**OLDHAM COUNCIL**

**JOB DESCRIPTION**

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| **Job Title:** | Speech & Language Therapy Lead (ELSEC) | | |
| **Directorate:** | Children’s Services | **Division/Section:** | Early Years, Education & Skills |
| **Grade:** | SM3 | **JE Reference:** | 3700 |

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| **Job Purpose** |
| The post holder will apply specialist knowledge of speech and language therapy, and will have clinical lead responsibility for the Early Language Support for Every Child (ELSEC) programme.  The post holder will trial new ways of working to better identify and support children with speech language and communication needs in early years and primary schools. This will include developing and delivering innovative practice to improve access to speech and language therapy for those who need it.  The post holder will assist with quality improvement initiatives, applying project management disciplines through the application of service improvement tools and techniques in order to advance service initiatives.  The post holder will ensure safe, high-quality evidence-based services are available to children and young people, developing and delivering a comprehensive service that is child-centred and works in partnership with families and other agencies. |
| **General Responsibilities** |
| * Providing a strategic capacity building service model for families and into Early Years settings and primary schools. * Work with parents/carers, educational staff and other educaion, health and social care professionals to ensure that any therapy input is generalised into everyday opportunities, impacts and outcomes. * Developing innovative practice and service redesign to contribute to the development and implementation of Early Language Support for Every Child. * Lead on implementation of improvement programmes, projects and decisions related to budgets and finance, ensuring value for money and the highest quality of support and provision. * Contribute to the strategic direction of the division and anticipate the changes influencing the division/group both internal and external, and evaluate the risks and opportunities, putting appropriate strategies/plans into action. * Oversee and co-ordinate the service plans for the ELSEC programme, including regular evaluation of progress against key performance indicators and agreeing appropriate follow up actions with service managers. * Foster a high performance culture within the division/group ensuring learning from the programme is maximised across the wider SEND system, ensuring that continuous improvement occurs. * To provide leadership to the workforce of the ELSEC team and wider division/group, related to S&LT. * To ensure the effective deployment of the workforce in the division to deliver the council’s objectives related to the ELSEC programme and wider S&LT provision. * To ensure effective working relationships with all partners, both internal and external. * Facilitate positive, regular engagement with all partners to inform continuous service improvements. * To take responsibility for the overall management of the ELSEC team. |

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| **Key Tasks** |
| You will lead and develop services that ensure children and young people with speech, language and communication needs are identified early and receive the appropriate level of support and intervention, as a result. 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 across the SEND & Inclusion landscape, leading the transformation in universal services across the borough.  You will contribute to training of other colleagues in the wider team including colleagues within education and health. You will identify potential areas for quality improvement, research and audit, initiate developments of research proposals and participate in data collection and analysis.  You will work closely with the SEND and Inclusion leaders and therapy services and give feedback on performance of the ELSEC team. |

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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:** | Assistant Director, SEND & Inclusion |
| **Responsible for:** | SEND & Inclusion Services |

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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** |  |  |  |
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**OLDHAM COUNCIL**

**PERSON SPECIFICATION**

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

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|  | **Selection criteria**  **(Essential)** | **Selection criteria**  **(Desirable)** | **How Assessed** |
| Education & Qualifications | Evidence of continued professional, managerial and personal development  Degree or equivalent Professional Qualification | Leadership or Management Qualification | AF |
| **Experience** | A proven track record of successful strategic leadership within an organisation of comparable scope and complexity with a developed understanding of the issues facing children and young people with SEND  A proven track record of leading, motivating and managing multi-disciplinary teams, including the establishment of a positive performance culture that has delivered effective performance and continuous service improvement  A proven record of success in leading and championing organisational and cultural change, creating organisational development programmes and effective working with staff, trade unions and other stakeholders  Evidence of successful resource and financial management, including evidence of the resolution of conflicting priorities, formulating budgets and applying rigorous monitoring and control procedures  A proven record of success in communicating and engaging with a wide range of internal and external bodies, building partnerships and productive working relationships and positively promoting organisational reputation and interests  A proven record of success in creating equality in service delivery and employment  Experience of managing and successfully delivering several projects simultaneously |  | AF / I  AF / I  AF / I  AF / I  AF / I  AF / I  AF / I |
| **Skills & Abilities** | Able to be innovative, creative and think through issues and problems not dealt with before to a conclusion  Ability to use persuading and influencing skills to bring about behavioural change and achieve desired results/outcomes as necessary  Ability to analyse complex problems, and able to develop business models to investigate a number of options/solutions and their viability, evaluating risk against a shifting background  Effective presentation, communication and interpersonal skills and ability to apply these effectively to a variety of audiences | Able to use new technologies in improving services, and modernising working processes | AF / I  AF / I  AF / I  AF / I |
| **Knowledge** | Knowledge of project management methodologies and techniques and their application in a business context  Knowledge of key national policy drivers, Legislation and broader influences related to the role | A clear understanding and knowledge of the workings of local government and including its legal, financial, social and political context, political processes and the current issues faced in a multi-cultural area | AF / I  AF / I |
| Work Circumstances | Able to work flexibly to meet the demands of the service (including evening and weekend as necessary) |  | 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.**