



**WEST KIRBY
SCHOOL &
COLLEGE**

Changing Children's Lives

Candidate Information Pack

For The Role Of:

**Lead Speech and
Language Therapist
(‘SALT’) / Occupational
Therapist (‘OT’)**

**Closing Date For Applications:
9am Friday 15th October 2021**





 **WEST KIRBY SCHOOL**
A DAY AND RESIDENTIAL SPECIALIST SCHOOL AND COLLEGE

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ABOUT OUR SCHOOL

Our dedicated staff are committed to 'Changing children's lives, building better futures'.

We achieve this through a consistent approach towards understanding the needs and motivations of children and young people ('CYP'); and through recognising and celebrating their efforts and achievements.

As a non-maintained special school, West Kirby School and College caters for CYP, aged 5-19 years, with a range of complex special educational needs and disabilities ('SEND'). We support pupils with social and communication difficulties; Autistic Spectrum Condition; ADHD; PDA; related learning and emotional, sensory and motor needs, across a range of cognitive abilities.

Our aim is for young people to leave West Kirby School and College with **academic accreditations**, together with developed **social, emotional** and **communication skills**. We achieve this through a structured, supportive learning environment with an individualised curriculum, based on relevant and meaningful learning, where CYP make aspirational progress from individual starting points.

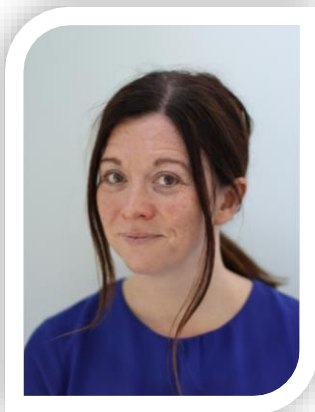
In tandem with this, we promote the development of **life skills, personal wellbeing** and **good mental health** through structured activities and adventures, both in and outside school. These enrich learning opportunities and give pupils an appreciation of the wider world, of community and charitable partnerships.



Our broad approach enables pupils to experience and develop **career pathways** which, we hope, will lead them towards a successful adult life. Due to its location to the North West of the Wirral peninsula, West Kirby is able to offer a wide range of opportunities for community relationships, sports, water recreation and natural history. Liverpool and Chester with their wealth of art, culture and history are within easy reach.

The school is close to the centre of West Kirby village and is 200m from the nearest beach and local marine lake.

WELCOME FROM OUR CEO & PRINCIPAL



Dear Candidate,

I am delighted that you are interested in joining West Kirby School & College as a **Lead Speech and Language Therapist ('SALT') / Occupational Therapist ('OT')**

I hope that this information pack gives you a flavour of this role and our wonderful school community.

Welcome to West Kirby School and College, a non-maintained special school initially founded over 100 years ago as a hospice for children. Since that time we have grown and developed into the successful school we are today. Times have changed, but we remain enthused by the opportunity to support, enable and develop children and young people towards realising their aspirations.

Ultimately, we want to support each of our pupils towards **'living their best life'**.

As a team, we are driven to inspire and motivate pupils, ensuring they are equipped with knowledge, skills and experiences which will help them achieve their goals and ultimately reach their full potential. We understand that each child and young person is different and has individual needs. Therefore we tailor teaching, learning and therapeutic interventions - making activities accessible so pupils can flourish and thrive.

Our **nurturing environment, culture of respect**, and **promotion of acceptance and diversity** is a backdrop which allows pupils to grow into young adults, who have an understanding of themselves and those around them.

Our **safe and accepting space** also allows pupils to express themselves so they feel part of our **community**. Coupled with this, we are dedicated to working within our community, using our expertise to offer support to local schools, colleges and parent groups in areas of Special Educational needs and Disabilities. We are currently developing a programme of free training and support which will be offered across the Local Authority.

As Principal of WKS, I would be delighted to welcome you to the school to see for yourself our inspirational environment and for you to meet our equally inspiring pupils.

With Warm Regards,

Sian

Miss Sian Thomas
CEO & Principal

EMPLOYEE BENEFITS

Looking after you and your health

All employees are enrolled (free of charge) into our **Healthcare Scheme** – provided by Benenden Healthcare. From day 1 of your employment, and through your Benenden membership, you can:

- ✓ Get access to and **talk to a GP 24/7** and a **24/7 mental health helpline**
- ✓ Get **care planning and social care advice**

... And after 6 months of employment and membership of Benenden, you can:

- ✓ Get access to **medical diagnostics** (when the wait on the NHS is over 3 weeks)
- ✓ Get support with **medical treatment and surgery** (when the wait on the NHS is over 3 weeks)
- ✓ Get access to **physiotherapy and mental health counselling support**

Looking after you and your family in the difficult times

All employees are enrolled (free of charge) into our **Group Life Assurance Scheme** – provided by Unum. After 6 months of employment, and through Unum, if you were to die unexpectedly your nominated beneficiary would receive up to **4 x your annual salary**.

