

# Candidate Information Pack

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## WELCOME

### Dear Candidate

Firstly, I would like to say a big thank you for thinking about joining the Outcomes First Group family. I am really looking forward to receiving your application for the post of \_\_\_\_\_ in the \_\_\_\_\_ clinical hub. This candidate pack will support you with your application and provide you with all the information required.

### OFG Growth & Development

Outcomes First Group is committed to making sure each and every person we educate and care for has the best possible experience with us, opportunities to be happy, and is prepared for their transition to adulthood.

As the UK's leading education, care and fostering provider, we're able to demonstrate the tangible impact that our services have on the people we support.

Everyone who works in and with our Outcomes First Group family has a role to play in building incredible futures.

We judge our success on the positive change we inspire and the lives we improve, and by focusing on this aim above everything, we make a real difference each day.

Striving for 'incredible' means analysing our impact, being open and honest at every turn, and innovating so that we continually improve. When change needs to happen, we work together to bring everyone with us, and when we achieve our goals, we celebrate what we've achieved.

### OFG Future Plans

Due to the size of Outcomes First Group, we have split the clinical team into smaller 'hubs'. We understand the importance of having support and guidance within a clinical role, and this ensures that you can always contact your senior team as required. Within each hub, we offer monthly line management, clinical supervision and regional forums to support development. Continuous Professional Development (CPD) opportunities, clinical forums and training are also offered by the Outcomes First Group.

As a company, we recognise the importance of having clinical teams within schools to aid development and achievement. Using strategies which are underpinned by evidence-based practice, such as the Wellbeing strategy, the Options Autism strategy and Trauma Informed Practice strategy, we can continuously offer the best

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environment and support for our children and young people. The clinical hubs are established and follow guidance from OFSTED.

In your clinical hub, you will work across a range of settings, this will be \_\_\_\_\_ (name of school/s) and \_\_\_\_\_ (no of) residential homes.

The Outcomes First Group continues to grow and develop as a company, learning from our members of staff and listening to them to understand how our services can move forward. I am looking for a candidate who is enthusiastic and is driven by the successes of young people to join our expanding team.

Thank you for your interest in Outcomes First Group and this role. I wish you every success with your application.

Yours sincerely,

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Dr Carly Pointon

## ABOUT THE OUTCOMES FIRST GROUP

Have a look at our website to learn more about the area you are applying for, whether that is **Acorn Education and Care** or **Options Autism**.

Here you can read more about our success stories, what OFG's vision, mission, promise and strategies are, as well as to view the members of our executive board.



[www.outcomesfirstgroup.co.uk](http://www.outcomesfirstgroup.co.uk)

## HOW IS THE OUTCOMES FIRST GROUP ORGANISED?

Outcomes First Group is one family split into two brands: **Acorn Education and Care** and **Options Autism**.

### Acorn Education And Care

At Acorn Education and Care, we support children and young people to take those early steps. We support children and young people who have complex needs. These could be behavioural, emotional, social, learning or physical needs, or a combination.

Through our schools, residential homes and other services, we tailor our care to each individual, empowering them and their families to enjoy fulfilling, rewarding lives.

### OptionsAutism

At Options Autism, we are specialists in autism, supporting children, young people and adults to achieve their own personal success. From the moment we meet them, everything we do is tailored to them. We empower them to flourish and live happy lives with all the support and encouragement they need.

We offer a pathway of services carried out by highly trained specialist staff across our education, care and therapeutic teams. We believe in a person-centred approach to education and care, looking at the full needs of each individual and adapting our support approach accordingly.



Options Autism has recently launched an innovative new Autism Strategy. The main objective is to continually progress in our approach to education provision in an environment conducive to the strengths and needs of autistic young people within our schools.

The strategy emphasises the importance of genuine engagement and empathic relationships to increase every individual's experiences of meaningful achievements and positive emotions. It has been created and refined, through a review of current autism literature and consultation from the Lived Experience Expert Panel, made up of autistic adults and parents of autistic young people, a clinical multi-disciplinary team and the OFG Advisory Board. The foundations of the strategy are three core principles: Ask, Accept and Develop.

