

## Candidate Pack

# SPECIALIST SPEECH AND LANGUAGE THERAPIST (Band 6)

## The Vale Federation

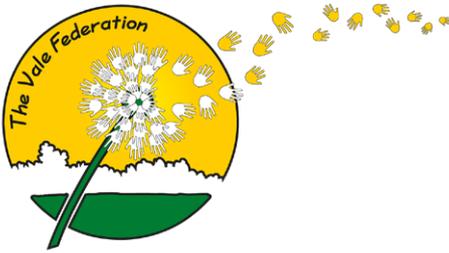
Stoke Leys Close, Aylesbury HP21 9ET

Telephone: 01296 427221

Email: [recruitment@thevalefederation.com](mailto:recruitment@thevalefederation.com)

Inspire - Enable - Achieve





# Welcome

## Dear Prospective Candidate,

Thank you for your interest in the position of **Specialist Speech and Language Therapist** at The Vale Federation.

**The Vale Federation** encompasses two Special Schools (one primary, one secondary-aged) in Aylesbury across 2 locations. We support children and young people with a wide range of complex needs (all pupils have a diagnosis of severe or profound learning difficulties) who come to us for highly specialist provision to help them achieve what is important to them in life.

Staff across all departments make a difference to the lives of every child who comes to one of our schools. We celebrate each child and young person for their individual strengths, interests, personalities and aspirations, and recognise and value the contribution that they make to our school community and beyond. We work together as a team, with therapists working closely alongside class teams, to strive for excellence in our own practice, in the knowledge that this enables each pupil to reach their own ambitions and aspirations.

If you have a passion for supporting communication for the most complex children and young people, and share our values of celebrating each pupil as an individual, supporting their aspirations, and striving for excellence in our practice, we would love to hear from you.

We have high ambitions for all within our schools' communities. We expect the very best for the children and young people that come to us, and the same is true of our staff. We encourage and support all staff to develop and progress their own careers with us, and we are committed to supporting you in your area of specialisms and interests. For this post, we would particularly welcome candidates with a special interest in Augmentative and Alternative Communication (AAC); complex Autistic Spectrum Conditions (ASC); and Learning Disabilities (LD). This could either be existing knowledge, skills and experiences, or the interest and wish to develop this area of your practice further, and we would welcome applications from newly qualified therapists hoping to develop their skills in these areas. If you have an interest in Paediatric Dysphagia, there would be opportunities to train and qualify in this area, and we would welcome candidates with existing Paediatric Dysphagia experience.

We take care of our staff. There is a regular wellbeing forum where all staff are represented, we have spacious well-resourced staffrooms with kitchen and IT facilities, a weekly staff bulletin which highlights many of the corporate benefits of being a staff member within Buckinghamshire Council, free on-site parking, and an open-door policy to all on the Leadership Team.

We are a welcoming, forward-thinking, hard-working team and hope you'll take this opportunity to consider joining us. If you would like to find out more about the role or to arrange a tour of the Federation, please contact the HR Team at [recruitment@thevalefederation.com](mailto:recruitment@thevalefederation.com). We hope to receive your application and meet you in the near future.

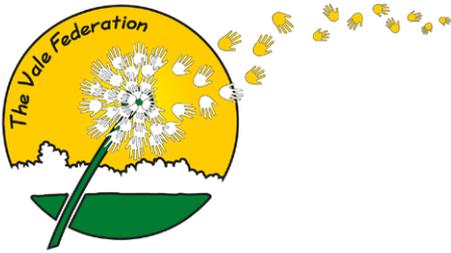
Yours faithfully,

A handwritten signature in black ink, appearing to read 'B Taylor'.

Bradley Taylor  
Principal

A handwritten signature in black ink, appearing to read 'S Parkinson'.

Steve Parkinson  
Business Director



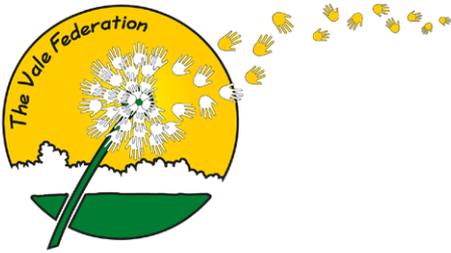
## Vision

Through a multi-professional approach, we will create a high quality, inclusive, happy and safe school environment where pupils with a range of learning difficulties are:

- Inspired to engage in learning
- Enabled to realise their greatest level of independence and emotional resilience
- Supported to recognise and celebrate their achievements now and in the future

## Inspire - Enable - Achieve





# Values

## **Excellence:**

We aim for our pupils to give their best in everything that they do. We recognise all their small steps of progress and their achievements. Whatever the child's starting point, we have high expectations of them. All children can make progress with their academic skills, their physical skills, their communication skills, and their personal development. Staff have high expectations of themselves and fulfil their role to a standard of excellence.

