



Crowdys Hill School

Crowdys Hill School **Lead Speech & Language Therapist**

Term Time only

Full or Part Time (minimum of 3 days)

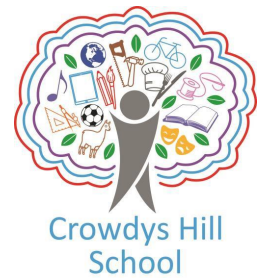
Full-time

£42,000 - £47,231 (pro rata)
dependent on experience

Part-time

3 days per week actual salary £27,243-£30,636
dependent on experience

4 days per week actual salary £36,324-£40,848
dependent on experience



Thank you for your interest in the vacancy at Crowdys Hill School.

These guidance notes are designed to provide you with information to help you complete your application form correctly and give you information about our and on our recruitment process and associated policies. You should read all the guidance notes prior to completion of the application form. If you would like any further advice regarding the vacancy or the recruitment process, please contact Trudy Topp Senior Admin Manager at Crowdys Hill School – 01793 312266 or email ftopp@crowdyshill.swindon.sch.uk

When completing the application form, please refer to the following information:

Job Description – this details the main duties and requirements for the post and provides an understanding of the role.

Person Specification – this describes the skills, knowledge and experience required for the post.

Advertisement – this will give you brief details of the job and key dates of the recruitment process.

Please ensure you complete all parts of the application form, unless otherwise indicated, preferably electronically. **Curriculum Vitae (CV's) are not accepted.**

The application form will be used to assess your skills, knowledge, and suitability for the job against the criteria on the person specification, so please ensure it is accurate and complete.

If you require additional space, separate sheets will be accepted, but please ensure they are attached securely to the back of the application form or as attachments if submitting electronically.

Late applications will not normally be considered.

We reserve the right to contact any of your previous employers/educational establishments to verify the information provided.

Personal Details

Only personal information required for processing your application is requested in the main body of the application form.

Disabled Applicants

As an equal opportunity employer, we welcome applications from disabled people. Disabled applicants meeting all the essential criteria will be shortlisted for interview or test.

If you consider yourself disabled, **please indicate this on the form in the appropriate section** also indicating if you require any adjustments and/or adaptations in order to attend for interview.

Equal Opportunities

To view the Equal Opportunities Policy in full, please visit <https://crowdyshill.swindon.sch.uk/policies.html>

SAFEGUARDING

Safeguarding students at Crowdys Hill is a priority. All appointments to posts are made through stringent adherence to the requirements of 'Keeping Children Safe in Education' (most recent edition). The school maintains a cohort of staff trained in Safer Recruitment and the trained colleague(s) most appropriate to this post will participate in the selection process.

All staff will be trained annually in Child Protection requirements. Cognisant of Part 1 of 'Keeping Children Safe in Education', (most recent edition), staff are required to refer all Child Protection concerns to the Child Protection trained staff team in their school (recognising that they can refer directly themselves in extraordinary circumstances). Those trained in Child Protection are identified throughout school documentation and on the school's website.

Within their work, employees are required to identify, attempt to prevent, or at least minimise the risk of interpersonal abuse or violence; safeguarding children, other vulnerable people, and themselves. This includes the timely sharing of information with appropriate colleagues to enable action to be initiated and protection to be afforded to both students and/or colleagues as needed.

All employees are required to be aware of and update colleagues, as appropriate, to comply with current legislation and statutory guidance which will affect their practice in role and must adhere to all policies and protocols of Crowdys Hill School.

We are committed to keeping children and young people safe from harm and abuse and to promoting their welfare, and we expect that everyone who comes to work for us will share the same commitment. Fulfilling this responsibility includes making sure that our recruitment process includes a range of measures to identify those who may be unsuitable to work with children and young people.

In accordance with the provisions of the Data Protection Act 1998, and new GDPR 2018, jobholders should take reasonable care to ensure that personal data is not disclosed outside Council procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the Council's written procedures.

