

JOB DESCRIPTION: Team Lead Speech & Language Therapist

Job Title: Paediatric Speech & Language Therapist & Team Lead
Client Group: School and Clinic Case Load
Reports to: Directors / COO

RESPONSIBILITIES:

Core activities

- To manage speech and language needs of clients by:
 - Providing assessment using standardised and non-standardised tools for clients aged 0-18 years
 - Writing comprehensive, accurate and detailed reports
 - Providing appropriate intervention, individual or group
 - Identifying appropriate outcomes to inform treatment provision and pathway
 - Evaluating treatment outcomes
 - Attending case discussion, school/family meeting or EHCP (Education, Health, and Care Plan) reviews
 - Offering advice and support to parents, carers and relevant others about individual clients and demonstrating practical procedures where appropriate
 - Advocating for child and family needs
 - Working within scope of practice and specialism and making onward referrals as necessary
 - Reviewing and discharging when appropriate
 - To be responsible for managing a defined caseload and advising line manager of any difficulties with this
 - Working with and supervising assistants, junior therapists, or students
 - Working collaboratively with colleagues from other professions and agencies, in particular schools
 - Maintaining accurate, up-to-date records for each client
 - Providing training to external agencies as a representative of London Children's Practice.

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
- Achieving challenging professional goals
- Taking responsibility for your professional development
- Maintaining up-to-date records of CPD (Continuing Professional Development), supervision and individual professional development plan
- Seeking out individual learning opportunities internally and externally to London Children's Practice
- Ensuring you are adequately prepared to perform duties required of you
- Managing own sick leave by following report and communication procedures

Clinical governance

- Adhering to national and local standards relating to professional practice and maintaining quality standards of service
- Adhering to HCPC (Health Care Professions Council) ethics and guidelines and working within your scope of practice
- Continuously developing clinical expertise and achieving goals set for personal and professional development, with reference to RCSLT guidelines
- Maintaining up-to-date knowledge of:
 - Relevant clinical developments
 - Relevant legislation
 - Employers' policies and procedures
- Complying with health & safety guidance
- Complying with safeguarding policy and guidelines
- Representing LCP's core values at all times
- Notifying LCP of any changes to your registration or criminal history

Team role

The role of a Team Lead within LCP is to oversee and support your direct reports within their day-to-day role. You will be their first point of reference within their workday. You will work directly with the Director of your Department to provide feedback as required.

In addition to your responsibilities as a therapist, these are the Team Lead responsibilities:

Communication and Relationships

- Supporting individual team members on day-to-day needs and problem-solving issues that arise with your team members.

- Communicating and disseminating information on news, policies and procedures to team members.
- Checking-in on mental-health and wellbeing, referring on to Wellbeing team as required. Further supporting with wellbeing plan implementation as required.
- Responding to staff queries in a timely manner & directing staff to appropriate individual as required.
- Mediating and resolving conflicts between staff members.

Planning and Organisation

- Ensuring team members are updating the calendar and that it is accurate and reflective of their day-to-day.
- Ensuring you have an overview of where staff are working (schools, clinic, office or working from home).
- Holding fortnightly huddles with your team & 1:1 check-ins on the opposite week.
- Managing periods of sick-leave and supporting return to work.
- Approving and managing annual leave.

Policy and Service Development

- Adhering to LCP/OFG policy and ensuring all team members do the same.
- Delivering on identified projects and/or contributing to wider project delivery.
- Engaging with staff within scope of role, and/or directing them to the correct person as required.
- Reporting and Feeding up to Directors/COO
 - Any requests outside of general policies
 - Any performance-related issues, concerns or positive achievements
 - Any ideas of projects/services
- Collating team members' PDP and summaries in preparation for reviews/appraisals