## **Trust:**

We aim for our pupils to learn in a school environment that is safe and secure, and to develop trusting relationships with others. Over time, we want our pupils to develop a sense of responsibility. We aim for children to develop an awareness of who they can trust in the wider community. Staff always act in a trustworthy manner. They are honest and reliable at all times.

## **Courage:**

We aim for our pupils to show courage in the challenges that they will face in life. It takes courage to have the confidence to have a go, to be willing to make mistakes, and to bounce back after a mistake. Staff model being courageous and support children's resilience.

## **Determination:**

We aim for our pupils to always persevere, even when something may be difficult, to keep going and not give up, and to develop a positive "can do" attitude. Staff are unfailingly determined to support pupils in achieving their very best.

## **Kindness:**

We aim for our pupils to show kindness to others. We value being polite, friendly and welcoming to others. Staff always act in a manner that demonstrates kindness towards children and towards each other. Staff are positive role models for children.

## **Friendship:**

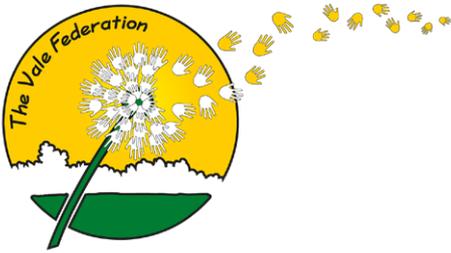
We aim for our pupils to develop communication and social interaction skills in order to develop positive friendships with others, and to take pleasure in shared experiences. Staff demonstrate friendship by being caring, supportive, having fun, and sharing ideas.

## **Respect:**

We aim for our pupils to learn and develop in a school environment that promotes tolerance and respect for individual differences, abilities, needs and beliefs. We aim for our pupils to develop into individuals who respect themselves and respect others by treating them with consideration and care, and recognising that not everybody is the same. Staff are positive role models at all times and demonstrate their respect for others through their behaviour.

## **Equity:**

We aim for our pupils to experience a school environment in which fairness is promoted. Equality is achieved by understanding that individuals need different levels and types of support to achieve their goals. Staff are committed to ensuring that each individual has their needs well met.

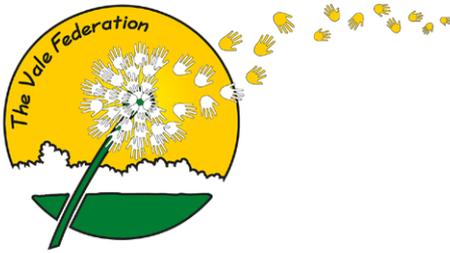


# Job Description

**School Name:** The Vale Federation  
**Post:** Specialist Speech and Language Therapist (Band 6)  
**Weekly Hours:** 37 hours  
**Salary:** Bucks Pay Range 7  
**Responsible to:** SaLT Team Leaders

## Clinical Responsibilities

- To complement the work of the therapy team, contributing to a range of activities and to work collaboratively as part of a professional team
- If applicable (i.e. for dysphagia-trained therapists), to provide clinical management of a wide range of eating, drinking, and swallowing difficulties in young people with complex needs from 3-19 years of age, including:
  - supporting referral process
  - carrying out effective assessment and diagnosis of difficulties
  - designing and implementing eating and drinking recommendations and strategies to manage risk
  - supporting school staff and families to implement recommendations
  - work within a multi-disciplinary team, including classroom staff, school nursing, OT, families, and liaison with external medical teams
- To provide clinical management of a wide range of speech, language, and communication needs (SLCN) difficulties in young people with complex needs from 3-19 years of age
- To take responsibility for own clinical caseload, prioritising appropriately according to clinical needs
- Effectively plan, prepare and deliver assessment and intervention in an integrated model across the federation, including working in classes and with parents
- To actively engage with professional supervision to support clinical reasoning, manage professional boundaries, and to develop own specialist clinical skills
- Keep up to date with the relevant specialist training and current evidence base to ensure interventions are well informed.
- To keep up to date with relevant clinical national and local policy and guidance (related to own specialist field), and to support the implementation of these within the SALT service
- To demonstrate unconditional positive regard for pupils, staff, and families
- To adjust one's own communication and interaction style as required in order to establish therapeutic relationships and manage barriers to communication.
- To utilise opportunities throughout the school day to promote communication strategies and approaches across the school, modelling these approaches for all staff.
- To maintain accurate and up to date documentation of all intervention with pupils in line with national standards and requirements

