

Speech and Language UK Job Description

Job Title:	Speech and Language Advisor
Location:	Combination of home and setting-based in London
Hours:	21 hours per week (0.6 FTE) with potential to work full-time
Reporting to:	Specialist Early Years Speech and Language Advisor for the project

Job Purpose

- To work as part of the team to deliver on the “Nursery Inclusion Project for All” (NIPA) a partnership between Wandsworth Borough Council and Speech and Language UK.
- To work on other projects being developed by Speech and Language UK (for full-time employees).

Responsibilities

- Direct delivery of Speech and Language UK interventions and follow up support and mentoring to staff at the schools / settings participating in the NIPA project.
- Support the setting to develop their universal good practice through actions identified in the setting audit.
- Supporting the identification and holistic assessment of young children specifically referred to the project and collaborating with school / setting / project team staff on the development of a support plan.
- Engaging with parents / carers of children referred to the project to support their understanding of their children's needs.
- Supporting transition of identified children into reception classes.
- Continuing the development of collaborative relationships across the schools / settings participating in the NIPA project and the project team.
- Collecting and providing statistical, outcome and other data related to the work to develop and report on Speech and Language UK's evidence base and ensure accurate, timely reporting to funder.
- Contributing to the development of recommendations for sustaining the NIPA model of support beyond the life of the project.

General Responsibilities

Expert professional knowledge and advice

- Keep abreast of relevant initiatives and developments within Speech and Language UK and the field of Speech and Language Therapy and Education, in order to maintain and develop expertise.
- Maintain current, up-to-date knowledge of evidence in the field of children's communication and SLCN.

Speech and Language UK

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- Act as an advisor on key professional issues concerning policy, research and practice for children with SLCN, identifying key themes and issues to other Speech and Language UK departments as appropriate.
- Contribute to Speech and Language UK reports and communications to a high standard.

Maintenance of Professional Standards

- Adhere to national and local standards and guidelines relating to Professional Practice, maintaining current registration with RCSLT and HCPC.
- Be aware of, and adhere to, current legislation and codes of practice and be responsible for your personal development and identification of CPD needs.
- Access professional advice from colleagues in order to meet work requirements as appropriate.

Organisational Responsibilities

- Attend and contribute to project meetings and development activities as required.
- Maintain and develop good working links with all other I CAN departments in the areas of finance, communications, public affairs and press and fundraising.
- Make a full contribution to Speech and Language UK's strategy by delivering on the project(s).
- Promote collaborative working relationships and effective communication.
- Promote Speech and Language UK's mission, vision and values in all aspects of your work.
- Abide by all Speech and Language UK policies and procedures and in particular ensuring the protection of children in Speech and Language UK's services are followed at all times.
- Safeguard at all times confidentiality of information relating to children, staff and Speech and Language UK's work.

This list of duties and responsibilities is not exhaustive and the post holder may be required to undertake other relevant and appropriate duties as reasonably required.

This job description is subject to regular review and appropriate modification.

**Person Specification
Speech and Language Advisor**

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> ▪ Qualified speech and language therapist registered as practising member of RCSLT and HCPC. 	<ul style="list-style-type: none"> ▪ Master's degree or equivalent higher level professional qualification.
Experience	<ul style="list-style-type: none"> ▪ Experience of working with children aged 2-5 and their families in early years settings. ▪ Experience in the provision of high-quality assessment and intervention for young children. ▪ Effective cross professional/multi-agency work. ▪ Experience of delivering training. 	<ul style="list-style-type: none"> ▪ Voluntary Sector experience. ▪ Experience in setting development. ▪ Experience/knowledge of monitoring and evaluating projects.
Skills and Knowledge	<ul style="list-style-type: none"> • Have in depth knowledge of SLC/N in children aged 0-5. ▪ Excellent verbal & written communication skills. ▪ Ability to quickly establish rapport and credibility with setting/school staff. ▪ Ability to use own initiative. ▪ Ability to deliver on agreed targets. ▪ Good Microsoft Office skills and the ability to use IT to ensure personal effectiveness. 	<ul style="list-style-type: none"> ▪ Experience of formal research either autonomously or with an academic partner.
Personal qualities	<ul style="list-style-type: none"> ▪ Empowering and motivational style and approach. ▪ Self-motivating with good time management skills. 	<ul style="list-style-type: none"> ▪ Experience of working remotely/from home effectively.
Other factors	<ul style="list-style-type: none"> ▪ Awareness of current issues and initiatives in education, special education and speech and language therapy. ▪ Be a reflective practitioner. ▪ The ability to develop and maintain good working relationships with colleagues and Speech and Language UK staff. 	<ul style="list-style-type: none"> ▪ Evidence of continuing professional development.

	<ul style="list-style-type: none"> ▪ Ability to work as part of a remote team and also work alone. ▪ Commitment to safeguarding and promoting the welfare of children and young people. ▪ Committed to the overall aims of Speech and Language UK and to developing and delivering Speech and Language UK's Vision and Strategy. ▪ Understanding and commitment to equal opportunities and empowerment. 	
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