



**Crowdys Hill
School**

Crowdys Hill School

Speech & Language Therapist (part-time)

Start 1 September 2021 or sooner

**£27,966 - £31,382 (pro rata) – starting point dependent on
experience**

2 days per week

Closing Date – Monday 19 April 2021 (9am)

Interviews Week Commencing 26 April 2021



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 ttopp@crowdyhill.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://crowdyhill.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.

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.

Full details available upon request.

JOB DESCRIPTION

SPEECH AND LANGUAGE THERAPIST – PART TIME

Salary:	£27,966 - £31,382 (pro rata) – starting point dependent on experience
Hours:	Permanent contract, 2 days per week (maybe the opportunity for more in the future)
Accountable to:	Senior Speech & Language Therapist, Headteacher, Deputy Headteacher
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.

Crowdys Hill is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All positions will require an enhanced Disclosure and Barring Service (DBS) check and registration with the DBS update service together with all other relevant recruitment checks including obtaining references.

Visits to the school are highly recommended and encouraged.

MAIN JOB PURPOSE

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

Detailed Job Role

1. Clinical

To work with a specific caseload of pupils in collaboration with the senior Speech and Language Therapist.

To provide opinion and advice, differential diagnosis, management and outcomes for pupils with communication and learning difficulties.

To be responsible for providing high quality assessment and recommendations for pupils enrolled at Crowds Hill School and to disseminate results and progress to relevant parties within the schools setting and parents/carers at home.

To create individual speech and language therapy targets relating to the pupil and to disseminate accordingly.

To write reports and updates to contribute to the pupil's annual review.

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

To work closely with colleagues to ensure Speech and Language practices are embedded within everyday teaching and learning.

Contribute to the development ongoing specialist education and training development of staff within the school

Consult with teachers and teaching assistants regarding the classroom management of language and communication needs in relation to specific children or groups of children within the classroom.

Maintain a continued relationship with the parents of pupils seen and inform them of changes to their speech and language provision.

Attendance at professional meetings (including annual reviews) of pupils on your caseload.

Referral of pupils onto other external agencies if necessary i.e. Dysphagia

Maintain own clinical skills in line with the current evidence base.

Encourage use of different Total Communication approaches within the school environment including signing, communication aids, AAC and visual support strategies.

2. Administration

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 be responsible for managing own personal timetable (in consultation with the Senior Speech and Language Therapist).

Participating in normal school rota duties including break cover.

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 as well as the speech and language service. 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 and Training

Identify own training needs as part of the CPD process in discussion with the Senior Speech and Language Therapist and Headteacher.

To set realistic professional goals and targets.

Attendance at appropriate clinical courses, professional meetings, team – meetings, INSET training days etc.

To continue to develop and implement evidence-based practice.

Supervision can be provided for newly qualified therapists.

Regular internal supervision.

4. Clinical Governance

Participate fully in clinical governance under the guidance of the Senior Speech and Language Therapist

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 a high 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 (Part Time)

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	✓				
Higher degree		✓	✓		
Further relevant qualifications		✓	✓		
Experience					
A proven track record of recent successful work with a range of pupils with SEND, especially those with autism and complex needs	✓		✓		
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	✓		✓		
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	✓		✓		
Skills					
An inspirational professional who is imaginative, creative and visionary	✓		✓	✓	✓
An excellent communicator with knowledge of total communication environments	✓		✓	✓	✓
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.

Please download the application form and save to your desktop before completion, once complete return via the e-teach website. Your application **MUST** include the MANDATORY Self-Disclosure Form and a **FULL** employment history including any gaps for i.e. career break, maternity or paternity leave etc.

All forms are also available to download from our school website –and should be returned to recruitment@crowdyhill.swindon.sch.uk by 9am on the closing date.

CV's will NOT be accepted as a form of application.

NB - The MANDATORY Self Disclosure Form below MUST be filled out and returned with your application.

Previous applicants need not apply.

Self-Disclosure



Guidance for filling in this form

Please complete **Part 1 Section A and Part 2** of this form a return with your application. This will only be opened if you are selected for interview.

If you wish the contents of this to remain confidential, please place in an envelope marked confidential and post to

Trudy Topp
Senior Admin Officer
Crowdys Hill School
Jefferies Avenue
Swindon
Wiltshire
SN2 7HJ

to arrive by the closure date.

If the disclosure is posted to the school and you are unsuccessful this will be returned to you unopened.

NB - All applications must be returned via the e-teach website.

Self-disclosure form: Part 1



This form is designed for roles involving contact with children (under 18s), but may be adapted to include roles working with vulnerable adults.

Private and confidential

Section A

Name of candidate/person:	
Previous name(s):	
Address and postcode:	
Telephone/mobile no:	
Date of birth:	
Gender:	Male / Female

Section B

Identification (tick box below):	
<input type="checkbox"/>	I confirm that I have seen identification documents relating to this person, and I confirm to the best of my ability that these are accurate.
1. UK passport with details of issuing office or non-UK passport with work permit/visa	
2. UK photo-card driving licence and paper counterpart	
3. Proof of National Insurance number or current work permit number	
4. Proof of home address and postcode	
Signature of authorised employing officer:	
Print name:	
Date:	

Self-disclosure form: Part 2

If the role you are in or have applied for involves frequent or regular contact with or responsibility for children, you will also be required to provide a valid DBS (Disclosure and Barring Service) certificate, which will provide details of criminal convictions. This may also include a barred list check depending on the nature of the role (see organisational guidance about eligibility for DBS checks).

I declare that the information I have given in this application is correct and complete. I have reviewed the Privacy Notice in line with GDPR and give consent in line with the policy. All information you provide will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you under the GDPR Regulations.

Have you ever been known to any children's services department or to the police as being a risk or potential risk to children?	Yes / No
If yes, please provide further information:	
Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children?	Yes / No
If yes, please provide further information:	

Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? (Y/N)?	Yes / No
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If yes, please provide further information:

Confirmation of declaration (tick box below)

<input type="checkbox"/>	I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or disciplinary action may be taken if information is not disclosed by me and subsequently come to the organisation's attention.
<input type="checkbox"/>	In accordance with the organisation's procedures if required I agree to provide a valid DBS certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.
<input type="checkbox"/>	I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.
<input type="checkbox"/>	I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard children.

Signature of candidate:	
Print name:	
Date:	