

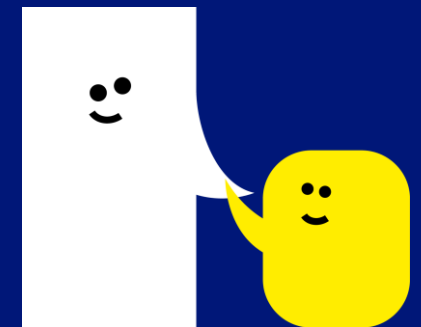
# Speech and Language Therapist



Recruitment Pack  
November 2024



A Speech and  
Language UK school



## About Dawn House



A Speech and  
Language UK school

*“Dawn House has been amazing – we’ve got our little boy back! He’s made lots of friends, and he’s understanding so much more.”*

Dawn House is set in a beautiful location with acres of well-maintained grounds. We pride ourselves as delivering outstanding, high quality integrated education, therapy, and care. You will work collaboratively as part of strong and supportive multi-disciplinary team of teachers, therapists, teaching assistants and residential care officers, with class groups, smaller groups and with individual children. To succeed we need people like you, who share our dedication and passion to contribute towards the successful futures of our young people.

Dawn House School is a non-maintained day and residential school for pupils aged between 5 – 19 years, who have severe and complex speech, language and communication challenges with associated learning and/or behavioural differences. The School retained its ‘Outstanding’ rating from Ofsted in June 2023. The 102 pupils at Dawn House, a Speech and Language UK School receive the integrated therapy, education and care that they need to learn and develop independence. They receive full access to the national curriculum (pre 16) and an enriched curriculum that supports the transition to adulthood (post 16).



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# About Speech and Language UK

**Speech and  
Language UK**   
Changing young lives.

At Speech and Language UK, we want every child to face the future with confidence. For 1.9 million children in the UK, learning to talk and understand words feel like an impossible hurdle. Without the right help, this can destroy their world. They feel disconnected from their family. Unable to make friends. Unfairly punished for not following instructions they don't understand. What does the future hold for them?

We must reach children earlier, to make sure every child has the skills to face the future. We design innovative tools and training for thousands of nursery staff and teachers. We give families the confidence and skills to help their child. And we put pressure on politicians to prioritise support for children. Too many children are left waiting to be understood. Help us bring speech and language skills into the spotlight so they can all flourish.

For more information about Speech and Language UK, our work and values go to our website <https://speechandlanguage.org.uk/> or follow-us @SpeechAndLangUK.

To find out more about Dawn House School and Speech & Language UK please visit [www.dawnhouseschool.org.uk](http://www.dawnhouseschool.org.uk) and [Speech and Language UK: Changing young lives](#)



# Principal's Welcome

Our vision is to be an outstanding school providing a collaborative, child centred and innovative experience that enables our children to achieve ambitious goals and have endless opportunities. Communication is a fundamental life skill and good communication is key to ensuring children get the best start in life. Supporting speech and language development is at the heart of everything we do at Dawn House School. We give a voice to those that do not always have the words.

We are committed to integrating outstanding education and in-house therapy for all pupils in a highly specialist environment where their speech, language and communication needs do not prevent them from learning. We work hard to ensure that children receive an appropriate curriculum, are happy and engaged, and partake in a range of experiences. All of which is made possible by our hardworking and dedicated staff who work in partnership with parents to meet our children's holistic needs.

Our 'entry to exit' curriculum ensures that throughout their school career, children are preparing for life beyond our school gates and are supported to develop strategies that help them to overcome the barriers to their learning. We ensure that each of our pupils emerge as self-confident, independent individuals, able to manage their own learning and behaviour and equipped with the competencies, skills and strategies to take the next steps into further or higher education and the world of work.

Our students are impressive young people and we are extremely proud of their achievements and of our school. We are always happy to welcome visitors and to share our good practice.

*Jenny McConnell*  
Principal



# What we offer

Dawn House, a Speech and Language UK School is a fantastic place to work, with benefits including;

- Salaries regularly benchmarked against market rates
- Employee assistance programme providing a confidential helpline
- Supportive and paid sick leave, if needed
- Free optional flu jab in the Winter
- Contributory pension scheme
- Life assurance cover
- Enhanced maternity and paternity leave
- Free eye test
- Interest-free annual season ticket loan and bike loan
- Access to hundreds of exclusive perks, discounts and wellness resources through Perkbox
- Use of the swimming pool
- A comprehensive induction programme and opportunities to shadow therapists and other staff to gain a good understanding of different roles in school
- Continued professional development and training opportunities, and regular professional support
- Staff tea and toast breakfast catch-ups
- Good attendance perks, long service and employee of the month awards
- A friendly, passionate and enthusiastic team dedicated to getting the best outcomes for our young people



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## Job Description

- Job title:** Speech and Language Therapist
- Grade:** Speech and Language UK's Therapy pay Band 3
- Salary:** Speech and Language UK's Therapy Pay Band T3.1 – T3.3  
Actual salary £36,731 – £40,385 (depending on experience)
- Responsible to:** Head of Therapy
- Start Date:** February 2025
- Location:** Dawn House, Helmsley Road, Rainworth, Nottinghamshire, NG21 0DQ
- Hours:** 35 hours per week, term time only 39 weeks, plus 3 weeks during the school closure periods.  
Part-time hours also considered.

