Job Description (General)
Speech and Language Therapist (SALT) Clinical

Job Title **Speech and Language Therapist (SALT)**

(This is a generic job description for the role of SALT – see note about additional responsibilities and expectations for Specialist and Highly Specialist SALT's)

Responsible to

Clinical Director or through delegation to the Lead Clinician and Regional Clinical Lead

The post is located within a designated service and the post holder is required to ensure their role delivery and activity meets the agreed standards and expectations of the Head of Service.

Responsible for

Therapy Assistants and Speech and Language Therapy Apprentices where appropriate.

Key Internal Contacts

Other staff within the Clinical multi-disciplinary team
Staff in other departments within the service for example education
Staff in other services in the region.
Central services office staff.

Key External Contacts

Pupil or services user relatives, advocates, and others.
Placing authorities, regulatory and inspection bodies.
Local services – statutory, voluntary and community neighbours.

Job Role and Purpose

This role is suitable for qualified Speech and Language Therapists who have with certified membership with the RCSALT and who are developing their clinical experience and some more specialist areas. As a registered practitioner you are personal responsible for your professional practice and maintenance of CPD but will be provided some opportunities in the Outcomes First Group (OFG). You will work closely with your line manager and clinical supervisor to create a responsive SALT service where you work and ensure that evidence based practice is delivered in line with OFG policies, standards and ways of working.

OFG Education

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As part of the multi-disciplinary team, you will provide advice, information, mentoring and training to staff, other members in the multi-disciplinary team and other agencies regarding the scope of SALT practice relevant to individuals who present with a wide range of communication strengths, differences, traits, difficulties and needs profiles who might have additional needs and present with behaviours that challenge.

KEY TASKS & RESPONSIBILITIES

Professional and Clinical

- To model standards of best practice in line with RCSALT code of conduct, HCPC standards of proficiency and the principles of clinical governance within own professional activities.
- To participate in the process of baseline screening and provide feedback to the team.
- To carry out specialist SALT assessment on pupils with diverse presentations to develop a clear understanding of their individual strengths, differences, traits, difficulties and needs profiles and any additional barriers to engagement and learning.
- To provide advice, guidance, support, training and intervention within the framework of the OFG Clinical offer.
- To base decisions in relation to needs on relevant history, findings of assessment, relevant evidence-based research, theory, practice and different developmental processes.
- To use sound clinical judgement to formulate intervention plans and programmes which take account of needs as specified in the Education, Health and Care Plans (EHCP).
- To monitor and report on progress.
- To work independently with own caseload, under guidance of clinical supervisor/clinical lead, to provide direct assessment and independent/group intervention.
- To contribute to the monitoring and risk assessment of the specific client group within own caseload.
- To attend and contribute, as a clinician, to multi-disciplinary and multi-agency meetings, which encompasses the education, residential and clinical services, as appropriate and when required.
- To provide support and opportunities top pupils which will promote the development of communication skills, greater awareness and the ability to make choices and advocate for themselves.
- To work with and advocate for parents / carers and respect their rights and wishes.
- To provide advice, guidance and support to parents.
- To advocate for the pupils.

- To ensure appropriate liaison with professionals from external agencies in relation to shared cases, including agencies working with the specific client groups and their caregivers.
- To communicate and share information in a skilled and sensitive manner with individuals and their families, other professionals and agencies using the highest levels of interpersonal skills in situations which are likely to be highly emotive.
- To ensure that standards of excellence are maintained, especially in relation to SALT intervention and programmes for the pupils within the designated services.
- To participate in the evaluation of clinical work and contribute to the development of best evidence-based practice for SALT within OFG.
- To maintain the highest standards of clinical record keeping and report writing, this could be online or written records, specifically determined by the clinical site lead.
- To produce SALT related risk assessments where required.

Staff

- To offer relevant SALT training, observation, explanation and modelling to staff within the services.
- To raise awareness of company policies, values and mission and any procedures and/or standards set by the regulatory and professional body to staff members.
- To promote teamwork and communication, in accordance with company policy.
- To participate in team meetings, supervisions and annual reviews in accordance with company policy and the standards set by the regulatory body.
- To work as a team member and identify opportunities for collaborating with colleagues and sharing the development of effective practice with them.

Teaching, Training and Supervision

- To provide SALT advice, consultation and training where appropriate, contributing to the development of effective and properly evaluated ongoing staff development and in-service training.
- To continue to develop expertise around professional post-graduate training, clinical supervision and attend SALT specific activities within the company such as forums, briefings, Excellence Networks meetings and workshops.
- To support with supervision and mentoring of other members of the clinical team, e.g. therapy assistant / SALT therapy assistant, NQP’s and degree apprentices, and their workload where appropriate.

