

**OLDHAM COUNCIL**

**JOB DESCRIPTION**

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| **Job Title:** | Speech & Language Therapy Assistant (ELSEC) | | |
| **Directorate:** | Children’s Services | **Division/Section:** | Early Years, Education & Skills |
| **Grade:** | 4 (£26,421 - £28,770) | **JE Reference:** | 11072 |

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| **Job Purpose** |
| The Early Language Support for Every Child (ELSEC) Speech and Language Therapy Assistant’s main purpose is to provide universal and targeted clinical services to children and families as part of an integrated Early Language Support service in the local area.  This is a two-year funded pilot project, which has been funded by NHS England and the Department for Education.  The post holder will ensure safe, high-quality, evidence-based support and intervention are available to schools/settings, developing and delivering a comprehensive service that is child-centred and works in partnership with families and other agencies. |
| **General Responsibilities** |
| * Undertake necessary training delivered by senior colleagues in your team, to enable you to deliver screening and provide ELSEC interventions to children in early years and primary school settings. * Assist Speech & Language Therapists in delivering screening and provide intervention in Early Years and Primary School settings, and work closely with teachers, teaching assistants and other health professionals. * Take responsibility for a designated caseload of children who may be across sites in a locality, to deliver universal and targeted support offers to children who have been identified as being at risk of having speech, language, and communication needs. * To organise your caseload on a day-to-day basis effectively and efficiently regarding priorities and use of time, attend staff meetings, and participate in data submission and governance processes. * Assist qualified staff with allocating children to universal, targeted and specialist support according to the clinical pathway developed for the ELSEC project. * Undertake tasks that facilitate the smooth running of the ELSEC screening and intervention project, supported by registered clinicians. * Carry out administrative aspects of casework, e.g. maintaining records, providing reports, make appropriate objective written entries in records, in accordance with standard guidance or operating procedures for the ELSEC project, ensuring that these are accurate and up to date. * Undertake all statutory and mandatory training required for the role, specifically undertaking training in safeguarding of children and equality, diversity and inclusion. * Support clinical staff with their own learning of the new processes, and act as a champion for the ELSEC project, giving advice and support to all staff as needed. * Support the delivery of the ELSEC project, through undertaking service evaluation activity, coordinating feedback from staff and families and collating clinical advice and clinical process mapping of information as required by the ELSEC clinical lead. * Work closely with the speech therapy leads and access supervision and support for children on caseload, to support next steps, planning and individualised care. * Work flexibly to meet the needs of the project and communities in Oldham, this may mean working within school setting environments or local family hubs developing professional skills and confidence of families/carers. |

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| **Key Tasks** |
| Under the direction of Speech & Language Therapists in the ELSEC Team, you will implement services, in collaboration with school/setting staff, that ensure children with speech, language and communication needs are identified early and receive the appropriate level of support and intervention they need.  You will build on a culture of coproduction, innovation, high expectation and ambitious outcomes for all children and young people. To do this, you will work in partnership with the SEND & Inclusion Service, contributing to support for universal services across the borough.  You will contribute to training and development activities of colleagues in schools/settings and undertake specific training associated with this project, including screening and identification of speech, language and communication needs and targeted level intervention for speech, language, and communication needs. |

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| **Standard Duties** | |
| 1. | To actively promote the equalities and diversity agenda in the workplace and in service delivery. |
| 2. | To uphold and implement policies and procedures of the council; including customer care, data protection, finance, ICT, safeguarding and health & safety policies. |
| 3. | To actively engage with the behaviours and values of the council to promote and support our co-operative agenda. |
| 4. | To undertake continuous professional development and to be aware of new developments, legislation, initiatives, guidelines, policies and procedures as appropriate to the role. |
| 5. | Undertake any additional duties commensurate with the level of the post. |

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| **Contacts**  Contacts are employees of the division, the council, partners, trade union representatives, elected members, inspectors and external organisations. |

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| Relationship to other posts in the department | |
| **Responsible to:** | Early Language Support for Every Child (ELSEC) Lead or S&LT |
| **Responsible for:** | N/A |

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| **Special Conditions:** None |