Saving for the future

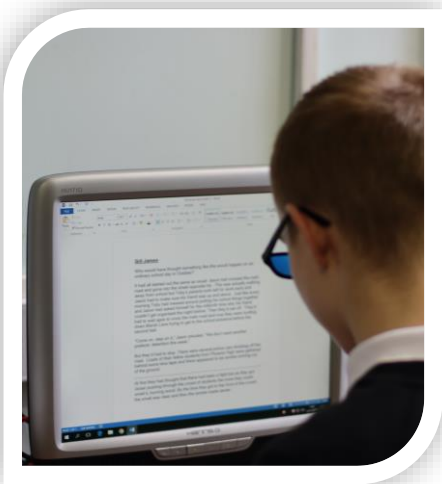
All non-teaching staff are eligible (and will be automatically enrolled) to join the School's **Private Pension Scheme**, after 3 months of employment.

The School will match your contributions (like for like) to your private pension up to **7%** of your annual salary.

Building your capability

From day 1 of your employment you will be supported with your **Continuous Professional Development**, with a focus on supporting you to build your personal levels of capability; helping you to become the **best version of you that you can be**.

ROLE OVERVIEW & APPLICATION PROCESS



West Kirby School & College is seeking to appoint a talented Lead Speech and Language Therapist ('SALT') / Occupational Therapist ('OT')

Closing Date For Applications: 9am Friday 15th October 2021

Salary Band: £35,574.76- £41,750.80 (Pt 25-30)

Working hours: 37 hours per week

Contracted Weeks: 52 Weeks

Role Overview:

To ensure the SALT and OT Department actively assess and meet the needs of children and young people in line with EHCPs.

The Lead SALT / OT will make a significant and contribution to the further development of our Clinical Provision, personally delivering accurate assessment and therapeutic support, whilst leading and managing a team of SALT and OTs to achieve meaningful outcomes.

The post-holder will ensure the effective delivery of SALT and OT support across all curriculum pathways in the school and college.

The post-holder will be expected to build rapport and form and manage productive relationships internally and externally; from teachers, families and carers, to external professionals.

Application Process:

Application forms and further information can be downloaded from the school website: www.wkrs.co.uk or contact Georgia Porter-Duffy gporter@wkrs.co.uk or Luke Cowell lcowell@wkrs.co.uk for further information. **The School does not accept CV's.**

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The successful applicant will be subject to rigorous recruitment checks and an enhanced DBS check.

PERSON

SPECIFICATION – OT Applicants

Person Specification – Lead Occupational Therapist ('OT')

West Kirby Residential School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

| | Essential These are qualities without which the applicant could not be appointed | Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria | Method of Assessment |
|-----------------------|---|--|---|
| Qualifications | <ul style="list-style-type: none"> • HCPC registration as an OT • Degree or equivalent in OT • Evidence of relevant CPD training | <ul style="list-style-type: none"> • Member of RCOT • SI qualification or experience • Masters qualification | Production of the applicant's certificates |
| Experience | <ul style="list-style-type: none"> • Band 6/7 experience • Relevant post graduate OT training • Experience of delivering evidence based interventions with children and young people. • Experience of working in relevant clinical areas • Experience of delivering OT assessment and intervention • Experience of working with young people with a diagnosis of ASD and ADHD • Experience working with children/ young adults with developmental disabilities and complex needs • Experience of using a range of different assessments and interventions and implementing and evaluating treatment goals • Experience of working in a MDT | <ul style="list-style-type: none"> • Experience of working with children & Young People SEMH and complex presentation • Experience of working within an education setting • Management experience of leading / developing teams • Mental health experience • Paediatric OT experience | Contents of the Application Form. Interview Professional references Learning portfolio |

PERSON SPECIFICATION (Cont.)

Person Specification – Lead Occupational Therapist ('OT')

West Kirby Residential School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

| | Essential These are qualities without which the applicant could not be appointed | Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria | Method of Assessment |
|------------------|---|--|--|
| Skills | <ul style="list-style-type: none"> • Excellent communication and time management skills • Ability to effectively prioritise work and manage it through to excellent outcomes. • Excellent clinical reasoning, assessment and goal setting skills • Excellent problem solving skills and ability to be flexible • Ability to offer supervision and mentoring to relevant staff and students • Excellent record keeping and report writing skills • Establish and maintain good working relationships • Computer literate | <ul style="list-style-type: none"> • Experience at managing budgets / spend • Prior leadership and management skills | Contents of the Application Form Interview Professional References |
| Knowledge | <ul style="list-style-type: none"> • Knowledge of the principles and implementation of clinical governance • Sound knowledge of the OT process and relevant frames of reference to inform practice • Knowledge of the appropriate use and choice of standardised and non standardised assessments • Knowledge of clinical audit | <ul style="list-style-type: none"> • Knowledge of ACEs and trauma informed approaches • Knowledge of neurodiversity and accompanying neurodevelopmental and sensory motor differences. | Contents of the Application Form Interview Professional references |

