**Job description**

**Designation:** Speech and Language Therapy Author

**Pay:** £35,000 per annum pro-rata

**Location:** Online

**Hours:** 45 hours per month + holiday (13% of hours worked) - £17.95 per hour

9 month contract starting by 30th November 2020

Enrolment in NEST pension

Job summary

Background

The [Commtap resources website](https://en.commtap.org/) is a well-established site for supporting those who support and interact with children and adults with speech, language, and communication needs (SLCN). The ideas on the site are organised developmentally by communication skill. We also use scales from education – such as the National Curriculum – to make the ideas more accessible to teaching staff for planning. The ideas are structured in a clear and consistent way to make it as easy as possible for them to be used.

Developing the site for parents and carers

In this academic year we are carrying out a project to make the site more useful and accessible for parents/carers supporting their children during the course of family life. This project has been made possible by a grant from the [Communication Consortium](https://www.thecommunicationtrust.org.uk/our-consortium/).

The key aspects of this project are:

* Developing the site to make it mobile-friendly (the method by which many parents/carers will access the site)
* Adding additional strategy/activity ideas for use by parents at home (400+)
* Creating demonstration videos of key communication strategies and activities (20+)

Although some parents will access the site directly without being directed to it, in most cases we would expect them to come to the site following advice from a speech and language therapist (SLT) or other communication specialist.

Speech and language therapy author role

The speech and language therapy author will create new communication strategy and activity ideas and new versions of existing ones that can be easily used by parents during their interactions with their child.

The ideas will be designed for use with children and young people aged from 5 to 18 years and across the range of communication disability types and levels.

The role will also include consulting with parents (for example running parent focus groups), speech and language therapists, and other relevant specialists. You would also work with the software developer and the Commtap team.

In addition, you would be involved in the creation of demonstration videos to show key strategy/activity ideas.

Commitment

The job is for 9 months, 45 hours per month plus holiday. The times when you work your hours during each month is flexible. There may be the occasional meeting in the evening or at the weekend – for example meetings including the directors and some parent meetings.

Where the work will take place

Much of the work will take place remotely with the majority of meetings and contact taking place online. See note on Covid-19 below.

Main duties and responsibilities

* Create communication activities and strategies on the site for use by parents/carers during home life
* Create these communication activities and strategies across the range of types of SLCN including:
  + Language
  + Social (including autism spectrum disorder)
  + Communication difficulties associated with another impairment such as hearing, vision or physical
  + Speech articulation and phonology
* Create these communication activities and strategies across the range of levels of SLCN from emerging communication to higher levels of communication such as using complex language to express a range of ideas
* Create communication activities and strategies for use with primary and secondary school aged children
* Assist in the creation of a “parent-friendly” scale on the site for organising the new material
* Organise and work with focus groups of parents of children with SLCN to help guide the development of materials on the site
* Work with other members of the team and contractors including the software developer
* Identify key areas requiring demonstration videos
* Plan the content of demonstration videos and role play with another SLT to create the videos. Videos will be made available publicly online. See note on Covid-19 below
* Contribute to the writing of an evaluation report for the project
* Contribute to the creation of publicity information – for example, a how-to guide for using the site for SLTs to give to parents

These are the main duties in the role however they may be subject to modification after consultation with the post-holder to meet any change in the work required for the project.

Covid-19

The only aspect of the work that might require a physical meeting is the production of the videos. It is not envisaged that this work will take place before summer 2021. This work will only be carried out if it is safe to do so. If, due to the pandemic, staff do not feel safe, other options will be considered such as creating videos which don’t require a physical meeting, animating them, or delaying their production.

Person specification

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ROLE** | Speech and language therapy author | |  |  |
| **Essential = E, Desirable = D** | | **E/D** | **Test at application** | **Test at interview** |
| **QUALIFICATIONS AND EDUCATION** | Recognised speech and language therapy degree qualification or equivalent | E | 🗸 |  |
| Registered member of the Health and Care Professions Council | E | 🗸 |  |
| Registered member of the Royal College of Speech and Language Therapists | E | 🗸 |  |
| **SKILLS/ABILITIES** | Effective communication skills | E |  | 🗸 |
| Excellent interpersonal skills including listening skills | E |  | 🗸 |
| Ability to work collaboratively and develop collaborative relationships – including liaising with SLTs, parents and working in a team | E | 🗸 |  |
| Ability to manage meetings (such as meetings with parents) | E | 🗸 |  |
| Excellent written communication skills including ability to write clear and accessible ideas for supporting communication (simple, readable) | E | 🗸 |  |
| Ability to create ideas for supporting communication within the constraints of what is available in the typical home environment | E | 🗸 |  |
| Ability to create content for video | D | 🗸 |  |
| Able to work with others to achieve shared goals and expected performance | E |  | 🗸 |
| Respects, and is open to, the thoughts, opinions, and contributions of others | E | 🗸 |  |
| Proficient in the use of software such as Word and web browsers. Ability to learn new software for adding content to a website such as a content management system (CMS) | E | 🗸 |  |
| Understands and respects confidentiality | E | 🗸 |  |
| Mindful of what works and what doesn’t work in terms of communication support based on own experience, others’ experience and/or research base | E |  | 🗸 |
| Excellent organisation skills – ability to plan and manage own time | E |  | 🗸 |
| **EXPERIENCE** | Working with mainstream primary and secondary school aged children with SLCN | E | 🗸 | 🗸 |
| Working with children across a broad range of SLCN | E | 🗸 | 🗸 |
| Working with parents/carers | E | 🗸 | 🗸 |
| Writing ideas for supporting and developing communication for parents/carers and/or teaching staff | E | 🗸 | 🗸 |
| Involvement in creating demonstration videos | D | 🗸 |  |
| **KNOWLEDGE** | Knowledge of a broad range of communication disability types in children and young people aged 5-18 | E | 🗸 |  |
| Well established knowledge and implementation of a range of appropriate therapeutic interventions applicable to children and young people aged 5-18 | E | 🗸 |  |
| Knowledge of scales used in education such as the National Curriculum and how that relates to communication | D | 🗸 |  |
| **OTHER REQUIREMENTS** | Computer to work on and a good internet connection | E | 🗸 |  |

Please note, although this work will involve members of the public who are parents/carers of children and young people with SLCN, it does not involve any direct intervention with those with SLCN.