

**OLDHAM COUNCIL**

**JOB DESCRIPTION**

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| **Job Title:** | Speech & Language Therapist (ELSEC) | | |
| **Directorate:** | Children’s Services | **Division/Section:** | Early Years, Education & Skills |
| **Grade:** | 9 | **JE Reference:** | 11076 |

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| **Job Purpose** |
| The post holder will apply specialist knowledge of speech and language therapy, and will provide clinical specialist responsibility for the Early Language Support for Every Child (ELSEC) programme.  Under the direction of the Lead S&LT (ELSEC) 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** |
| * Manage a caseload of children with speech, language and communication needs mainstream educational establishments, as part of the Early Language Support for Every Child (ELSEC) programme. * Manage a discrete caseload of children, referred as part of the ELSEC programme, who require specific intervention packages. * Leadership duties within the ELSEC Team. * Supporting S&LT Assistants and school/setting based staff with second opinions, supervision and modelling of good practice. * Attend wider early years and primary aged forum meetings and SENCo networks to provide a strategic capacity building service model for 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. * Develop innovative practice to contribute to the development and implementation of Early Language Support for Every Child. * To ensure effective working relationships with all partners, both internal and external. * Contribute to ooversight and co-ordination of service plans for the ELSEC programme, including regular evaluation of progress against key performance indicators and agreeing appropriate follow up actions with service managers. * Facilitate positive, regular engagement with parents/carers, schools/settings and other partners to inform continuous improvements. |

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| **Key Tasks** |
| You will deliver 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 deliver the ELSEC programme.  You will work in partnership across the SEND & Inclusion landscape, leading the transformation in universal services across the borough and contribute to training colleagues in the wider team including those within education and health.  You will identify potential areas for embedding provision, following research and testing of innovative practice.  You will work closely with the SEND and Inclusion leaders and therapy services and give feedback on performance of the ELSEC team in collaboration with the S&LT Lead. |

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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:** | Head of Early Years |
| **Responsible for:** | Early Language Support for Every Child (ELSEC) Team |

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

**PERSON SPECIFICATION**

**Job Title:** Specialist Speech & Language Therapist (ELSEC)

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|  | **Selection criteria**  **(Essential)** | **Selection criteria**  **(Desirable)** | **How Assessed** |
| Education & Qualifications | Degree in speech and language therapy or equivalent.  Registration with HCPC.  Modules at master’s level or equivalent post graduate clinical training courses within area of clinical expertise. | Evidence of successful completion of short courses up to master’s level or equivalent.  Further clinical study relevant to clinical practice. | AF |
| **Experience** | Significant experience in the clinical specialism including assessment and management of children’s SLCN.  Ability to manage time and caseload effectively.  Supporting children, young people, families and carers in dealing with the impact of communication impairment.  Working in a multidisciplinary team.  Experience of supporting junior colleagues within the team  Experience of negotiation and conflict management in clinical situations.  Experience of leading clinical audit in specialism.  Experience of overseeing supervision of therapists and assistants.  Working with children with disabilities at post graduate level.  Team leadership experience, including supervision/appraisal of other staff.  Experience of leading in policy planning and service developments.  Developing CPD programme for service/team.  Experience of managing other staff and performance management.  Working within different professionals across different organisations e.g. Education, Social Services, Heath. | Evidence of project work, where impact can be demonstrated.  Experience of managing and implementing change. | AF / I |
| **Skills & Abilities** | Highly developed communication skills with ability to deal with sensitive matters at an individual and group level.  Excellent team development skills.  Expert/advanced knowledge relevant to the post.  An understanding of information governance, data.  Good negotiation, conflict management and problem solving skills in complex situations e.g. regularly dealing with families with challenging behaviours.  Excellent presentation skills, both verbal and written, of complex information to large groups in a training role.  Good levels of computer literacy to enable reporting and presentations.  Excellent organisational and prioritisation skills. | Able to use new technologies in improving services, and modernising working processes.  Excellent presentation skills using a range of media. | AF / I |
| **Knowledge** | Protection, HCPC standards and safeguarding vulnerable adults and children.  Knowledge of relevant frameworks and NICE guidance.  Key national policy drivers, Legislation and broader influences related to the role.  A broad range of assessment tools relevant to the specialist patient group.  HPC Professional Standards and codes of conduct.  Information Governance and Legislative processes for sharing information protection. | Knowledge of 2014 SEND reforms and its application in supporting children/young people and their families.  Knowledge of local area SEND inspections. | 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 with flexibility.  Able to work under pressure and to deadlines.  Highly proactive, self-directed with an innovative approach and a desire to promote clinical excellence. |  | 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.**