



# Highly Specialist Speech and Language Therapist Job Pack

**CPotential  
incorporates  
Woodstar School**



October 2018

Dear applicant,

Thank you for your interest in the position of **Highly Specialist Speech and Language Therapist (Band 7)** at CPotential and Woodstar School.

We are looking for a person who can both provide excellent speech and language therapy for children with cerebral palsy or acquired brain injury, who need specialist support with their communication skills, and who can take a leading role in helping to develop our services.

The post-holder will report to our Head of School, who is herself a clinical specialist speech and language therapist, and you will receive clinical peer supervision.

You will be a key member of our multi-disciplinary staff team of teachers, Conductors and therapists, independently managing a small caseload.

You will provide assessment, individual and group therapy, staff training and ongoing advice to staff as well as contributing to and attending annual reviews, Individualized Education Plans and, as necessary, tribunals on behalf of the Centre and school.

We're looking for someone who is passionate about the work that we do. This is a great opportunity to work at a charity that thinks and dreams big and offers life-changing services to disabled children and adults.

This pack contains some information about us and the full Job Description and Person Specification. I encourage you to read this and the information on our [website](#).

Good luck!



CEO, CPotential

**To apply for this post, please:**

- **complete the [application form](#)**
- **email your completed application form to: [info@cplondon.org.uk](mailto:info@cplondon.org.uk)**

## Job Description

Job Title:	Highly Specialist Speech and Language Therapist
Responsible to:	Head of School
Hours:	Full Time (but we will consider Part Time)
Location:	143 Coppetts Road, London N10 1JP
Salary:	Band 7, spine point dependent upon experience

### Purpose of the job

- To provide speech and language therapy, using a Total Communication approach, for pupils aged 3-11 who attend our Woodstar School and nursery and Centre.
- To offer advice for parents and provide speech and language therapy, using a Total Communication approach, for children and young people up to the age of 18 who come to our Sessional Services.
- To assess children's speech and language skills for Education, Health and Care Plan reports.
- To be responsible along with all other members of staff for the observance and implementation of all the Trust's policies and in particular to share the Trust's commitment to safeguard and promote the welfare of the children who attend the school, nursery and Centre.

### Speech and Language Therapy services

- To plan and deliver a Total Communication approach within the Centre and school.
- To provide evidence-based therapy and uphold the Code of Practice outlined by Health and Care Professions Council and Royal College of Speech and Language Therapy guidelines.
- To implement group and individual Speech and Language Therapy sessions including communication programmes as deemed clinically appropriate.
- To be responsible for pupils' speech and language baseline assessment, target setting, planning and preparation of relevant intervention, including the introduction of Augmentative and Alternative Communication systems where necessary and clinically appropriate.
- To be responsible for the delivery of the speech and language therapy clinic for children and young people.
- To take a key role in the joint assessment and planning of access routes to AAC technology (switching, My Tobii, Mobi etc)
- To be responsible for the care and maintenance of speech and language therapy equipment, arranging servicing of specified equipment and identifying the need for updates where and when necessary.

### Pre-entry assessments

- To participate in the multi-disciplinary assessment and report we provide for all children applying to join our school or nursery.

### Education, Health and Care Plans

- To be aware of and adhere to current legislation relevant to SEND including Education, Health and Care Plans.
- To oversee and contribute to the content of school and nursery pupils' Education, Health and Care Plans as inferred by the school's assessment and reports.
- To be the primary liaison with parents and carers in relation to the content of and submissions to pupil's Education, Health and Care Plans.

## **Monitoring children's progress and transition**

- To be responsible for the evaluation and repeat assessment of speech and language therapy input in order to report on progress in line with the school's education systems and documentation.
- To set and appropriately monitor SMART targets for pupils in order to submit to the pupils' school and nursery target sheets and other reports as necessary.
- To attend pupil's Annual Review and Progress Review meetings, other relevant school meetings and to liaise with external education and medical services where necessary including referring pupils to these services.
- To take a lead role in the implementation of the school's transition procedure for pupils due to attend secondary provision.
- To keep appropriate clinical records.