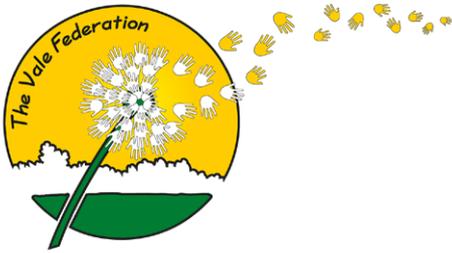


# Job Description

- To organise and prepare activities, resources and equipment to enable pupils to participate in SALT interventions.
- To provide staff training and support to enable the integration of SALT advice and interventions within classrooms, providing and modelling use of equipment and resources as required
- To be responsible for the safety, care and maintenance of all equipment to ensure standards of infection control and safety are maintained
- To liaise with SALT and SALT assistants to feedback results of observations/therapy programmes, to analyse the response to treatment, and development of the student's skills, and discuss any possible changes.
- To work collaboratively and openly with professional colleagues in other services.
- To be aware that a student may not be able to co-operate or comply in an activity and may present with behaviour that challenges. To form productive relationships with students who may be under stress and/or have challenging communication difficulties.
- To develop the communicative environment and support and develop student's communication skills.
- To plan use of time effectively and ensure quality of service delivery.
- To use IT resources effectively to produce AAC materials (symbols, photos) to support pupils' communication.
- To contribute to identifying, planning and delivering formal in-house training, for appropriate clinical areas.
- To work collaboratively with multi-disciplinary team to set pupil targets and monitor pupil progress.
- To contribute to pupils' Annual Review process, including provision of reports in line with statutory requirements
- To provide additional specialist reports as required, based on clinical need

## Communication

- To maintain regular liaison with staff, families, and other relevant professionals
- To attend regular team meetings and provide feedback for reflection and service planning
- To attend parents' evenings, coffee mornings and other opportunities for parental liaison as required
- To communicate effectively and sensitively with children, young people, colleagues, parents and carers
- To recognise potential communication barriers or conflict when they occur, and seek advice and support to resolve these issues. This may relate to working with an individual student, member of staff or family
- To attend internal meetings as the SALT team representative where appropriate, with guidance and support from SALT Team Leads
- To gather and collate information as required to support service evaluation
- To follow relevant national and local guidance, policy, and statutory requirements including health and safety, safeguarding children, SEN procedures, and other legal frameworks
- To promote the relevant policy and guidelines across the Federation e.g. Communication Policy, Dysphagia Policy



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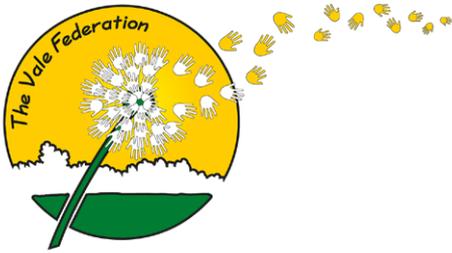
## Training:

- To participate in and ensure that all mandatory training required by Vale Federation is up to date.
- To participate in line management, creating personal objectives in line with service-wide priorities and objectives, and to be responsible for carrying out the agreed objectives
- To attend relevant courses and in-service to further develop relevant specialist clinical skills
- To monitor and develop own performance, striving to achieve and maintain excellent quality of care and service provision

## Safeguarding Statement

The Vale Federation of Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff, workers and volunteers to share this commitment. The successful candidate will be required to provide two satisfactory references, undertake pre-employment checks including a health check and have a cleared Enhanced Disclosure & Barring check. An online search (including social media) will be carried out for all shortlisted candidates as part of our recruitment process.