**Dawn  
House**

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## JOB DESCRIPTION

- JOB TITLE:** Speech and Language Therapist
- RESONSIBLE TO:** Head of Therapy/Deputy Head of Therapy. Through the line management structure ultimately responsible, within school, to the Principal
- ACCOUNTABLE TO:** Principal
- LIAISON WITH:** Classroom Teachers, Therapists, Teaching Assistant, Residential staff and Kitchen team.

## JOB SUMMARY

To manage effectively a caseload of pupils with speech, language and communication difficulties within a school setting. To contribute to the development of the school and of Speech and Language UK.

### Principle Duties and Responsibilities

#### 1. PUPIL RELATED ACTIVITIES

- 1.1 Adhere to national and local standards and guidelines relating to Professional Practice (RCSLT) and maintain professional registration through the Royal College of Speech and Language Therapists and Health Care and Professions Council (HCPC).
- 1.2 Be aware of and adhere to current legislation.
- 1.3 Be responsible for collecting own work statistics e.g. amount of contact time, outcome measurements etc as required.
- 1.4 To participate in preadmission assessments as required.
- 1.5 Be responsible for a defined caseload in terms of assessment and differential diagnosis; devising; delivering and evaluating programmes; writing reports for Annual Review; contributing to collaborative planning with teaching and therapy staff, annual reviews, transition plans and statements of educational need as appropriate.

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- 1.6 Participate in/be responsible for the planning and administering of eating and drinking skills programmes, calling upon specialist staff for advice as appropriate.
- 1.7 Work autonomously with a complex caseload in collaborative/multidisciplinary team, intensive and innovative ways.
- 1.8 Work autonomously within the school environment, utilising a knowledge of curriculum and of literacy strategies appropriate to pupils ages.
- 1.9 Be a reflective practitioner. Considering and evaluating alternative and innovative approaches to the management of pupils with speech and language impairments and participating in research as required.
- 1.10 Seek second opinions, and/or make referrals within or outside Speech and Language UK when necessary, according to school/local policy.
- 1.11 Disseminate skills, knowledge and experience through training and offering advice to other staff, parents, carers and significant others about individual and groups of pupils. Demonstrating practical procedures when appropriate.
- 1.12 Liaise with staff (usually teachers and speech and language therapists) in other locations regarding individual pupils at transfer into and out of the school/service.
- 1.13 Contribute to outreach and extended service delivery on behalf of the school.

## **2. SPEECH AND LANGUAGE THERAPY DEPARTMENT**

- 2.1 Work with volunteers, SLT apprentices and assistants as appropriate, deploying time and allocating duties within the multidisciplinary team context.
- 2.2 Some responsibility for clinically supervising allocated therapists or assistants as agreed with the Head of Therapy and Deputy Head of Therapy.
- 2.3 To organise and participate (on a rota) whole Therapy Team meetings allocating agenda, clinical topics and minutes to staff.
- 2.4 Be responsible for/involved in student placements (following two years post qualification experience).

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- 2.5 Contribute to curriculum development and, if required be responsible for SLT input to a defined curriculum area.
- 2.6 Develop or maintain a special interest in a relevant area (clinical and/or curricular) agreed with the line manager, and to collate and disseminate relevant information and to disseminate relevant information, being a source of knowledge and expertise to other staff.
- 2.7 Contribute to the SLT/Therapy/School development plan and take a lead on aspects of its implementation.
- 2.8 To support and participate in recruiting SLTs under the direction of the Deputy Head of Therapy.
- 2.9 Contribute towards audits and strategic plans.
- 2.10 To undertake a specialist area/areas of responsibility for Speech and Language UK/the school/the service in liaison with the Head of Therapy and Deputy Head of Therapy. For example (list is not exhaustive):
  - Quality initiatives
  - CPD
  - AAC
  - Mental Health
  - Selective Mutism

The area of responsibility will be reviewed annually and may change as the needs of the school alter.

- 2.11 Access support from designated colleagues, when necessary.

### **3. SCHOOL/SERVICE**

- 3.1. Attend and contribute to staff meetings and Inset days and other training days for parents/other professionals as required.