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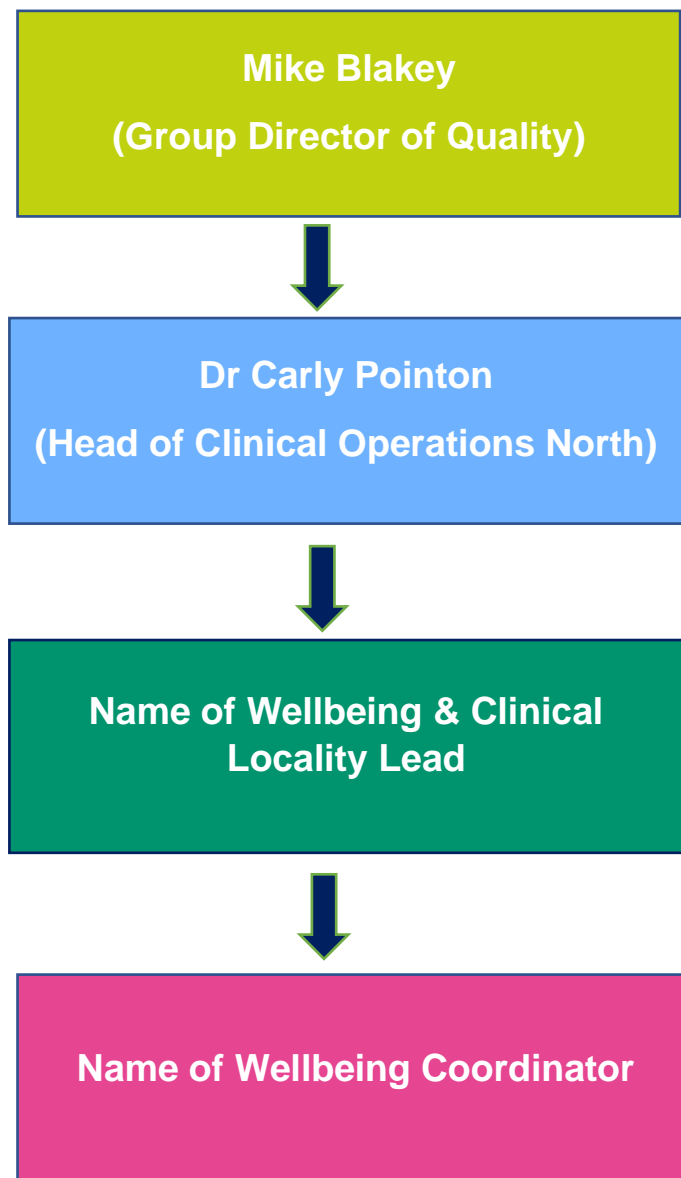


## HOW IS YOUR HUB ORGANISED?

The role that you are applying for is in the \_\_\_\_\_ clinical hub. Your Wellbeing & Clinical Locality Lead is \_\_\_\_\_ and your Wellbeing & Clinical Coordinator is \_\_\_\_\_.

The hub is organised in a way that you will always be able to speak with someone to gain support for your role. Your line manager and clinical supervisor may be different, depending on your area of speciality.

## ORGANISATION CHART



## MEET THE TEAM



**Mike Blakey**

**Quality Director**

**What I enjoy most about working at Outcomes First Group:**

*"I joined the Outcomes First Group because I wanted to be able to positively influence the care and education of thousands of young people. No two days are the same in this job and I love the passion and commitment of our staff."*

Mike is our Group Director overseeing the quality of our fostering, schools and residential services. Mike is a former inspector of schools, children's centres and teacher training and he previously worked on behalf of Ofsted and several overseas inspectorates. Mike is a leader of education and children's services with a proven track record of rapid service and school improvement. Mike's experience spans education and children's services in local government, health and social care in the statutory, private and third sectors. Mike holds a private helicopter pilot's license and loves flying and for the past 25 years he's been a member of one of the busiest mountain rescue teams in the UK.