## **Team working and training**

- To contribute to the development and implementation of the overall education programme of the school and nursery.
- To contribute to the identification of staff training needs and to be responsible for carrying out training and mentoring relevant to speech and language therapy within the curriculum and delivery of teaching.
- To deliver training and mentoring of staff in promoting a Total Communication environment, including regular signing training.
- To take a key role in the assessment of programmes for and training of staff regarding pupils' eating and drinking skills or take a key role in the implementation of and training of staff in these programmes supplied by external professionals.
- To support and mentor staff by actively participating in learning activities, including lunch times and personal care.
- To ensure the physical environment is maintained to high standards of safety, hygiene and presentation.
- To share expertise and knowledge with other members of the team.
- To attend and contribute to Peer Supervision meetings with the school and Centre's multi-disciplinary team.

### **Liaison with parents**

- To develop and maintain good working relationships with parents, carers and guardians.

### **Promotion and outreach**

- To work with the Centre's Marketing Team to devise and produce relevant publicity for our Speech and Language Therapy services to encourage more take-up of services.
- To contribute to the Centre and school's outreach strategy to parents and professionals, including liaising with other agencies and organisations and giving presentations about CPotential and Woodstar School.

Any other duties as may be reasonably directed by the Head of School or CEO.

## Person Specification:

# Highly Specialist Speech and Language Therapist

## 1. Educational and Formal Qualifications

### Essential

Registered with the Health Care Professions Council

### Desirable

Registration with the Royal College of Speech and Language Therapy

Makaton/ Signalong or BSL Level 1 or higher

Post-graduate Dysphagia training

## 2. Skills and Experience

### Essential

Three years' experience working with children who have physical and learning difficulties such as cerebral palsy requiring AAC

Three years' experience working in an educational setting

Good understanding of report writing and target setting for Education, Care and Health Plans.

Ability to plan

Excellent clinical governance skills

High level of communication skills (written and verbal)

To be proficient signer within the needs of Special Education Needs

Native or fluent English speaking and writing skills

Excellent interpersonal skills

Ability to manage your time and resources

Ability to work as a member of a multi-disciplinary team

Excellent ICT skills

## Desirable

Experience with BoardMaker and Grid 3

Experience with children who experience emotional, social and behaviour difficulties

Experience with bilingual children and families

Experience working with children with dysphagia

Knowledge of Conductive Education

## 3. Personal qualities

### Essential

Enthusiasm and dynamic personality, to bring a passionate aptitude to the team

Excellent communication skills, both verbal and in writing

Ability to work independently, showing flexibility and exercising initiative

Highly motivated to learn and develop clinical expertise both within own field and other disciplines

Ability to deal with people in a sympathetic and sensitive manner

Confidence in training small groups of staff and/or parents

To be respectful when implementing intervention and be able to clinically evidence and reason

Able to recognise the parameters of their skill level and seek help where appropriate

Commitment to the aims and values of CPotential and Woodstar School, including the responsibility along with all members of staff for promoting and safeguarding the welfare of the children who come to the Centre and school

Commitment to equal opportunities

**Physical fitness:** This post needs a good level of physical fitness as you will be expected to help with the physical facilitation of the children, e.g. supporting children during active transfers, pushing children in wheelchairs, maintaining your own balance while supporting children who have difficulties with balance, bending low to help with foot positions, working on the floor to facilitate children's movements while lying down.

### Desirable

Confident in public speaking



## Benefits of working at CPotential

As a member of staff of CPotential you are one of the charity's most important assets. We want you to enjoy working for us and to develop personally and professionally while you're with us to give us your best.

### **Holiday**

The school is closed for academic holidays but it is expected for senior staff to use some of this time for planning and preparation.

### **Cycling**

If your main mode of transport has two wheels, we have safe places to keep your bike during the day and a shower on site so you can start the day daisy fresh.

### **Free parking**

A rare commodity in London, we have free parking available if you want to drive to work.

### **Learning and development**

We offer life-changing learning to the children and young people we work with and we value your learning just as much. All staff are provided with in-house training and suitable external courses may be identified as appropriate.

### **Family support**

We offer a range of benefits to support family life, including parental leave and compassionate leave when needed.

### **Pension scheme**

We offer the NEST pension scheme, for which all staff are eligible from the first day of employment.

### **Employee Assistance Programme**

It isn't in anyone's best interests if you have issues that are keeping you awake at night. We subscribe to an Employee Assistance Programme, so that you can access 24 hr support for things that are bothering you, whether at work or home.





**CPotential is the new name for  
The London Centre for Children with Cerebral Palsy**

[cplondon.org.uk](http://cplondon.org.uk)

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London N10 1JP

T: 020 8444 7242 E: [info@cplondon.org.uk](mailto:info@cplondon.org.uk)

CPotential is the operating name for CPotential Trust

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