To comply with the Asylum and Immigration Act 1998 (as amended by S147 of the Nationality and Immigration and Asylum Act 2002) all prospective employees will be required to supply evidence of eligibility to work in the UK.

This organisation is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Background checks and an enhanced DBS will be required.

This post is exempt from the Rehabilitation of Offenders Act 1974. Crowdys Hill School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Background checks and an enhanced DBS will be required. Further information about what the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 means for applicants is provided on the Application Form.

Applicants must be fluent in the English Language (as a requirement of Part 7 of the Immigration Act – for the effective performance of a customer facing role).

In addition, all roles within the school/college are covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and are subject to an enhanced Disclosure and Barring Service (DBS) (formerly Criminal Records Bureau (CRB)) check. These posts may also be subject to further DBS re-checks at appropriate intervals.

Please note that having a criminal record is not an automatic bar from working with us: whether or not your criminal record has a bearing on the post you have applied for will be carefully considered as part of the recruitment process. This may involve a discussion with yourself about the circumstances and background to your offences.

References

All applicants are expected to provide **three referees**, as detailed on the application form.

If you have just completed full-time education, you will need to provide the name of your Headteacher/Principal or other professional as a reference. If you are self-employed you will need to provide details of individuals/businesses that can provide you with a professional reference.

'Open' references e.g. those addressed "To Whom It May Concern", will not be accepted.

Supporting Documents

All applicants called for interview will be required to provide original evidence for the following:

For interview:

Eligibility to Work in the UK**

When employment is offered:

Identity*

DBS (formerly CRB) application form*

Qualifications/Training*** – if applicable

Confirmation of Registration with the relevant Professional Body – if applicable

Driving documents – if applicable

We **will not** be able to confirm an offer of employment until we have confirmed the above and received suitable references.

* Details of what documentary evidence you can provide will be detailed on the invite to interview letter, alternatively please refer to

http://www.direct.gov.uk/en/Employment/Startinganewjob/DG_195811

** In accordance with the Immigration, Asylum, and Nationality Act 2006, all candidates are required to provide proof of the Right to Work in the United Kingdom. For further information please refer to <https://www.gov.uk/browse/visas-immigration/work-visas>

*** You can check the validity/level of any overseas national's qualifications by contacting the National Recognition Information Centre for the United Kingdom (NARIC) www.naric.org.uk

Employment History & Gaps in Employment

To ensure our responsibilities for safeguarding children and young people are met you must ensure your employment history and reasons for any gaps are clearly detailed. This must be a full history going right back to your first employment, giving the month and year of each job. If this is incomplete and you are shortlisted for interview you will be asked to supply this before the interview date.

Private Health Care

After 6 months' employment you will be eligible to join our free private health scheme provided by The Exeter.

Data Protection

The information you provide on your application form and any subsequent information gathered in respect of your application will be held securely, in confidence and processed in accordance with **the Data Protection Act 1998 and the new GDPR Regulations 2018.**

The information you provide will be used in the following ways:

- To assess your suitability for the post
- To confirm information you have supplied, with third parties, as considered appropriate.
- To promote, monitor, and act to ensure our recruitment policies, procedures and processes comply with legislation, our Employment Equality Policy and associated strategies and plans.
- To answer requests for information made under the Freedom of Information Act 2000 or related legislation.
- It will only be disclosed where lawful obligation applies.

Applications and related information in respect of successful candidates will be held securely on computerised and/or manual filing systems in accordance with the Data Protection Act 1998 and the new GDPR Regulations 2018.

All successful candidates must complete a 5-month probation period.

Full details available upon request.

Previous applicants need not apply.

JOB DESCRIPTION



LEAD SPEECH AND LANGUAGE THERAPIST

Salary:

Full-time
£42,000 - £47,231
dependent on experience

Part-time
3 days per week actual salary £27,243-£30,636
dependent on experience

4 days per week actual salary £36,324-£40,848
dependent on experience

Hours: Permanent contract, minimum 3 days up to full time

Accountable to: Headteacher, Assistant Head - Primary

Liaising with: Teaching staff, TAs, Leadership group members, relevant associate staff, external partners, LA staff, Parents and Governors.