**Dr Carly Pointon**

**Regional Clinical Head (North)**

**What I enjoy most about working at Outcomes First Group:**





## **Wellbeing & Clinical Locality Lead**

**What I enjoy most about working at Outcomes First Group:**



# OUTCOMES FIRST GROUP VISION, MISSION AND PROMISE



## OUR VISION

This is our aspirational statement – a rallying call that declares what we want to be. It's what we want everyone in the Outcomes First Group family to feel when they get out of bed each morning.

**We will build incredible futures by empowering vulnerable children, young people and adults in the UK to be happy and make their way in the world.**

Our vision emphasises how we try to help all vulnerable children, young people and adults – those in our care and others too – through our influence, size and scale.

Most importantly, it's about helping each individual to be happy, encouraging them to understand their place in society and empowering them to work out how they're going to make their way in the world. While we can't physically do this for them, we can and do act as guides to their futures.



## OUR MISSION

In line with our vision, our mission outlines how we aim to turn our statement of intent into reality. It embodies who we are and what we do.

**We exist to improve the lives of those we educate and look after, their families and communities through a relentless focus on learning and caring.**

Our mission makes clear that we don't only support children, young people and adults by assisting with their education and care, but also their families and the communities in which they live

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## OUR PROMISE



We are kind to ourselves and each other



We work together



We make things happen.

## Our Vision



We will build incredible futures by empowering vulnerable children and adults in the UK to be happy and make their way in the world.

## Our Mission

Every day we improve the lives of those we educate and look after, their families and communities through a relentless focus on learning and caring.



## Our Promise

We are kind to ourselves  
and each other...

we work together...

and we make things happen.

Outcomes  
First  
Group.

**One Family Building Incredible Futures Together**

## THE WELLBEING STRATEGY

The Wellbeing Strategy embeds a culture of positive wellbeing for all staff throughout Outcomes First Group care and education. The strategy uses the image of a rainbow to highlight the different wellbeing responsibilities throughout all the OFG job roles and specifically defines clinical input into universal, enhanced and specialist domains.



The Wellbeing Rainbow ensures that the needs of the children and young people who live and learn with OFG are met, whilst supporting the staff teams and foster carers with clinical advice, training and reflective practice. The Wellbeing Rainbow recognises the strength of inter-disciplinary working and our robust system of clinical governance ensures that all clinical assessments and interventions are informed by the most current research theory and evidence base.

## JOB PURPOSE

You will be working as part of a multidisciplinary team to provide a specialist Speech and Language Therapy service. You will work collaboratively with the team, the service and the wider community teams to promote the wellbeing and best interest of the young people and support them to achieve their goals, aims and objectives. You will undertake all aspects of your duties, working within ethical frameworks as per the requirements of professional conduct.

You will be expected to provide advice, information and training for staff members and others such as family, carers and Local Authorities in multiple subject areas.

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Professional development of staff in your setting should be supported through dissemination of understanding, knowledge and good evidenced based practice.

## JOB DESCRIPTION AND SALARY

**Title: Speech and Language Therapist**

**Location:**

**Hours: 37.5 hours per week**

**Salary:**

**£28,000-£33,000 (depending upon experience)**

**Managerially accountable to:**

### **Role Summary:**

This role is suitable for newly qualified Speech and Language Therapist/ Speech and Language Therapists new to this clinical area. You will receive regular clinical supervision to support you through your newly qualified therapist competencies. As a registered practitioner you are personally responsible for your professional practice and maintenance of CPD. You will work closely with your supervisor to create a responsive service in the schools/care homes where you work, and to ensure that wherever possible evidence-based practice is delivered in line with OFG policies and guidelines. You will work collaboratively as part of a multi-disciplinary team to promote wellbeing and the best interests for your client group. As part of the multi-disciplinary team, you will assess and treat individuals within the service, delivering meaningful activity within an individual and group environment. You will be required to do screening and assessment as required, with report writing being supported by your supervisor initially. You may work with a therapy assistant on site to deliver intervention programmes.