*This job description describes in general terms the normal duties which the post-holder will be expected to undertake. In addition, duties may vary from time to time. The job description may be changed at any time, after consultation with the employee.*



# Person Specification

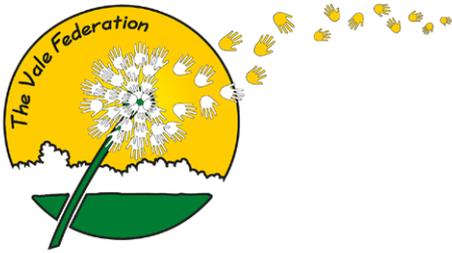
School Name

**The Vale Federation**

Post

**Specialist Speech and Language Therapist (Band 6)**

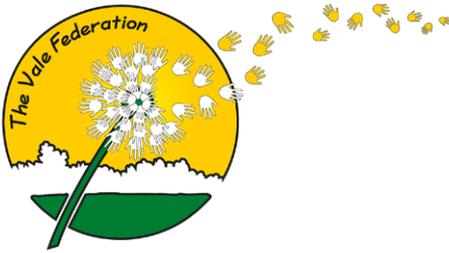
Factors	Essential	Desirable	Assessment Method
<p><b>Experience, Special Skills and Abilities</b></p>	<ul style="list-style-type: none"> <li>■ Recognised Qualification in Speech &amp; Language Therapy</li> <li>■ HCPC registration</li> <li>■ Registered member of Royal College of Speech and Language Therapists</li> <li>■ Experience of working with children and/or adults with learning disabilities and physical disabilities</li> <li>■ Ability to maintain concentration throughout all aspects of clinical management and care</li> <li>■ Experience of designing and delivering training for staff teams and/or parents and families</li> <li>■ Knowledge and experience of different AAC approaches, including use of sign (e.g. Makaton, Sign-a-long)</li> <li>■ Computer literate</li> <li>■ Experience of working collaboratively as part of a multi-disciplinary team e.g. teachers, School Nurses, Occupational Therapists, external agencies</li> <li>■ Ability to work autonomously, managing own clinical caseload and prioritising according to need</li> <li>■ Ability to work flexibly in different environments and responsively to service needs</li> <li>■ Awareness of relevant local and national clinical guidance and policies</li> </ul>	<ul style="list-style-type: none"> <li>■ Post-graduate qualification in Paediatric Dysphagia or willingness to undertake appropriate training</li> <li>■ Strong analytical skills to enable assessment and diagnosis of eating, drinking and swallowing difficulties in children and young people with complex needs</li> <li>■ Ability and experience to design and deliver a range of strategies and interventions suitable for children and young people with learning disabilities to manage dysphagia and reduce risk</li> <li>■ Experience of working within an educational setting, including working within school/s for children with special educational needs</li> </ul>	<ul style="list-style-type: none"> <li>■ Application form</li> <li>■ Interview</li> <li>■ References</li> </ul>



# Person Specification

Factors	Essential	Desirable	Assessment Method
	<ul style="list-style-type: none"> <li>■ Excellent interpersonal skills with pupils, staff and families including: able to listen and understand clinical concerns; empathy; effective communication particularly where barriers to understanding exist; negotiation and problem solving.</li> <li>■ Ability to manage own emotional responses and maintain professional conduct during difficult conversations with pupils, staff and families</li> <li>■ Committed to personal development, reflective practice and knowledge of evidence base relevant to specialist field</li> <li>■ Ability to make use of professional supervision to reflect and develop own practice, maintain professional boundaries, and support clinical decision-making</li> <li>■ Awareness of principles of clinical governance and safeguarding, and application of these to own clinical work</li> </ul>	<ul style="list-style-type: none"> <li>■ Experience in supporting staff within a setting (e.g. special school; hospital; care setting) to implement dysphagia recommendations</li> </ul>	

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# Staff Code of Conduct

Every member of staff has an important part to play and as role models, need to deliver and uphold certain values. Here is our Staff Code of Conduct Summary Statement, to support this being a great place to work:

## **Safeguarding pupils**

All staff members have a responsibility to safeguard pupils and protect their welfare.

## **Appearance and dress**

Dress in a manner that is appropriate to their role

## **Attendance**

Attend work in accordance with their contract of employment and associated terms and conditions in relation to hours, days of work and holidays.

## **Professional behaviour and conduct**

Staff members are expected to treat other colleagues, pupils, parents/carers, and external contacts with dignity and respect.

