

# JOB DESCRIPTION APPENDIX 1

<b>Post Title: Lead Practitioner for Speech, Language &amp; Communication</b>		<b>Director/Service/Sector: Children's Services – Education &amp; Skills – Inclusive Education Services – Speech, Language and Communication Support Service</b>		<b>Office Use</b>
<b>Grade: School Leadership 4-8</b>		<b>Workplace: Working across Northumberland from a central base - Northumbria House, Cramlington, Northumberland</b>		<b>JE ref: HRMS ref:</b>
<b>Responsible to: NIES HINT Manager</b>		<b>Date: March 2021</b>	<b>Manager Level: n/a</b>	
<b>Job Purpose:</b> <ul style="list-style-type: none"><li>• To act as professional lead for speech and language within Northumberland Inclusive Education Services (NIES)</li><li>• To be strategic lead for speech, language and communication within NIES under the direction of the HINT Service Manager.</li><li>• To ensure compliance with professional regulations and standards as applicable to this professional group from within NCC and beyond.</li><li>• To discharge specific designated tasks and deputising functions on behalf of the HINT Service Manager.</li><li>• To maintain a speech, language and communication or language and communication caseload depending upon qualifications.</li></ul>				
<b>Resources</b>	Staff	Specialist Teachers, Specialist Teacher/Therapists for Speech & Language and Communication, Speech and Language Therapists (SaLTs), Specialist Assistants for Speech and Language		
	Finance	N/A		
	Physical	Specialist resources associated with the professional group (e.g. training materials, test & assessment materials).		
	Clients	Children, young people and their families, education, health and social care colleagues. Elected Members, Senior Officers within NCC and NIES Managers.		
<b>Duties and key result areas:</b>				
<b>Professional Duties across four localities</b> <ol style="list-style-type: none"><li>1. To ensure that professional standards and ethical practice is maintained by the teachers within Northumberland Inclusive Education Services in relation to the expectations of NCC and any relevant / essential external regulating authority.</li><li>2. Delivering performance management to Specialist Teachers/Therapists and other nominated staff within Northumberland Inclusive Education Services.</li><li>3. Delivering supervision to the Specialist Teachers and other nominated staff within Northumberland Inclusive Education Services.</li><li>4. Delivering coaching and mentoring to the Specialist Teachers/Therapists and other nominated staff within Northumberland Inclusive Education Services.</li><li>5. To advise on the continuing professional development (CPD) needs of the Specialist Teachers, SaLTs and other nominated staff.</li><li>6. To ensure the specialist teachers, SaLTs and specialist teaching assistants are kept up to date with developments within the field of speech, language &amp; communication.</li><li>7. To support the team manager in relation to recruitment of Teachers, Speech and Language Therapists and Specialist Teaching Assistants and other nominated staff within Northumberland Inclusive Education Services.</li><li>8. To support the team manager in relation to resolving any capability issues related to the professional practice of the specialist teachers, SaLTs, specialist teaching assistants and other nominated staff.</li><li>9. To contribute to the development plan / self-evaluation framework (SEF) with particular focus on the areas of speech, language and communication.</li><li>10. To work with Inclusive Education Service colleagues to develop meaningful evaluation processes and tools, which clearly demonstrate the impact / outcome of SEND work, with a particular focus on speech, language and communication.</li><li>11. To carry out designated tasks and deputising duties on behalf of the HINT Manager.</li><li>12. To lead staff within Northumberland Inclusive Education Services towards more school and community preventative and early intervention work, while maintaining a high standard of practice in relation to existing complex situations in which children, young people and their families require support.</li><li>13. To share knowledge, skills and experience with NCC colleagues and on occasions act as a representative of NCC, in relation to any legal issues relating to the area of speech, language and communication.</li></ol>				

14. To discharge other specified duties, to assist the HINT Manager in providing an accessible proactive and responsive leadership team which is accessible to staff and clients.
15. To deliver duties as outlined in the job description for the post of Specialist Teacher/Therapist for Speech and Language or Specialist Teacher for Language and Communication within Northumberland Inclusive Education Services.
16. To adhere to the NCC safeguarding policies and procedures.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

#### **Work Arrangements**

Transport requirements:	Current driving licence (applicable for use in the UK) and the ability to meet the transport requirements of the job.
Working patterns:	As for centrally retained teachers within NCC.
Working conditions:	Peripatetic from a locality office base, into schools and other settings including, on occasions, family homes across Northumberland.

