

Hollybank Trust - Job Description

Job Title:	Speech & Language Therapy Assistant
Reporting To	Clinical lead for Speech & Language Therapy
Overall Aim:	To work within the Speech & Language Therapy team, providing implementation of communication and eating/drinking interventions to children and adults with complex difficulties.

<i>Main Responsibilities:</i>	
<i>Role Specific</i>	
Patient and Client Care	<ul style="list-style-type: none"> To facilitate speech and language therapy sessions (both group and individual) offering guidance to other staff. To ensure correct implementation of speech and language therapy programmes to children and adults across the Trust, including the community houses, providing advice to others regarding the implementation of these programmes when required. To provide advice to others regarding communication and eating difficulties with the support and guidance of qualified Speech and Language Therapists. To identify any problems/concerns and to report these back appropriately. To ensure a sensitive approach at all times with an awareness of the emotional needs of the children and adults, especially when imparting distressing information. To employ appropriate strategies to manage any challenging behaviours in the workplace. Adapt clinical practice and communication style to suit the needs of the children, young people, and adults. To work independently at times, without direct supervision. To use a range of common and specialist IT equipment and programmes for admin tasks, preparation of therapy materials, and direct support of the children, young people, and adults in our care.
Communication and Relationships	<ul style="list-style-type: none"> To provide and receive routine information orally, in writing or electronically to inform work colleagues, children, young people and adults, their carers or other external contacts. To produce and update care plans and guidelines with the support and guidance of qualified Speech and Language Therapists. Develop productive relationships with the wider therapy and MDT team. Represent the department in a professional manner at all times.
Knowledge, Training and Experience	<ul style="list-style-type: none"> To understand a range of clinical procedures and practices, some of which are non-routine, which require a basic level of theoretical knowledge. To demonstrate an understanding of Alternative and Augmentative Communication (AAC) Strategies and be willing to develop skills in the programming of high-tech AAC devices. To understand the MCA and support staff and individuals in relation to this. To demonstrate understanding of higher risk eating & drinking issues. Support high risk individuals with oral intake under guidance from a dysphagia trained SLT.
<i>General</i>	
Best Practice	To maintain an awareness and keep updated with the latest initiatives and thinking, sharing new ideas with colleagues in order to improve organisation performance.
People Development	To participate in supervisions, PDRs and continuous training and development, and to seek ways of continually achieving self-development and career enhancement; to support the future skills requirements of the Trust. To ensure training needs are regularly identified and assessed and action is taken to develop skills including PDRs completed in a timely manner.

Attitude	To act as a professional and positive ambassador for Hollybank in order to support the Trust's mission and profile.
Policy promotion	<ul style="list-style-type: none"> To actively promote the Trust's Equal Opportunities, Health and Safety, Disability Awareness and Data Protection policies and all other existing policies. To ensure that the Trust operates effectively, fairly, and in line with legislative requirements at all times.
Risk Management	To assist the Head of Department in the process of developing risk management strategies in order to safeguard the interests of the Trust.
Safeguarding	To adhere to and follow the Trust's Safeguarding procedures in order to protect the safety of all children, young people and adults.
Confidentiality	In line with the Data Protection Act you will see the use and safe sharing of information as part of their responsibility. You will ensure you work in line with our data protection and information governance policies and procedures protecting and respecting the privacy of our children, young people and adults.
Flexibility	To carry out such other duties as may reasonably be required from time to time to meet the evolving needs of the organisation.
<i>Competency Behaviours & Attitude</i>	
Personal Effectiveness	To deliver high-quality services that make a real difference to the service users you work with, and take personal responsibility for the health, safety and wellbeing of others.
Working Together	To work in a collaborative way, developing and maintaining positive relationships and treating people with empathy and respect.
Positive Attitude	To support and encourage positive changes and new ideas by working with our internal and external service users to meet their needs and by embracing new ways of working to enhance what we do.
Developing Self and Others	To be effective at developing yourself and others and communicate well.
General Attitude	To act as a professional and positive ambassador for Hollybank Trust in order to support the Trust's mission and profile.

Hollybank Trust is committed to developing the skills of its people, in line with its Investor in People status. If you have any query about your own personal development, please speak to your line manager.

HR Office use only

Regulated Activity	Yes <input type="checkbox"/> No <input type="checkbox"/> Notes
Last updated	02/07/2021 – JB updated format



Person Specification

<i>Requirement</i>	<i>Essential or Desirable</i>	<i>How Assessed?</i>
<i>Qualifications/Education/Training:</i>		
Literacy and Numeracy skills to GCSE level or equivalent	Essential	Application Form/Certificates
Advanced Computer Skills (Microsoft Word, PowerPoint etc.)	Essential	Application Form/Certificates
Makaton Beginners / Foundation Workshop	Desirable	Application Form/Certificates
Mental Capacity Training	Desirable	Application Form/Certificates
<i>Experience:</i>		
Experience working with people with communication difficulties	Essential	Application Form/Interview/References
Experience of different Alternative and Augmentative Communication (AAC) approaches	Essential	Application Form/Interview/References
Experience leading groups	Desirable	Application Form/Interview/References
Experience directing other staff members.	Desirable	Application Form/Interview/References
<i>Work Attributes</i>		
Ability to work in a team and on own initiative	Essential	Application Form/Interview/References
Ability to prioritise work and see tasks through to completion	Essential	Application Form/Interview/References
<i>Personal Attributes:</i>		
An excellent communicator	Essential	Application Form/Interview/References
Ability to work flexibly	Essential	Application Form/Interview/References
Ability to give and receive constructive feedback	Essential	Application Form/Interview/References
Full UK Driving Licence	Desirable	Application Form/Interview/Licence

The Trustees reserve the right to amend this document as necessary, after consultation with the individual concerned, in order to reflect changes in organisational requirements and ensure that the future goals of Hollybank Trust are successfully achieved.