PERSON SPECIFICATION (Cont.)

| Person Specification – Lead Occupational Therapist (‘OT’) <div> West Kirby Residential School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. </div> | | | |
|---|---|--|--|
| | Essential <div> These are qualities without which the applicant could not be appointed </div> | Desirable <div> These are extra qualities which can be used to choose between applicants who meet all of the essential criteria </div> | Method of Assessment |
| Personal competencies and qualities | <ul style="list-style-type: none"> • Motivation to work with children and young people with complex presentations • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Sets realistic targets / objectives for themselves and their team (and actively manage them through to delivery) • Emotional resilience in working with challenging behaviours • Sense of Humour • Patience • Willingness to work as a member of a team • Leadership skills • Able to deliver training to colleagues • Willingness to complete PRICE training | <ul style="list-style-type: none"> • Previous management experience • Previous experience of PRICE | Contents of the Application Form Interview Professional references |

PERSON

SPECIFICATION – SaLT Applicants

Person Specification – Lead Speech and Language Therapist ('SALT')

West Kirby Residential School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

| | Essential These are qualities without which the applicant could not be appointed | Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria | Method of Assessment |
|-----------------------|---|---|---|
| Qualifications | <ul style="list-style-type: none"> • HCPC registration • RCSLT membership • Degree or equivalent in Speech and Language Therapy | <ul style="list-style-type: none"> • Masters • ELKLAN • Social Thinking • SI qualification / experience | Production of the applicant's certificates |
| Experience | <ul style="list-style-type: none"> • Band 6/7 experience • Working with CYP who have developmental disabilities and complex needs, particularly Autism • Differential diagnosis; assessment / observation; formulation of therapy plans; providing appropriate intervention(s); evaluating outcomes • Experience of successfully implementing Autism specific strategies / approaches • Working in education settings • MDT working | <ul style="list-style-type: none"> • Management experience of leading / developing teams • Experience of working with SEMH / ACEs • Ability to write, co-ordinate, implement and review indirect therapy programmes and advice • Ability to update EHCPs • Working with CYP who have co-existing diagnoses, severe and complex in presentation | Contents of the Application Form. Interview Professional references |

PERSON SPECIFICATION (Cont.)

Person Specification – Lead Speech and Language Therapist ('SALT')

West Kirby Residential School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

| | Essential These are qualities without which the applicant could not be appointed | Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria | Method of Assessment |
|------------------|--|--|---|
| Skills | <ul style="list-style-type: none"> • Highly effective caseload management • Excellent written and verbal communication skills • Safe and effective prioritisation, planning and organisational skills • Highly developed auditory, analytical and perceptual skills • Excellent problem solving skills and flexibility • Excellent record keeping and report writing skills • Develop and deliver training • Computer literate | <ul style="list-style-type: none"> • Prior leadership / management skills • Managing referrals / waiting lists • Adept at managing budgets • Review / write policies and procedures • Skilled at motivating and engaging CYP who have low self-esteem • Creating visuals | <p>Contents of the Application Form</p> <p>Interview</p> <p>Professional References</p> |
| Knowledge | <ul style="list-style-type: none"> • Underpinned by evidence based practice • Use of therapy outcome measures • Knowledge of the principles and implementation of clinical governance / audit • Knowledge of the appropriate use and choice of standardised and non-standardised assessments • In depth knowledge of a range of therapeutic interventions relevant to WKS population | <ul style="list-style-type: none"> • Knowledge of SEND Code of Practice and National Curriculum • Awareness of current research / national policies for relevant specialism • Knowledge of ACEs and trauma informed approaches • 'hands-on' therapy interventions for targeting social skills and emotional literacy | <p>Contents of the Application Form</p> <p>Interview</p> <p>Professional references</p> |

PERSON SPECIFICATION (Cont.)

Person Specification – Lead Speech and Language Therapist ('SALT')

West Kirby Residential School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

| | Essential These are qualities without which the applicant could not be appointed | Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria | Method of Assessment |
|--|---|---|---|
| Personal competencies and qualities | <ul style="list-style-type: none"> • Motivated to make a difference to the lives of CYP with complex presentations • Ability to form and maintain appropriate relationships and personal boundaries • Excellent interpersonal skills - including observation, listening and empathy skills • Resilience • Reflective practice • Approach the role with creativity, a sense of humour, and compassion • Ability to be a good team member and assume clinical leadership responsibilities • Show initiative | <ul style="list-style-type: none"> • Detail orientated • Sets realistic (but stretching) targets / objectives for themselves and their team (and actively manages them through to delivery) • Enthusiasm; ability to motivate and inspire others • Innovative • Negotiation skills | <p>Contents of the Application Form</p> <p>Interview</p> <p>Professional references</p> |

JOB DESCRIPTION

Job Description– Lead Speech and Language Therapist ('SALT') / Occupational Therapist ('OT')

West Kirby Residential School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Summary of The Role:

To ensure the SALT and OT Department actively assess and meet the needs of children and young people in line with EHCPs.

