech and Language Therapy. • GCSE or equivalent English and Mathematics at Grade C or above. • Full, clean driving licence. • Evidence of commitment to own continuous professional development. 	<ul style="list-style-type: none"> • Evidence of recent safeguarding training.
Experience/ Knowledge	
<ul style="list-style-type: none"> • Experience of working with children and young people with sever learning disabilities and profound autistic spectrum disorder and MDT. • Sound understanding of Speech and Language assessment and intervention. • Experience of delivering therapeutic intervention in 1:1 or group sessions. • Experience of administering a variety of SaLT assessments. • Experience and knowledge of using a variety of SaLT approaches including PECS, AAC, Signalong, TEACCH and Intensive Interaction. 	<ul style="list-style-type: none"> • Experience of working in schools (preferably SEN) and familiarity with ECHPs.
Skills and Abilities	
<ul style="list-style-type: none"> • Understanding of SEN teaching strategies and ability to advise/ train staff regarding use of these in classroom or 1:1 settings. • To have a good working knowledge of the monitoring, assessment, recording and reporting of children and young people. • To build effective relationships with children/ young people, parents/ carers, colleagues and the wider community. • To be able to work creatively and sensitively with children and young people. • Communicate effectively to a wide range of different audiences (verbal, written, using ICT as appropriate). • Deal successfully with situations that may include tackling difficult situations and conflict resolution. 	<ul style="list-style-type: none"> • Good ICT skills and ability to use tools/ interventions such as Makaton and Widget

Other	
<ul style="list-style-type: none"> • Willingness to travel on a regular basis between the Trust's sites, and to and from other places as the Trust may reasonably require. • Willingness to work evening and weekends as and when required. <p>Demonstrate a commitment to:</p> <ul style="list-style-type: none"> • Equality of opportunity • Promoting Sunfield Children's Home vision and ethos • High quality, stimulating learning environment • Relating positively to and showing respect for all members Sunfield and its wider community • Ongoing relevant professional self-development • Safeguarding and child protection 	