Policy and Service Development

- To contribute to company and SaLT service development, projects, working groups or special interest groups, drawing on the analysis of needs, using evidence-based evaluation of outcomes and following best practice guidelines.
- To participate in multi-disciplinary meetings and generate written reports providing a SaLT perspective, following evidence-based and good practice.

Practice and Ethical Guidelines

- To maintain an up-to-date knowledge of legislation, national and local policies and issues in relation to the specific client group, which will include mandatory training on the company training platform.
- To behave in a professional and courteous manner towards pupil, parents, and colleagues alike always in accordance with the policies of the organisation.
- To be accountable for own professional action and recognise own professional boundaries, seeking advice from clinical supervisor/ line manager as appropriate.
- To comply with service standards and practices to ensure that safe practices are always maintained.
- To attend relevant training and development to maintain and develop competency skills and knowledge required for a SALT and maintain up to date HCPC and RCSALT registration.

Administration and IT

- To be competent in the use of basic IT packages, such as Microsoft 365 and Zoom, and be willing to learn to use AAC software and other programmes.
- To maintain clinical records consistent with the current legislation, company policy, HCPC and RCSALT.
- To undertake the administrative duties appropriate to your role.
- To be aware of the mechanisms of clinical governance, quality assurance and audit of SALT services.

Health and Well-Being

- To be aware of the current legal requirements, national policies and guidance on safeguarding and the promotion of the well-being of the pupils.
- To know how to identify potential abuse or neglect and follow safeguarding policy and procedures within your setting/s.
- To know how to identify and support individual’s whose progress, development or well-being is affected by changes or difficulties in their personal circumstances, and when to refer them to colleagues for specialist support.
- To be aware of company employee wellness programme and how to access benefits.

Research and Service Evaluation

- To be an active member of the service training programme by attendance at, and participation in in-service training and SALT workshops where appropriate.
- To undertake the measurement and evaluation of work and current practices using evidence-based practice projects, audit and goal-based outcome measures under the guidance of more senior SALT's.
- To represent a professional SaLT viewpoint in relation to nationally accepted good practice and to ensure a high level of ethical standards and professional conduct.
- To undertake or support appropriate agreed research within the service.

Effort and Environment

- To be flexible to the demands of the environment, including unpredictable work patterns, deadlines, and frequent interruptions.
- To agree and work to a specified job plan, compiled in conjunction with your line manager.
- To always maintain sensitivity to the emotional needs of pupils and their parents /carers when imparting potentially distressing information regarding the nature of pupils' difficulties and implications of the same.
- To work within the company infection control, risk management and Health & Safety guidelines, exercising safety and reporting all hazards and/or remedying them where appropriate.

General

- To ensure awareness that the service operates to agreed budgets and contribute to keeping within these budgets as instructed.
- To be aware and always operate in accordance with company policies and procedures, with reference to Safeguarding, Child Protection, Whistleblowing, Complaints and Representations, Confidentiality, Data Protection and Behaviour Policies.
- To promote the service as a valued, professional asset within its community and to promote a culture that individuals and staff always conduct themselves in a manner that reinforces this image.
- To ensure that all actions are in the interests of the pupils that we support and the company. Maintain standards of behaviour in accordance with company policies, procedures and practices.

- To carry out any other reasonable and relevant duties as required by the Regional Clinical Lead or Clinical Director.
- To contribute to the overall ethos/work/aims of the company.
- All employees despite role have a responsibility to provide care to children or vulnerable adults in a regulated environment.

Note

The above serves as a guide and is not exhaustive; all professional staff are expected to undertake other duties and pieces of work as may be reasonably required by the Lead Clinician / Regional Clinical Lead / Director of Operations / Head of Service /
Regional Director. You will be working as part of a friendly team and may be asked to provide extra support during busy periods, working together in a mutually supportive way towards shared priorities.

This is a generic job description for SALT's who have completed competencies and who are at an early stage in their career. Specialist SaLT's and Highly Specialist SaLT's will have higher levels of accountability and additional responsibilities e.g. line management / supervision, developing / delivering training, supporting the Head of Speech and Language Therapy to develop Standards and Guidance documents, taking an active role and responsibility in the SALT Excellence Networks, involvement in research projects.