**Title: Specialist Speech and Language Therapist**

**Location:**

**Hours: 37.5 hours per week**

**Salary: 34,000-£41,000 depending upon experience**

**Managerially accountable to:**

**Role Summary:**

This role requires specialist assessment and treatment of children and young people with complex needs, so you will require a minimum of 3 years clinical experience in this area. As a registered practitioner you are personally responsible for your professional practice and maintenance of CPD. You will work closely with your team to create a responsive service in the schools/care homes where you work, and to ensure that wherever possible evidence-based practice is delivered in line with OFG policies and guidelines. As part of the multi-disciplinary team, you will be responsible for performing comprehensive speech and language therapy evaluations and deliver meaningful activity within an individual and group environment. You will be required to compile specialist reports and assist with supervision of junior Speech and Language Therapists, therapy assistants and students as required. Your clinical duties will include supervision, preparing and delivering training, attending forums and completing audits and risk assessments. You will be expected to hold a full case load in a busy service with supervision from a senior therapist.

**Title: Highly Specialist Speech and Language Therapist**

**Location:**

**Hours: 37.5 hours per week**

**Salary: £42,000-£48,000 depending on experience**

**Managerially accountable to:**

### **Role Summary**

In line with the seniority of this post, the post holder may be required to undertake delegated line management of others within the Professional & Clinical Multi-disciplinary Team and be located as a regional role to ensure activity meets the agreed expectations of the Regional Head of Children's Wellbeing and Clinical Services and relevant Regional Director. This role requires highly specialist assessment and treatment of complex cases. You will require at least 5 years of work experience in this clinical area, and be able to manage a varied complex case load. As a registered practitioner you are personally responsible for your self-directed learning and of CPD. You will be required to deliver a highly specialised service that is evidence-based and in line with OFG policies and guidelines. You will be expected to hold a full case load in a busy service with supervision from a senior speech and language therapist, wellbeing coordinator or clinical lead. As part of your role, you will be responsible for developing bespoke programmes for therapist assistants, teachers and carers. Your clinical duties will include supervision, some leadership responsibilities, supporting student placements, preparing and delivering training, attending forums, preparing budgets, ordering equipment and completing audits and risk assessments.



## **Key Stakeholders:**

### **Internal:**

- Other staff within the Clinical and Professional team
- Staff in other departments within the Centre
- Staff in other Centres in the Region
- Central Office Staff

### **External:**

- The Relatives, advocates and others of the children, young people and young adults we support
- Placing Authorities and Service Providers
- Registration, Regulatory and Inspection bodies
- Local Services – Statutory, Voluntary and Community
- Neighbours

## **Key Responsibilities:**

- Professional and Clinical
- To carry out Speech and Language Therapy assessments of children/ young adults with diverse presentations to identify needs and develop and support the delivery of individualised intervention programmes
- To model standards of best practice in line with Care Quality Commission outcomes and the principles of Clinical Governance within own professional activities
- To make decisions about treatment options taking into account relevant evidence-based research, theory, practice and highly complex factors concerning historical and development processes which have shaped the specific client group and their families
- To formulate plans for the treatment, management and support of the specific client groups based on sound SALT understanding; that employs evidence-based practice and that are integrated into the overall education, care and treatment plans
- To provide specialist expertise in SALT principles and techniques through advice, supervision and consultation with other members of staff
- To work with own caseload and to provide specialist assessment and intervention
- To undertake direct intervention with service users
- To provide specialist advice, consultation, teaching and training within the service and to external agencies.
- To participate in the process of the assessment of referrals
- To be responsible for monitoring and evaluating risk to/from the specific client group within own caseload and during advice and consultation offered to others
- To attend and contribute, as a specialist clinician, to multi-disciplinary and multi-agency meetings as appropriate and when required
- To work as a key member of the multi-disciplinary team which encompasses the education, residential and clinical services
- To ensure appropriate liaison with professionals from external agencies in relation to shared cases, including agencies working with the specific client groups and their carers
- To communicate and share information in a highly skilled and sensitive manner with young people, families, other professionals and agencies using the highest levels of interpersonal skills in situations which are likely to be highly emotive and sometimes confrontational