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| **Values and behaviours** |
| We have a clear set of values that outline how we do business. We share these Borough-wide with our residents, partners and businesses:   * **Fairness -**We will champion fairness and equality of opportunity and ensure working together brings mutual benefits and the greatest possible added value. We will enable everyone to be involved. * **Openness -**We will be open and honest in our actions and communications. We will take decisions in a transparent way and at the most local level possible. * **Responsibility -**We take responsibility for, and answer to our actions. We will encourage people to take responsibility for themselves and their actions. Mutual benefits go hand-in-hand with mutual obligations. * **Working together -**We will work together and support each other in achieving common goals, making sure the environment is in place for self-help. * **Accountability -**We recognise and act upon the impact of our actions on others and hold ourselves accountable to our stakeholders. * **Respect -**We recognise and welcome different views and treat each other with dignity and respect. * **Democracy -**We believe and act within the principles of democracy and promote these across the borough. |
| Internally we’ve translated these values into five co-operative behaviours which outline the priority areas of focus for staff at all levels.   * Work with a Resident Focus * Support Local Leaders * Committed to the Borough * Take Ownership and Drive Change * Deliver High Performance   More information around our Values and Behaviours can be found on our Greater.Jobs pages. |

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|  | **DATE** | **NAME** | **POST TITLE** |
| **Prepared** | 11/03/24 | Amber Burton | Assistant Director, SEND & Inclusion |
| **Reviewed** |  |  |  |
| **Reviewed** |  |  |  |

**OLDHAM COUNCIL**

**PERSON SPECIFICATION**

**Job Title:** Speech & Language Therapy Assistant (ELSEC)

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|  | **Selection criteria**  **(Essential)** | **Selection criteria**  **(Desirable)** | **How Assessed** |
| Education & Qualifications | Healthcare, child development or education qualification at Level 3 or working towards gaining equivalent level.  Good basic education or GSCE in English and maths.  Training relevant to speech, language and communication, e.g. Elklan or Makaton. | IT qualifications | AF |
| **Experience** | Experience working with children in early years or of primary school age in a healthcare or education setting.  Experience of working with families.  Experience of working with children with speech, language and communication needs, and/or with wider special educational needs and disabilities.  Experience of delivering interventions to children following the advice of another professional.  Experience of working with groups of children or adults. | Supporting inspection processes including Ofsted and CQC  Knowledge of 2014 SEND reforms and its application in supporting children/young people and their families | AF / I |
| **Skills & Abilities** | Excellent communication skills (written and oral); requirement to receive routine information with patients/clients which may need some tact, reassurance, persuasion where there may be barriers to understanding.  Good verbal and written skills e.g. pleasant manner when speaking to others; Clear and concise messages delivered; legible handwriting.  Ability to manage plan and organise complex activities requiring adjustments, work efficiently and effectively as part of a team.  Ability to demonstrate initiative, work unsupervised and seek out solutions to challenges.  Ability to shown empathy and deal empathically and tactfully when communicating with patients, carers and clients.  Ability to act on own initiative e.g. responding to an emergency.  Able to work independently, demonstrating sound thought process for problem solving.  Confident in dealing with difficult situations e.g. when faced with aggressive behaviour. | Knowledge of care and related procedures including clinical observations, judgement required involving facts and situations when assessing patients and knowledge when to escalate information to qualified staff. | AF / I |
| **Knowledge** | Understanding of the importance of promoting child development, health and wellbeing.  Understanding of health & safety responsibilities.  Understanding of data protection issues and the need for confidentiality to be maintained.  Understanding of safeguarding policy and procedure.  Awareness of different digital platforms for speech, language and communication resources and how to signpost families and education settings to them. | Knowledge of the early years foundation stage and/or educational curriculum and the wider education system. | AF / I  AF / I |
| Work Circumstances | Able to work flexibly to meet the demands of the service (including evenings, as necessary).  Able to work collaboratively with others.  Able to work under pressure and to deadlines.  Highly proactive, self-directed with an innovative approach and a desire to promote excellence. | Confident to work independently with a range of more complex computer skills, including Microsoft Outlook and Teams, Word, Microsoft Forms, as well as the ability to navigate and signpost to online applications and websites. | I |

*Abbreviations:* AF = Application Form; I = Interview; AC = Assessment Centre; T = Test

**NB. - Any candidate that meets the criteria of our** [**Guaranteed Assessment Scheme**](https://greater.jobs/content/13405/greater-manchester-guaranteed-assessment-scheme) **and meets the essential criteria of the role, will be guaranteed the first stage of assessment (whether that is an interview or another assessment, as appropriate).**

**Our Guaranteed Assessment Scheme supports candidates with disabilities, those who are aged 24 or under and have previously been in or currently in care, those that are carers, and those whose last long term substantive employer was the Armed Forces.**