“Learning for Life”

Our emphasis on self-improvement and the continuing desire to do what we do well, is integral to the successful delivery of high-quality teaching, learning and support that serves to meet the complex needs of all our students.

Recruiting high quality, specialist staff is of critical importance as part of our improvement process. Each member of our team has individual and specific responsibilities, and we are all aware that our shared responsibility is the strength which underpins the successful promotion of Governing Body principles and the school's aims and objectives.

Our school, and the needs of the students on our roll, demands flexible, solution focussed and positive responses from all staff, who are expected to exercise individual initiative within a team framework. We are, therefore, seeking to employ an outstanding professional to support our speech and language provision here at Crowdys Hill.

Visits to the school are highly recommended and encouraged.

Main Job Purpose

To provide effective line management and training for other therapy staff (including Speech and Language Therapists (SaLTs) and Occupational Therapists (OTs)).

To be responsible for the operational leadership, clinical governance, management and continued development of a Speech and Language Therapy (SaLT) Service for pupils within Crowdys Hill School under the direction of the Headteacher.

To provide a high-quality paediatric speech and language therapist service to a caseload of children with special educational needs in the school setting.

To analyse and record outcomes of the SaLT team to demonstrate effectiveness of the service.

Detailed Job Role

1. Clinical

To work with a specialist caseload of pupils and give specialist assessment and advice to others, where necessary.

To be responsible for providing specialist opinion and advice, differential diagnosis, management, and outcomes for pupils with communication and learning difficulties.

To write reports and updates to contribute to the pupil's annual review and attend professional meetings relative to Child/Young Person (CYP) on the caseload (including annual review meetings).

To deliver high quality therapy either in class or in a small group environment.

Support and audit staff's use of communication friendly strategies employed in the classroom to ensure learning environments are as communicatively accessible as possible.

Coordinate and promote opportunities for parents and other professionals to understand the impact of communication and interaction impairments and support them to gain an understanding of supportive strategies.

Maintain a continued relationship with the parents or carers of pupils on the caseload and inform them of changes to their speech and language provision.

Referral of pupils onto other external agencies if necessary and to initiate and organise appropriate investigations and subsequent follow-up.

Identify own training needs as part of the CPD process in discussion with the Headteacher and to attend training as appropriate through attendance at courses, and professional meetings, etc.

Maintain the highest level of evidence-based knowledge of the specialist field through regular searches of library databases and other information sources.

Seek, implement, and evaluate joint projects with other professionals and specialists' centres. Promote the SaLT department internally and within the wider community as a centre of excellence.

2. Administration

Be responsible for managing the School's caseload of CYP with speech, language, and communication needs.

To ensure that all recording is maintained and up to date. This includes case notes, assessment reports, school intervention reports etc. To provide a high standard of written reports.

To create policies and documentation relating to the therapy support at School, in consultation with the Senior Leadership Team.

Coordinate strategies identified on the School Development plan that relate directly to Speech and Language Therapy Services and be responsible for writing and leading on the improvement and action plan of the SaLT service within the School.

Calculate and interpret performance data against defined measures to monitor and evaluate the effectiveness of service delivery.

To provide pupil statistics in a timely and competent manner (end of year report, and end of term reports).

Promote communication and interaction through strong links with all stakeholders and through contributions to the school newsletter/website.

To support therapy staff with their timetable and caseload, where necessary.

Be responsible for maintaining a budget.

Monitor stock levels in own service area and request new equipment as appropriate within budget constraints.

To be familiar and comply with the contents and impact of relevant legislation relating to the health, education and social welfare of children/young people and their families.

To be an effective member of the transdisciplinary team. This includes working and liaising with occupational therapists, teaching staff, Paediatricians, physiotherapists, and other external agencies to ensure a holistic and informed approach towards therapy and the curriculum.