The Lead SALT / OT will make a significant and contribution to the further development of our Clinical Provision, personally delivering accurate assessment and therapeutic support, whilst leading and managing a team of SALT and OTs to achieve meaningful outcomes.

The post-holder will ensure the effective delivery of SALT and OT support across all curriculum pathways in the school and college.

The post-holder will be expected to build rapport and form and manage productive relationships internally and externally; from teachers, families and carers, to external professionals.

Line Management Responsibility To:

SENDCo

Line Management Responsibility of:

Speech and Language Therapists ('SALT')
Occupational Therapists ('OT')

Main Duties & Responsibilities:

Leadership:

- Provide direction, leadership and coaching to the Speech and Language Therapists, and Occupational Therapists, to achieve the aims of the Department; in tenaciously meeting pupils' needs
- Participate in the supervision of Speech and Language Therapists, and Occupational Therapists
- Provide specialist advice and sound guidance to the wider staff population in the school, parents, carers, and other professionals working with our young people.
- Work collaboratively, supportively and creatively with all teachers and support staff to facilitate the delivery of SALT / OT therapy to groups and individuals
- Achieve the effective integration of SALT and OT into the classroom, and throughout all curriculum pathways

JOB DESCRIPTION (Cont.)

Duties & Responsibilities (Cont.):

Clinical Duties:

- Provide outcome orientated SALT and OT support based on high quality, professional clinical decisions
- Ensure the Department's caseload is effectively managed, prioritised and that resources (including human) are used in an optimised way
- Ensure the case management for each pupil is driven by and is ground in professionally-informed clinical decisions.
- Manage the journey of pupils onto the Departments services; including initial screening, detailed assessment, differential diagnosis, intervention, evaluation, and the transition away from SALT or OT intervention
- Set, agree and monitor individual pupil's intervention targets (collaboratively) and involve pupil's in the development of their interventions
- Provide a broad range of targeted interventions, using resources effectively and purposefully (working 1:1 or in small groups), tailoring support to meet pupils' functional needs, learning styles, motivators, and personal priorities.
- To ensure that SALT / OT interventions are aligned with each pupil's EHCP.
- Maintain, update and contribute to IEPs and Annual Reviews

Professional Duties:

- Ensure the delivery of high quality clinical effectiveness is present across the Department and is being achieved by every team member
- Ensure evidence based practice and reliable measurable outcomes are embedded in the Department's ethos and ways of working
- Develop and manage effective systems for caseload management, record keeping and client administration; including systems of prioritisation and escalation
- Identify and manage risks, pressure points, or deficiencies in capacity to deliver the services, proposing and implementing solutions where possible, to ensure continuity and availability of the services
- To measure and report on service provision and the outcomes of the service routinely; focusing tenaciously to continually develop and improve the value the service adds
- Implement new, review existing, and develop the services on offer: whilst ensuring sound clinical governance and effective outcomes for service users
- To design or participate in clinical or professional research where appropriate

JOB DESCRIPTION (Cont.)

| | |
|--|---|
| <p>Duties & Responsibilities (Cont.):</p> | <ul style="list-style-type: none"> • Ensure new staff in the Department are inducted and trained to high standard, and are supported to continually develop their knowledge and skills (to an equally high standard) on an ongoing basis. • Hold members of the team accountable • Report to SLT and the Board when required <p>Management and Service Development:</p> <ul style="list-style-type: none"> • To ensure that the Department operates in accordance with the ‘SALT Policy’ / ‘OT Policy’ and towards departmental objectives for SALT and OT; ensuring a culture of continual improvement runs through the Department. • Develop and maintain effective procedures and systems for the running of the Department • Ensure appropriate resources are available with the department, and guide staff on their proper and correct use and maintenance. • Participate constructively and activity in the clinical supervision of staff within the Department • Train TAs and other staff (where appropriate) in the delivery of interventions and the key aims of the Department <p>Health & Safety:</p> <ul style="list-style-type: none"> • Ensure risks in the department and its activities are managed, monitored and risk assessed in a timely manner; compiling and maintaining comprehensive risk assessments (seeking and obtaining professional guidance when needed) <p>Other Duties:</p> <ul style="list-style-type: none"> • To lead the school’s Autism Accreditation • Undertake other reasonable duties commensurate with the role, as directed from time to time by the line manager or Principal. |
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