## **Responsibility**

All employees must take responsibility for their own actions and be accountable for these.

## **Respect**

Employees should recognise and respect the work demands of, and contributions made by, others within the workplace.

## **Honesty & Integrity**

All employees must perform their duties with integrity and be open and honest in their dealings and communications with others

## **Health and safety**

Comply with health and safety regulations and school policies, using any safety equipment and protective clothing which is supplied to them, ensuring we keep everyone as safe as possible at all times

## **E-Safety**

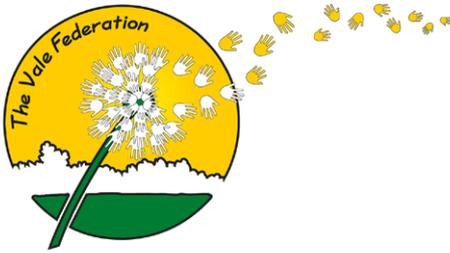
Staff will ensure all e-safety policies are adhered to, protecting themselves, the pupils and school community

## **Photography and Videos**

Staff will ensure that no personal devices are used in school at any time, protecting the rights of everyone

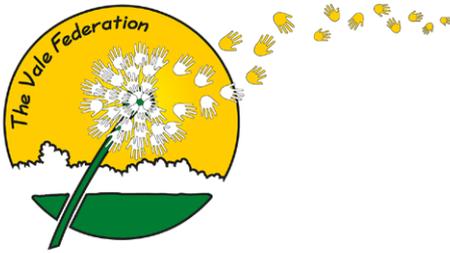
## **Data protection and confidentiality**

Staff will respect and adhere to the protection of personal data and confidentiality of all information for all pupils, staff and the school community



## About the role

<b>Start Date:</b>	For further details please visit <a href="http://www.thevalefederation.com/careers/current-vacancies/">www.thevalefederation.com/careers/current-vacancies/</a>
<b>Weekly Hours:</b>	37 hours
<b>Annual Weeks:</b>	52 weeks (Term-time + INSET days + 2 weeks in holidays)
<b>Salary:</b>	Bucks Pay Range 7 £39,646 - £43,759 dependent on experience (NHS Band 6 equivalent)
<b>Annual Leave (if applicable):</b>	Not applicable
<b>Application Closing Date:</b>	For further details please visit: <a href="http://www.thevalefederation.com/careers/current-vacancies/">www.thevalefederation.com/careers/current-vacancies/</a> <i>We reserve the right to close this vacancy early if a candidate is appointed.</i>
<b>Interview Date:</b>	For further details please visit <a href="http://www.thevalefederation.com/careers/current-vacancies/">www.thevalefederation.com/careers/current-vacancies/</a>
<b>Recruitment Process Summary:</b>	Visits to the school are warmly welcome. To arrange a visit or to find out more about the role, please contact Lynne Worley at <a href="mailto:recruitment@thevalefederation.com">recruitment@thevalefederation.com</a> . For further information on our recruitment process please visit our website.
<b>Safeguarding Statement:</b>	The Vale Federation of Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff, workers and volunteers to share this commitment. The successful candidate will be required to provide two satisfactory references, undertake pre-employment checks including a health check and have a cleared Enhanced Disclosure & Barring check. An online search (including social media) will be carried out for all shortlisted candidates as part of our recruitment process.



# Benefits

**Employer Contribution Pension Scheme, with Life Cover**

**Employee Assistance Programme**

**Staff Wellbeing Forum**

**Staff Room with Resourced Kitchen**

**Free On Site Secure Parking**

**Long Service Awards**

**Staff discount at local gyms, restaurants, theatre & coffee shops**

**Discounts on local travel**

**Staff Weekly Information Briefings**

**Training and Professional Development**

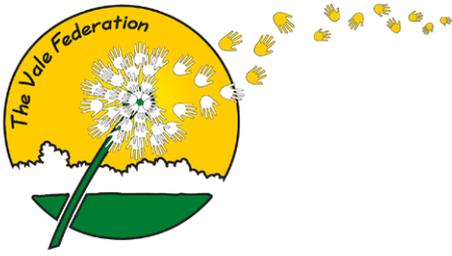
**Career Development Opportunities**

**Staff Update Bulletins & Newsletters**

**Discounts On Hiring Our Facilities**

**Staff Events**

**Annual Flu Vaccination**



# Gallery