- To ensure that all members of the team have access to an SALT based framework for the understanding and care of clients, through advice and consultation, clinical supervision and the dissemination of knowledge, research and theory
- Ensure that standards of excellence are maintained, especially in relation to SALT programmes for the individuals within the designated services
- To participate in the evaluation of clinical work
- To contribute to the development of best evidence-based practice within the service
- To exercise professional responsibility based on the Code of Professional Conduct and Ethics of the relevant SALT professional body
- To maintain the highest standards of clinical record keeping and report writing

#### **Staff:**

- To support and participate in the recruitment of SALTs and other staff across the region as requested by the Regional Head of Wellbeing and Clinical Services
- Undertake agreed delegated management responsibilities on an ongoing basis, in support of the Line Manager, for example supervisions, annual appraisals, probation reviews, return to work meetings and manage sickness and absenteeism, involvement in disciplinary, capability, grievance and other people management procedures in accordance with Company policy
- To offer training, observation, explanation and modelling to staff within the services and support them to carry out their tasks
- Raising awareness of Company policies and procedures and standards set by the Regulatory Body to staff members
- Delegate responsibilities based on competence of staff and needs of the Company and review in order to promote teamwork and communication, in accordance with Company policy
- Ensure that staff exhibit the values set out by the Company and uphold standards of behaviour in accordance with Company policies
- To contribute to the clinical training of students as appropriate and provide formal feedback to the relevant training body

#### **Teaching, Training and Supervision:**

- To provide specialist advice, consultation and training to all employees, contributing to the development of effective and properly evaluated ongoing staff development and in-service training
- To provide presentations, training, advice and consultations to other agencies, as appropriate
- To continue to develop expertise in the area of professional post-graduate training and clinical supervision

#### **Policy and Service Development:**

- To contribute to the senior operational management team to promote, support, initiate, implement and evaluate agreed service developments and projects, drawing on the analysis of needs, using evidence-based evaluation of outcomes and following best practice guidelines

- To participate in and take the lead in multi-disciplinary meetings and generate written protocols and policies concerned with the delivery and development of clinical services by providing an 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
- To comply with service standards and practices to ensure that safe practices are always maintained
- To act in accordance with the policies of the organisation and relevant SALT professional body

### **Administration and IT:**

- To maintain records consistent with the current legislation
- To undertake the administrative duties appropriate to the tasks
- To be aware of the mechanisms of Clinical Governance, Quality Assurance and audit of SALT services
- To be competent in the use of basic IT packages. To maintain comprehensive clinical notes & consultation records
- To develop a skill base in the administration and analysis of a range of IT packages as required

### **Research and Service Evaluation:**

- To participate in audit and evaluation of all clinical activity within the post and provide such information for the purpose of service monitoring and development
- To utilise theory evidence-based literature and research to support effective practice
- To represent a professional viewpoint in relation to nationally accepted good practice and to ensure a high level of ethical standards and professional conduct
- To contribute to professional, academic journals and conferences as a means of developing the service, the evidence base and disseminating good practice
- To undertake appropriate agreed research

### **General**

- Ensure awareness that the service operates to agreed budgets and contribute to keeping within these budgets as instructed
- Exercises vigilance in respect of Health and Safety and promptly report all hazards and/or remedying them where appropriate. Undertake all duties in a manner calculated to minimise or avoid unnecessary risks, personally or to others
- Operates at all times in accordance with company policies and procedures, with particular reference to Safeguarding, Child Protection, Whistleblowing, Complaints and Representations and Behaviour Policies
- Participate in team meetings, supervisions and annual reviews in accordance with Company policy and the standards set by the Regulatory Body