- *Specialist SALT's will be able to evidence enhanced level knowledge and skill working with pupils with complex profiles.*
- *Highly Specialist SALT's will be able to evidence much experience and specialist level knowledge, skill and expertise working with a similar client group in different settings.*

I have read through the job description and agree to perform the duties, as outlined above

Job Holder's signature	**Signed on behalf of the OFG Group**
Name:	Name:
Signed:	Title:

OFG Education

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Date:	Signed:
	Date:

PERSON SPECIFICATION

Experience	Essential	Desirable
SALT – up to 4 yrs experience post completion of competencies.	✓	
Specialist SALT – 4+ years' experience post completion of competencies supporting pupils with complex profiles and developing advanced specialist knowledge, skill and expertise.	✓	
Highly Specialist SALT – 4yrs+ experience supporting pupils with complex profiles in a similar setting and advanced expert and specialist knowledge, skill and experience	✓	
Experience in a previously held role for working with pupils with cognitive impairment, specific SLCN, neurodivergent profiles, social emotional and mental health difficulties and cooccurrence.	✓✓	✓developing
knowledge of neuro affirming and trauma informed practice.	✓✓	✓developing
Knowledge and clinical understanding of SALT theory and evidence-based practice.	✓✓✓	
Experience of multi-disciplinary working in a range of settings with some responsibility for service & team performance and development.	✓✓	✓developing

Experience of collaborating with and advocating for families and carers	✓✓✓	
Evidence of advanced level specialist, knowledge, skill and expertise and / or postgraduate qualifications.	✓	✓developing
Willingness to engage in CPD to further develop knowledge, skill and expertise in different areas of SaLT practice.	✓✓✓	

Skills	**Essential**	**Desirable**
Good relationship building skills.	✓✓✓	
Good communication skills (oral and written).	✓✓✓	
Ability to demonstrate sound clinical reasoning skills.	✓✓	✓developing
Good time management and organisational skills.	✓✓✓	
Clear understanding of the standards of practice (SOP) expected by the regulatory (HCPC) and professional body (RCSALT).	✓✓✓	
In-depth understanding of different types of SALT assessment and approaches and how to adapt these according to the profile of the pupil.	✓✓	✓developing
In-depth understanding of to how use clinical reasoning when making decisions on how to support a pupil's profile of need.	✓✓	✓developing
In-depth knowledge of different approaches, strategies and programmes intervention and the ability to demonstrate sound clinical reason when selecting.	✓✓	✓developing
Experienced in formulating and delivering therapy plans based on need for pupils with complex profiles.	✓✓	✓developing

In-depth understanding of how to reflect on experiences to gain new insights into own practice.	✓✓	✓ ✓developing
In-depth understanding of the other differences, e.g. sensory and motor, which may impact on an individual's communication strengths, differences, traits, difficulties and needs profile and their ability to engage in learning.	✓✓	✓developing
Clear evidence of understanding the relationship between arousal levels and communication.	✓✓	✓developing
Knowledge of legislation and its implications for both clinical practice and professional management in relation to the client group	✓✓✓	
Foundational IT skills and motivation to continue to develop knowledge and skill e.g. AAC software.	✓✓✓	

Active engagement in quality improvement and enhanced service delivery	✓✓	✓developing
Understanding of governance processes, professional standards of practice in relation to confidentiality and record keeping.	✓✓✓	
Ability to work collaboratively as part of the multi-disciplinary team, as well as support the supervision of staff and students.	✓✓✓	
Experience in the supervision of NQP's, Degree Apprentices, SaLT's, students and assistant practitioners	✓✓	✓developing
Willingness to support pupils who at times are presenting with behaviours that challenge or distress others or indicate their own distress e.g. experienced bereavement, personal care difficulties or challenges or self-injurious behaviour.	✓✓✓	
Qualifications & Training	**Essential**	**Desirable**

Undergraduate or Postgraduate degree in Speech and Language Therapy	✓✓✓	
Evidence of expert level knowledge, skill and expertise in specialist areas of practice relevant to the cohort of pupils in OFG services.	✓	✓developing
Post graduate qualifications or evidence of advanced practitioner status.	✓	✓
HCPC and RCSALT registered (in date)	✓✓✓	
Willingness to attend training courses and work towards further qualifications relevant to the client group.	✓✓✓	
Other	**Essential**	**Desirable**
Commitment to the values of the organisation	✓✓✓	
Full driving license and access to a car	✓✓	✓(in some cases essential)
Ability and willingness to travel to different sites within a reasonable distance	✓✓✓	
Ability and willingness to travel on company business	✓✓✓	

Flexible approach to working environments and solution focused when challenges arise	✓✓✓	
Able to work under pressure and to deadlines whenever needed	✓✓✓	