**PERSON SPECIFICATION Appendix 2**

<b>Post Title:</b> Lead Practitioner for Speech and Language and Communication		<b>Director/Service/Sector:</b> Education and Skills	Ref:
<b>Essential</b>		<b>Desirable</b>	<b>Assess by</b>
<b>Knowledge and Qualifications</b>			
<ul style="list-style-type: none"> <li>Teaching Qualification with QTS.</li> <li>Knowledge of relevant statutory and mandatory guidance in relation to education, multi-disciplinary working and the area of speech, language and communication.</li> <li>Teachers Only - Post Graduate Qualification in Language and Communication or willingness to gain this qualification.</li> <li>Dual Qualified Teachers/SaLTs only - Professional Qualification in Speech &amp; Language Therapy</li> <li>Dual Qualified Teacher/SaLTs only - Professional Registration with Health &amp; Care Professions Council (HCPC)</li> </ul>		<ul style="list-style-type: none"> <li>Relevant qualification in leadership and/or management or a willingness to undertake training in leadership and management.</li> </ul>	
<b>Experience</b>			
Successful experience of: <ul style="list-style-type: none"> <li>Multidisciplinary working on behalf of children, young people and their families using frameworks such as EHA.</li> <li>Organising, planning and delivering training to a range of delegates.</li> <li>Motivating and inspiring others to work together towards a shared goal.</li> <li>Conflict resolution.</li> <li>Evaluating the impact of your work to improve practice.</li> <li>Working with children and young people across all phases of education.</li> <li>Contributing to and delivering on service development plans / targets.</li> <li>Listening to and working with parents/carers, children &amp; young people.</li> </ul>		Successful experience of: <ul style="list-style-type: none"> <li>A leadership and/or management role.</li> <li>Performance managing colleagues.</li> <li>Working with relevant, privately run businesses or voluntary services and community sector organisations.</li> <li>Working into special schools and/or other alternative provisions.</li> <li>Working with children and young people aged 0-25.</li> </ul>	
<b>Skills and competencies</b>			
Proven ability to: <ul style="list-style-type: none"> <li>Implement statutory and mandatory guidance, service and team development plans.</li> <li>Negotiate and problem solve to resolve complex issues.</li> <li>Communicate effectively both verbally and in writing.</li> <li>Understand and use I.C.T. resources.</li> <li>Understand and use spreadsheets and other data management mechanisms.</li> <li>Follow policies and procedures within the employing body to ensure your own and others safety.</li> <li>Manage multiple and sometimes conflicting demands, prioritise time and deliver to tight deadlines.</li> <li>Work independently and as part of a team.</li> </ul>			

<ul style="list-style-type: none"> <li>• Be a self-starter and motivate others.</li> <li>• Facilitate innovative practices for the benefit of children, young people and their families.</li> <li>• Reflect on your own performance and improve your own practice.</li> <li>• Offer and accept constructive criticism to improve outcomes for children and young people.</li> <li>• Manage oneself and others through change and uncertainty.</li> </ul>		
<b>Physical, mental and emotional demands</b>		
<p>Proven ability to:</p> <ul style="list-style-type: none"> <li>• Acquire, organise, transport and assemble resources required for training and/or group work.</li> <li>• Engage in office based activities and interactive group and training activities.</li> <li>• Understand and manage challenging behaviour displayed by adults and children.</li> <li>• Understand and manage the demands of a multidisciplinary team.</li> <li>• Remain positive and solution oriented at all times, including when faced with challenging circumstances over a prolonged period of time.</li> </ul>		
<b>Other</b>		
<ul style="list-style-type: none"> <li>• Commitment to own continuing professional development.</li> <li>• Knowledge of equality and inclusion issues and their impact on professional practice.</li> <li>• Understanding of safeguarding policies and procedures and ability to follow these as required.</li> <li>• To maintain confidentiality and observe data protection and associated guidelines where appropriate.</li> <li>• Ability to meet travel requirements of the post.</li> </ul>		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits