Fairfield Farm College Job Description and Person Specification

Job title: **Speech and Language Therapist (part time)**	
Work base: **Fairfield Farm College, Dilton Marsh**	Team: **Education**
Hours of work: **Part time - 1 day per week (5 hours)** **Term Time Only**	Salary: **Negotiable**

1. Safeguarding

Fairfield Farm College is committed to safeguarding and promoting the welfare of young people and all staff are expected to share this commitment. You will be expected to report any concerns relating to the safeguarding of young people in accordance with agreed procedures. If your own conduct in relation to the safeguarding of young people gives cause for concern, Fairfield Farm College agreed child and adult protection procedures will be followed.

2. Job context and purpose

Fairfield Farm College is an Independent Specialist College that provides day and residential courses to young people with learning disabilities.

JOB PURPOSE AND SCOPE:

- To assess and support young people in the Trust with Identified Speech and Language Therapy (S&LT) input.
- To provide clinically effective, person-centred and evidence-based speech and language therapy assessment and intervention to residents and learners and residents.
- To provide support and training to all education staff with regard to speech and language therapy interventions.
- To lead on S&LT programmes for identified students.

You will be able to demonstrate the skills and experience needed for clinical Speech and language therapy.

You will have experience of working with a range of young people and be able to demonstrate highly skilled and creative opportunities that are highly personalised.

You should have a track record of achieving excellent outcomes for young people and a commitment to high aspiration whatever the starting point.

Additionally, you will be self-motivated and be able to work independently and prioritise workload. You will work as part of the Education Team which consists of teaching and learning support staff. The post reports to the Deputy Principal.

There is a pension scheme available for eligible staff.

All staff are required to have a clear DBS check prior to starting work at the college.

Fairfield Farm College

3. Main duties

- To provide S&LT services to the college through assessment and also the development of suitable programmes and to prepare, deliver, and evaluate these.
- To use clinical skills, to analyse and interpret assessment results in order to set appropriate therapy goals and outcome measures.
- To monitor, evaluate and modify interventions in order to measure progress and ensure effectiveness of intervention.
- To provide individual or small group therapy, as required through EHCP allocation.
- Liaise with external colleagues to ensure learners' needs are met with regard to their placement at college.
- To carry out administrative and recording tasks related to the role in line with college quality policy and procedures.
- To be responsible for recording and monitoring student start points and student progress throughout the programmes of study delivered via college systems and processes.
- To work as part of a multi-disciplinary staff team to ensure that students gain the maximum benefit from their programme of study at the college.
- To work at all times within the framework provided by the College's policies and procedures.
- To be fully conversant with and implement the college's Safeguarding policy and procedures to ensure the health, safety and welfare of all learners and staff.
- To attend staff meetings and mandatory staff training and development days to ensure that the college continues to maintain the standards required by its various funding bodies.
- To liaise effectively with managers and staff across the college to ensure that a high-performance culture pervades the organisation and underpins the values and aims of the organisation.
- To deliver and support colleagues with S&LT activity where appropriate.
- Work with managers to ensure that policies and procedures are regularly updated and meet the needs of the organisation.
- Any other duties which may reasonably be requested.

4. Supervision/management of people

Not applicable.

Fairfield Farm College

5. Contacts and relationships

The post holder will report to the Deputy Principal.

6. Information technology

Daily use of electronic devices and computers which will require excellent ICT skills. This will include using, Microsoft Office packages (Word, Excel, Access, PowerPoint, Publisher, Outlook) SchoolPod (MIS), web-based software, smart boards and interactive learning tools.

7. Financial responsibility

The post holder must always ensure effective use of resources and value for money is secured for the college.

8. Health and Safety

To be responsible for your own health and safety and that of anyone else who may be affected by your acts or omissions. You will be responsible for risk assessing, reviewing and monitoring all aspects of your work.

9. Equality and Diversity

All staff are required neither to discriminate against nor harass or victimise: colleagues, suppliers or third parties at work. All staff are further required to report incidents of discrimination at work, either to the Principal or anonymously to the Chair of Trustees.

10. Records management

All staff are responsible for ensuring that all information sources for which you have responsibility are maintained in-line with guidance. This applies to all electronic and hard copy information.

You should also ensure that access permissions are maintained to limit access to sensitive information. You are responsible for maintaining the confidentiality of sensitive data, whether held electronically or in hard copy, and promptly reporting all breaches, or potential breaches of security to the Principal.

11. Other duties

You may be required to perform duties other than those given in the job description for the job. The particular duties and responsibilities attached to jobs may vary from time to time without

changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not in themselves justify the re-evaluation of a job. In cases, however, where a permanent and substantial change in the duties and responsibilities of a job occurs, consistent with a higher level of responsibility, then the job would be eligible for re-evaluation.

12. Authority to work in the UK

You must have the legal authority to work in the UK. Non-EU nationals must have the relevant approval to work in the UK from the UK Border Agency. Copies of all documents provided by you as proof of identity are retained for our records, by providing these proofs the Trust will treat this as your consent for this to happen.

13. Person Specification

The person specification details the essential and desirable personal criteria which the job holder should possess in order to be able to successfully perform the job.

	Essential	Desirable
Qualifications or equivalent level of skill or knowledge	• Qualification in Speech and language therapy and Licence to Practise.	
Experience of	• Delivering S&LT assessment, programmes and activity to young people. • Working with young people with learning disabilities. • Assessing, devising and monitoring occupational assessments and associated plans/activities and interventions for young people. • Monitoring outcomes and identifying progress and areas for development. • Working within the requirements of funding/monitoring bodies.	
Management of people	• Ability to offer guidance and support to other staff members.	

Skills	• To be highly personable with excellent communication skills. • To be self-motivated and an enthusiastic self-starter with an entrepreneurial outlook. • To show an understanding of the importance of working within strict Health and Safety guidelines. • Ability to work as part of a multi-disciplinary team and on own initiative. • To have a clean, full driving licence and a willingness to drive college vehicles.	
Personal qualities and motivation	• To be honest, trustworthy and reliable. • Highly motivated and able to motivate others. • Able to work with a variety of colleagues and clients from different professions and backgrounds. • A willingness to undertake further professional training if required.	
Literacy, numeracy and IT	• Level 3 or equivalent in English and Maths. • ILT literate.	
Language (English or other languages)	• Good written and spoken English.	
Safeguarding	• Displays a commitment to the protection and safeguarding of young people and registered with appropriate professional and safeguarding bodies.	

Please note that we will not accept CVs. Applications should be made using our online application form, and this can be accessed from our website www.ffc.ac.uk

The closing date for this post is **Friday 3rd July 2020 at 0900**

Interviews will take place **Monday 13th July 2020**

Interviews will adhere to the Government guidance on social distancing.

Please note that this is a new post and the successful applicant will be required to start from September 2020.

Fairfield Farm Trust is an Equal Opportunities employer
A charity for the advancement of education for young people with learning disabilities

This job description and person specification created May 2020 by Dr Graeme Athey