- Work to promote the service as a valued, professional asset within its community and also to promote a culture that individuals and staff conduct themselves at all times in a manner that reinforces this image
- Ensure that all actions are in the interests of the children/ young adults that we support and the Company
- To work to and exhibit the values of the Company and maintain standards of behaviour in accordance with Company policies, procedures and practices
- To carry out any other reasonable and relevant duties as required by Clinical and Wellbeing Locality Lead or Regional Head of Wellbeing and Clinical Services
- Managing own Performance and Development
- Being aware of and complying with policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate designated person
- Contributing to the overall ethos/work/aims of the company
- Appreciating and supporting the role of other professionals
- Attending relevant meetings as required
- Participating in training and performance management as required
- Achieve challenging professional goals
- Take responsibility for your own professional development

#### **Health and Well-Being:**

- Be aware of the current legal requirements, national policies and guidance on the safeguarding and promotion of the well-being of children and young people
- Know how to identify potential abuse or neglect and follow safeguarding procedures
- Know how to identify and support children and young adults 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

#### **Team Working and Collaboration:**

- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
- The above serves as a guide and is not exhaustive; all professional staff are expected to undertake other duties and projects as may be reasonably required by their Line Manager / Clinical and Wellbeing Locality Lead / Regional Head of Wellbeing and Clinical Services or Head of Service/Principal/Head teacher/ Head of Care / 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.

## PERSON SPECIFICATION

Criteria		Essential	Desirable
Qualifications	Registered Speech and Language Therapist (HCPC)	✓	
	Evidence of continuous professional development	✓	
Experience	Experience working as an Speech and Language therapist within a similar area of practice: LD, SEMH or ASD service for 3/5 years.	✓	
	Ability to work under pressure and to deadlines	✓	
	Clinical problem-solving ability	✓	
	An understanding of physical needs, dexterity, coordination and sensory skills for assessment and treatment of young people	✓	
	Ability to assess young people's needs and formulate a treatment plan, from a range of SALT modalities	✓	
Skills and abilities	Ability to teach, train and present to a variety of people using various techniques including IT.		✓
	Ability to communicate effectively to all including families, carers, Local Authorities and wider communities	✓	
	Ability to keep legible and accurate records	✓	

	Ability to be autonomous including when organising, delegating and prioritising.	✓	
	Able to supervise others		✓
Personal qualities	Good team player in all areas	✓	
	Ability to motivate self and others	✓	
	To be flexible to the changing needs of the YP and service	✓	
	Responsible and reliable	✓	
	Good organisational skills	✓	
	Able to use initiative and be innovative	✓	
	Able to work under pressure	✓	
	Professional appearance	✓	



## BENEFITS & REWARDS

**Benefits and Rewards - We offer a market-leading Flexible Benefits Platform, Vista, which enables you to adjust your benefits to suit your circumstances.**

- £2,000 training allowance for new starters
- An extra day's holiday for 'One Moment in Time', a special day of your choice (birthday, child's first day at school etc.)
- Professional support network
- Contributory Pension
- Employee Rewards Hub – access to discounts, offers and cashback with 100's of discount options valid in the UK and abroad
- Career pathways and a dedicated learning and development team
- Cycle to Work scheme
- Free parking
- 'Your Wellbeing Matters' Programme
- Employee Assistance Programme
- Salary Finance
- A wide range of health, wellbeing, and insurance benefits
- Electric Car Purchase Scheme
- Critical illness cover
- Free meals when working at schools that have dining halls



## FREQUENTLY ASKED QUESTIONS

### How many days holiday do I get?

The regular allocation of annual leave is 30 days, plus Bank Holidays.

### Do Outcomes First Group offer sick pay?

Yes – initially five days if in full time employment, but this will increase for every 12 months with the company until 4 years of service.

### When will I find out if I have been successful?

We will contact you if your application has been successful to arrange an interview. We will give you details on when you will find out if you have been successful during your interview.



## **Am I buddied up with anyone when I first come to Outcomes First Group?**

Yes, you will be buddied up with someone who will support you through your first few weeks at Outcomes First Group. Ongoing support will be provided by your Wellbeing Coordinator and Clinical Lead.

## **Will pre booked holidays be honoured?**

Yes – please mention these at the interview stage.