**INFORMATION PACK**  
**Speech and Language Therapist: Early Years Stronger Practice Hub - 2-year fixed term contract**

**We would welcome interest from applicants where the employer would be open to a secondment arrangement**

**Overview of the Role**

We are seeking a qualified and experienced Speech and Language Therapist to fulfil a specialist role in the delivery of the Early Years Stronger Practice Hub. As part of the COVID 19 recovery programme, the role supports the Head of Early Years Stronger Practice Hub (EYSPH) to deliver the objectives and aims of the EYSPH and the other parts of the Bright Futures Development Network.

This role will lead the delivery of the Speech and Language specific projects and programmes that have been identified by key stakeholders and will be responsible for overseeing accredited training, EEF Projects and locally driven programmes. Supporting settings to deliver and deploy a team of Specialist Leaders or consultants to support settings the role requiring excellent organisation and the ability to mentor and coach practitioners

**The full job description and person specification are at the end of this pack.**

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**Bright Futures Educational Trust**

Bright Futures Educational Trust (The Trust) is a multi-academy trust set up in 2011. The Trust is made up of a richly diverse group of schools in Greater Manchester and Blackpool. We are passionate about working together within and beyond the Trust to achieve our aspirational vision: the best *for* everyone, the best *from* everyone. We are an organisation that is underpinned by values of: **community, integrity, and passion**. In everything we do, we remember that we are accountable to the children, families, and communities that we serve.

Graphical user interface

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Our schools have their own identities, form one organisation and have one employer, Bright Futures Educational Trust. Bright Futures’ Board of Trustees maintains strategic oversight of the Trust and delegates some of its responsibilities to the Executive Team, Heads of School and local governing bodies. We place a high value on integrity and probity and take seriously our accountabilities for making the best use of public money. How decisions are made is described in our delegation framework. You can find out more about the Trustees and the Executive Team on our website: [About Us - Bright Futures Educational Trust (bright-futures.co.uk)](https://www.bright-futures.co.uk/about-us/)

The central team includes the Executive Team: John Stephens, CEO; Edward Vitalis, Chief Operating Officer; Gary Handforth, Director of Education; Lisa Fathers, Director of Development, Partnerships and Teaching School Hubs and Lynette Beckett, Director of HR & Strategy. The focus of these roles is to work with schools, providing high quality and timely guidance, leadership, challenge, and support. In addition to the executive team, we have central operations for finance, communications and marketing, HR, educational psychology, and digital technologies. Please see our website brochure which explains our central operations: [Why-Join-Bright-Futures](https://www.bright-futures.co.uk/wp-content/uploads/2021/12/Why-Join-Bright-Futures.pdf)

Bright Futures Professional Development Institute is another important outward facing component of our organisation. Underneath this umbrella we have several network hubs. ‘The Alliance for Learning’ (AFL) which provides school improvement services and CPD to over 700 schools (<http://allianceforlearning.co.uk/>), a North West Maths’ Hub [NW1 Maths Hub](http://www.nw1mathshub.co.uk/), providing mathematics training and coaching to 500 schools, and a SCITT (School Centred Initial Teacher Training) [Bright Futures SCITT](https://www.bright-futures.co.uk/development-network/bright-futures-scitt/), which is the largest in the North West. Bright Futures also has two [Teaching School Hubs](https://tsh.bright-futures.co.uk/), serving Manchester, Stockport, Salford, and Trafford. [Bright Futures Send Outreach](https://www.bright-futures.co.uk/bright-futures-send-outreach/) is another service which we provide across the Northwest.

**Early Years Stronger Practice Hub**

Throughout the pandemic, the youngest children in the most disadvantaged areas of England were among the hardest hit by lockdowns and social distancing. A responsive programme of support for staff and children has been developed by the Government to assist recovery and address the disruption of Covid-19. This includes new funding to support settings to address the impact of the pandemic on young children by sharing effective evidence-informed practice and building lasting local networks via the Stronger Practice Hubs programme.

The Stronger Practice Hub model works directly with the sector on a system leadership approach, with strong settings becoming a base for support, collaboration and practice sharing for and with other parts of the sector. The DFE has commissioned the National Children’s Bureau (NCB) to manage the relationships with Early Years Stronger Practice Hubs, including providing support, oversight and quality assurance, as well as running the selection process.

Our Early Years Stronger Practice Hub (EYSPH) will support settings to adopt evidence-informed practice improvements – in line with the framework developed for the programme by the Education Endowment Foundation, as well as with the reformed Early Years Foundation Stage, Development Matters.

**Collaboration and strong relationships form one of the ‘commitments’ in our Strategy and all components of the Bright Futures’ family work closely together. Our Strategy was developed collaboratively and can be found on our website:** [**Our Strategy**](http://bfet.co.uk/about-us/our-strategy/)**.**

**WHY WORK FOR US?**

****We offer a great opportunity to join an organisation which really lives its values. Our working environment is very inclusive and whilst you can expect to be challenged in your role, you will be supported through professional learning, treated fairly and with dignity and respect. Please see the [Equality,  
Diversity, an Inclusion statement](https://www.bright-futures.co.uk/join-us/job-vacancies/) on our website.

