

## Speech and Language UK Job Description

Job Title:	Specialist Early Years 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:	Lead Speech and Language Advisor for the project

### Job Purpose

- To lead the Speech and Language Therapy delivery for the “Nursery Inclusion Project for All” a partnership between Wandsworth Borough Council and Speech and Language UK. This will include:
  - continuing to support the development and evaluation of the NIPA model
  - delivering to one of the three NIPA localities
  - supporting the Speech and Language Advisor(s) (S&LAs) who will deliver Early Talk Boost training / support; whole setting development as well as some direct therapy in the two other localities
- To work on other projects being developed in by Speech and Language UK (for full-time employees)

### Responsibilities

- Work closely with the NIPA team to plan the delivery to the new localities and settings joining the project in October 2022, supported by the Lead Speech and Language Advisor.
- Contribute to the development of any planned evaluation of the expansion phases of the wider project.
- Carry out setting audits on speech, language and communication with any new settings joining the project to inform setting plans and identify those which might require Early Talk Boost interventions / training. This will also help to inform planning with the other NIPA S&LAs.
- Build effective partnerships with new and existing NIPA settings to enable them to build their capacity to identify and support children with emerging needs effectively and to embed this practice.
- Provide support and supervision for the NIPA S&LAs.
- Support setting staff in their understanding of speech, language and communication, the impact it has on children's behaviour and engagement and in developing the settings practice to become communication supportive.
- Deliver Speech and Language UK interventions and follow up support and mentoring to staff at schools / settings participating in NIPA in a specific locality.
- Support 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.
- Engage with parents / carers of children referred to the project to support their understanding of their children's needs.
- Continue the development of collaborative relationships across the schools / settings participating / joining NIPA and the project team.
- Collect and provide 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.

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### Speech and Language UK

2 Angel Gate, Hall Street, London EC1V 2PT | Tel: 020 7843 2510 | [speechandlanguage.org.uk](http://speechandlanguage.org.uk)

Speech and Language UK is the operating name of I CAN Charity, a registered charity in England and Wales (210031) and Scotland (SC039947), which is a company limited by guarantee registered in England and Wales (00099629). Registered address: 2 Angel Gate, Hall Street, London, EC1V 2PT

- Contribute to the development of recommendations for sustaining the NIPA model of support beyond this initial expansion period.

### **General Responsibilities**

#### **Expert professional knowledge and advice**

- Maintain current, up-to-date knowledge of evidence in the field of children's communication and SLCN.
- 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 Speech and Language UK 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  
Specialist Early Years Speech and Language Advisor**

CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>▪ Qualified speech and language therapist registered as practising member of RCSLT and HCPC.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Master's degree or equivalent higher level professional qualification.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>▪ Experience of working with children aged 2-5 and their families.</li> <li>▪ Proven track record in service and setting development.</li> <li>▪ Proven track record in the provision of high-quality assessment and intervention for young children.</li> <li>▪ Experience in supervising other therapists.</li> <li>▪ Effective cross professional/multi-agency work.</li> <li>▪ Experience of developing/delivering training.</li> <li>▪ Experience/knowledge of leading, monitoring and evaluating projects.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Voluntary Sector experience.</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>▪ Have in depth knowledge of children aged 0-5.</li> <li>▪ Excellent verbal &amp; written communication and presenting skills.</li> <li>▪ Ability to quickly establish rapport and credibility with managers and staff.</li> <li>▪ Ability to use own initiative and be creative in problem solving.</li> <li>▪ Skilled at supporting and developing colleagues</li> <li>▪ Ability to deliver on agreed targets.</li> <li>▪ Good Microsoft Office skills and the ability to use IT to ensure personal effectiveness.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of formal research either autonomously or with an academic partner.</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>▪ Empowering and motivational style and approach.</li> <li>▪ Energy, enthusiasm and flair to work hard and achieve ambitious targets.</li> <li>▪ High standards of personal and professional integrity.</li> <li>▪ Self-motivating with good time management skills.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of working remotely/from home effectively.</li> </ul>

<b>Other factors</b>	<ul style="list-style-type: none"> <li>▪ Awareness of current issues and initiatives in education, special education and speech and language therapy.</li> <li>▪ Understanding of issues in developing collaborative practice.</li> <li>▪ Be a reflective practitioner.</li> <li>▪ The ability to develop and maintain good working relationships with colleagues, and Speech and Language UK staff.</li> <li>▪ Be a completer/finisher.</li> <li>▪ Ability to work as part of a remote team and also work alone.</li> <li>▪ Reliability.</li> <li>▪ Commitment to safeguarding and promoting the welfare of children and young people.</li> <li>▪ The ability and willingness to travel to other Speech and Language UK sites and attend evening/weekend meetings as appropriate.</li> <li>▪ Committed to the overall aims of Speech and Language UK and to developing and delivering Speech and Language UK's Vision and Strategy.</li> <li>▪ Understanding and commitment to equal opportunities and empowerment.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Evidence of continuing professional development.</li> </ul>
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