To maintain confidentiality in accordance with Crowdys Hill School policies.

Maintain appropriate registration with professional bodies.

3. Supervision, training, and management of others

To continue to develop and implement evidence-based practice. Promote evidence-based practice opportunities to all members of the therapy team.

Lead in the development of training programmes that will enable all staff to be proficient at supporting the different areas of communication within the classroom. This may include accredited courses. Regular supervision, appraisal, and management of the therapy team (including SaLTs/OTs/SaLT assistants/Communication Specialist Teachers). Identify the training and development needs of individuals within the team and offer advice/access to training courses where applicable.

4. Clinical Governance

Ensure the service complies with the RCSLT, HCPC and SBC requirements in a School setting. Ensure clinical governance is fully complied with.

Work within the recognised guidelines and legal requirements for paediatric care and SaLT provision e.g. Education Act, Code of Practice, Child Protection, HCPC guidelines.

Maintain the highest level of evidence-based knowledge of the specialist field through regular searches of library databases and other information sources.

5. General

Be responsible for effective time management.

Be responsible for the security, care and maintenance of equipment ensuring standards of infection control and safety are maintained.

PERSON SPECIFICATION: SPEECH AND LANGUAGE THERAPIST

In order to effectively undertake this role, the following attributes have been identified as important for the post holder to have.

Qualifications	Essential	Desirable	A	I	R
Degree in Speech and Language Therapy	✓		✓	✓	
Evidence of continuing professional development relating to children and young people's communication needs	✓		✓	✓	✓
Registered Member of the Health Professional's Council and Royal College of Speech and Language Therapists	✓		✓	✓	
Qualification in leadership management		✓	✓	✓	
Further relevant qualifications incl. dysphagia training		✓	✓	✓	
Experience					
A proven track record of recent successful work with a range of pupils with SEND, especially those with autism and complex needs	✓		✓	✓	✓
Evidence of working in a Special School setting or equivalent	✓		✓	✓	
Recent and relevant multi-disciplinary and multi-agency team working	✓		✓		
An up-to-date knowledge and experience of wider educational and health issues, particularly for students with SEN	✓		✓	✓	✓
An awareness of the EHCP process and SEN practice	✓		✓	✓	
Evidence of the successful and innovative use of ICT	✓		✓		
Evidence of ability to develop positive and effective relationships with students, staff, governors, parents/carers, and other stakeholders	✓			✓	✓
Experience of working with colleagues to raise achievement and participation successfully	✓		✓	✓	✓
Specialist knowledge of Speech and Language interventions e.g. AAC, signing.	✓		✓	✓	
Skills					
An inspirational professional who is imaginative, creative, and visionary	✓		✓	✓	✓
An excellent communicator with knowledge of total communication environments	✓		✓	✓	✓
A team leader who is keen to inspire others within their team	✓		✓	✓	
Ability to make a significant contribution to the development of a creative and practical learning environment	✓		✓	✓	✓
Ability & willingness to share own good practice and encourage others to do the same	✓		✓		✓
Proven track record of having skill to sensitively manage conflict and inspire confidence in students and parents through building positive and sustained relationships.	✓		✓		✓

Attributes	Essential	Desirable	A	I	R
Proven ability to have the resilience to be calm and measured under pressure	✓			✓	
To fully support the Head and SLT and to be personally loyal to the school at all times	✓				✓
High level of integrity, honesty, and fairness	✓			✓	✓
Ability to communicate orally and in writing	✓		✓	✓	
Self-motivated and able to work with initiative	✓		✓		✓
Demonstrate effective time management skills	✓		✓	✓	✓
Readiness to reflect on, evaluate and improve practice	✓			✓	✓
Eye for detail, logical and analytical	✓		✓		✓
Sense of humour with infectious enthusiasm	✓			✓	

These attributes will be identified by means of the application, interview, and references as appropriate.