**Terms and Conditions**

**Salary:** NJC scale points 36 to 40 (Bright Futures scale Grade 9)**.** The full-time equivalent pay is £42,503 rising to £46,549 per annum. The actual pay based on the below working pattern commencing £18,197.64 rising to £19,929.93, per annum actual pay. Pay progression is linked to performance.

**Working weeks:** This is a great opportunity for flexible working as the role will work 38 weeks during school term time and an additional 1 week to be agreed. A total of 39 weeks.

**Hours:** 18.125 hours per week over 2 days.

**Holidays:** You will be paid for the prorate equivalent of25 days, plus 8 public holidays. This increases to 30 days plus 8 public holidays after 5 years’ service.

**Pension:** Local government pension scheme. Please take a look at the website: <https://www.gmpf.org.uk/>.

**Other:** We offer salary sacrifice schemes for purchasing bikes used for travel to work and technology for personal use, through monthly interest free salary deductions.  
We also offer opportunities for professional development.

**For a full explanation of our employment offer please see the booklet on our website:**

[Our-Employment-Terms-November-2022.pdf (bright-futures.co.uk)](https://www.bright-futures.co.uk/wp-content/uploads/2022/11/Our-Employment-Terms-November-2022.pdf)

**How to Apply**

We can only accept completed application forms, rather than CVs. This is because the regulatory guidelines of  
Keeping Children Safe in Education (2021), require us to check various details of job applicants and an identical  
application format for each candidate enables us to do this. We use a process that does not identify personal  
characteristics to the shortlisting panel. This is part of our commitment to equalities and diversity.

**NO AGENCIES PLEASE.**

Our application form is available online, along with the disclosure of criminal background form. The portal link [Speech and Language Therapist (jotform.com)](https://bfet.jotform.com/230114506999965). Alternatively, you can click Apply Now on this role via the current vacancies page of our website. Please upload the forms **by 09.00 a.m. Friday 17 February 2023.**

The selection process may be conducted virtually, so candidates will need access to a device with a camera and a microphone to participate. However, we will confirm this following the closing date. The selection will take place on **Tuesday 21 February 2023**. You will be notified after the closing date whether you have been shortlisted.

**Keeping Children Safe in Education**

**Bright Futures Educational Trust is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out and references will be sought for shortlisted candidates and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.**

**Data Privacy**

You can read the details of how we use the personal data that you provide us with in our Job Applicants’ privacy notice on our website: [Applicant Privacy Notice](https://www.bright-futures.co.uk/wp-content/uploads/2021/11/BFET-Applicant-privacy-notice-002.pdf)

**JOB DESCRIPTION**

**Speech and Language Therapist: Early Years Stronger Practice Hub**

Reporting to Head of Early Years Stronger Practice Hub

**JOB SUMMARY**

The Speech and Language Therapist fulfils a specialist role in the delivery of the Early Years Stronger Practice Hub. As part of the COVID 19 recovery programme, the role supports the Head of Early Years Stronger Practice Hub (EYSPH) to deliver the objectives and aims of the EYSPH and the other parts of the Bright Futures Development Network.

This role will lead the delivery of the Speech and Language specific projects and programmes that have been identified by key stakeholders eg. Greater Manchester Combined Authority, Local Authorities etc. These projects are either delivered through the Education Endowment Fund or local projects that fit the strategic priorities of the area. The Speech and Language Therapist will be responsible for overseeing accredited training, EEF Projects and locally driven programmes. Supporting settings to deliver and deploy a team of Specialist Leaders or consultants to support setting. They will also support on the development of stakeholder engagement and communication plans. This exciting role is varied and complex and candidates will need to have the relevant qualifications, excellent organisation and the ability to mentor and coach practitioners.

**KEY RESPONSIBILITIES AND ACCOUNTABILITIES**

**Main Responsibilities**

To oversee, deliver and support project and programmes within the Early Years Stronger Practice Hub. The objectives include:

* Oversee the delivery of the EEF programme and locally driven programmes that support improvements in Speech and Language
* Support the delivery of local projects connected with the Early Years delivery plan eg. Building Blocks
* Acting as a point of contact for bespoke advice
* Deliver training to settings including teachers, practitioners and children whilst having a flexible approach to deliver which may include evenings and weekends.
* Support Early Years within the Multi Academy Trust working with School Improvement Directors

The successful candidate will have experience of managing projects which includes at scale and coordinate support for Early Years settings which need it the most. In addition, the successful candidate will need experience of a range of speech, language and communication needs which will underpin training. The successful candidate will be used to teamwork, high standards and display the values of Bright Futures. They will be a solution-focused person with an ability and determination to ensure high level delivery of programmes. To succeed in this role excellent time management and communication skills are essential as the role involves collaborating with clients as well as internal and external teams.

**Overall Job Purpose**

* Delivering effective services through assessment and intervention
* Determine where to align for EEF programmes, targeted and bespoke support for Early Years setting within the hub area.
* Assess, formulate and deliver interventions and evaluate clinical outcomes.
* Monitoring risks and issues, identifying mitigating actions and/or solutions.
* Report monthly reporting on progress against targets and key performance indicators to internal and external stakeholders.
* Monitoring how well your programme is doing, identifying where work is off track and finding solutions to issues.
* Oversee the effective and efficient delivery of professional development, targeted support and bespoke support, providing participants with a high-quality learning experience.
* Acting as the point of contact and communicating with key stakeholders.

**Management**

* Ensure compliance with professional standards for Speech and Language Therapy Practice.
* Adhere to HCPC regulations and RCSLT Code of Ethics and Professional Conduct for Speech and Language Therapists.
* Provide timely verbal and written updates to the Head of Early Years Stronger Practice Hub when required.
* Assist the Head of Early Years Stronger Practice Hub with reports for governance, DfE, Trust and other key stakeholders.
* To attend local, regional and national programme management meetings and events if required.

**Partners**

* Build effective and positive relationships with all key stakeholders.
* Support Early Years setting (Schools, PVI’s, Childminders and Foster Parents) to access relevant training.
* Uphold the principles and practice of customer care and continuous improvement. This includes working to engage with children and families about future programme planning and delivery where appropriate.

**General**

* Access to supervision from a senior speech and language therapist to comply with RCSLT standards.
* When necessary work flexible hours, including evenings, weekends and bank holidays to ensure the efficient operation of the service.
* Take responsibility for continuing personal development in order to enhance knowledge, skills and experience needed for safe and effective practice and the achievement of agreed service outcomes and personal appraisal targets.

## Other

## Any other reasonable duties requested by Head of EYSPH.

* Attend relevant meetings as required, acting as a role model consistently promoting the Trust’s vision, values and commitments.
* Keep up to date and integrate relevant initiatives and recommendations from RCSLT and other relevant organisations.

## Acting as an ambassador ensuring that the Trust’s high standards are promoted at all times.

* A commitment to maintaining confidentiality and discretion inside and outside work.

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**PERSON SPECIFICATION**

| **Category** | **Essential** | **Desirable** | **Method of assessment** |
| --- | --- | --- | --- |
| Qualifications, Education, training | * Speech and Language Therapy or equivalent qualification eg BSc, BMedSci, MMedSci. * Registered member of the RCSLT | * Evidence of ongoing training and relevant post graduate courses in communication | * Application form * Certificates |
| Relevant Experience | * Previous experience of managing project and programmes * Evidence of effective caseload management organisations * Substantial experience of training/supporting qualified or unqualified staff. * Experience of direct and indirect work with young children in the birth to 5 age range and responsibility for developing SALT programmes for this age range * Working knowledge of the Wellcomm SALT programme | * Experience or interest in working with Mental Health Services. * Familiar with a range of therapeutic interventions * Minimum 5 years experience of working at a senior level * Delivery of Wellcomm and/ or Elklan training * Delivery of Building Blocks language programme training | * Application form * References * Interview |
| Knowledge, skills and abilities | * Excellent communication skills; both oral and written and excellent interpersonal skills * Ability to demonstrate team building, leadership and organisational skills. * Ability to take a problem solving approach to tasks, and develop well thought through, valid solutions * Ability to build and maintain effective working relationships with a wide variety of people and liaise with colleagues | * Understanding of the wider education landscape and the opportunities and challenges it brings | * Application form * References * Interview * Tasks |
| Leadership & Management | * Ability to work well under pressure and meet deadlines * Ability to formulate, monitor, evaluate and review plans and policies * Ability to take on new challenges and to be a leader * Positive, solution-focused and good humoured |  | * Application form * References * Interview * Tasks |
| Personal Qualities/Others | * Personal integrity and confidentiality * Tact and discretion * A positive approach to challenges, which seeks solutions to problems and addresses difficulties with cheerfulness and good humour * Flexibility and adaptability * Initiative and confidence when dealing with difficult situations * Willingness to keep up to date on relevant policy and procedures in line with the duties identified in the job description * Commitment to further training and development * Smart, professional appearance |  | * Application Form * References * Interview * Tasks |
| Safeguarding | Commitment to demonstrating a responsibility for safeguarding and promoting the welfare of young people |  | * Application form * Interview * Task |
| Our Values | Community: Evidence of working together for a common purpose and encouraging diversity |  | * Interview * Tasks |
| Integrity: Evidence of doing the right things for the right reason |  | * Interview * Tasks |
| Passion: Evidence of taking personal responsibility, working hard and having high aspirations |  | * Interview * Tasks |

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