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- 3.2. Work as part of a multi-disciplinary team to enable access to the National Curriculum, at appropriate key stages, through planning, delivery and support.
- 3.3. Contribute to the development and maintenance of effective joint working practices between various staff groups.
- 3.4. Contribute to developing and sustaining an appropriate communication environment within the school or service.
- 3.5. Contribute to the life and working practices, environment and ethos of the school/service e.g. lunchtime supervision, school trips.
- 3.6. Assist with hosting visitors when required.
- 3.7. Contribute to whole school development plan.
- 3.8. Mentor colleagues from other professional groups new to the school

#### **4. ORGANISATION WIDE**

- 4.1. Contribute to local, organisational and national audit and quality measurements.
- 4.2. Contribute to the development of effective collaborative working practice.
- 4.3. To participate in research as required by the School/service or organisation.
- 4.4. Contribute to Speech and Language UK events (e.g. conferences, staff events, professional development) and provision of services (e.g. outreach, training and information) at alternative locations.
- 4.5. To act as an ambassador for Speech and Language UK, supporting and communicating the vision and goals of the organisation.

#### **5. PERSONAL DEVELOPMENT**

- 5.1. Maintain an up-to-date knowledge of the impact of speech and language impairment on pupils learning, keeping abreast of relevant initiatives and development within Speech and Language UK and the fields of Speech and Language Therapy and Education.

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- 5.2. Develop and/or maintain knowledge and competency in dealing with speech and language disorders in children.
- 5.3. Undertake relevant training and development, as required, including behaviour management and child protection training.
- 5.4 To gain or maintain proficiency in Makaton signing.
- 5.5 Participate and contribute to one's own performance appraisal and supervision sessions.

## **6. ADDITIONAL REQUIREMENTS**

- 6.1 Assist and provide cover for colleagues as directed by your line manager.
- 6.2 Attend and contribute to staff meetings and Inset Days.
- 6.3 Contribute to the development and maintenance of effective joint working practices between various staff groups.
- 6.4 Contribute to the life and working practices, environment and ethos of the school, eg. Lunchtime supervision, school trips etc..
- 6.5 Assist with hosting visitors and university students when required.
- 6.6 Safeguard at all times confidentiality of information relating to children, staff, the School and Speech and Language UK's work.
- 6.7 Refrain from smoking in any area of Speech and Language UK premises.
- 6.8 Behave in a manner that ensures the security of Speech and Language UK property and resources.
- 6.9 Abide by all relevant Speech and Language UK and Dawn House Policies and Procedures.
- 6.10 Support the ethos and practices of the school.

The list of duties and responsibilities is by no means exhaustive and the postholder may be required to undertake other relevant and appropriate duties as required.

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

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## Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	<p>Registered member of the Royal College of Speech and Language Therapists</p> <p>Recognised Speech and Language Therapy Degree</p> <p>Registered member of Health Care and Professions Council (HCPC)</p>	Relevant CPD portfolio
Experience	<p>Minimum 2 years experience in working with a pediatric caseload, ideally with severe and complex speech, language and communication needs</p> <p>Proven experience of working as part of a multidisciplinary team</p> <p>Experienced in sharing information, offering training to colleagues, other professionals and parents</p> <p>Experienced in administering and analysing a range of formal and informal assessments</p> <p>Experienced in managing a case load</p> <p>Experienced in writing reports for parents and professionals</p>	<p>Experience of specialist practice such as an area of clinical expertise</p> <p>Experience of working within a school setting</p> <p>Experience of working with young people with mental health and attachment needs</p>
Skills and Knowledge	Knowledge and understanding of severe and complex speech and language disorders	Knowledge and understanding of Autistic Spectrum Disorders

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	<p>Excellent interpersonal skills including the ability to interact positively with colleagues, parents and children</p> <p>Highly developed communication skills including clear, concise verbal and written communication in English</p> <p>Good organisational skills and the ability to prioritise</p> <p>Ability to keep detailed and contemporaneous records</p> <p>Ability to write reports to a high standard</p> <p>An intellectually rigorous, creative and imaginative approach to therapy planning and delivery</p> <p>Ability to work flexibly</p> <p>Knowledge of Makaton signing</p> <p>Ability to work independently with children, making highly specialist clinical decisions about intervention approaches for pupils who show a wide range of disorders and difficulties</p> <p>An ability to deliver therapy to groups of children</p> <p>Dynamic, creative and flexible approach to tasks and problem solving</p>	<p>Knowledge of current educational practices, and the National Curriculum</p>
Other Factors	Ability to work effectively and flexibly as part of therapy department and class team	

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Dawn House is a Speech and Language UK Services Ltd school (00890517), which is a wholly owned subsidiary of Speech and Language 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



	<p>Ability to clinically supervise and motivate staff and internal and external stakeholders and work effectively as part of more than one team</p> <p>Ability to convey information clearly and concisely to colleagues, other professionals and parents</p> <p>Excellent written and oral communication skills to a range of audiences, colleagues, parents and other professionals</p> <p>A commitment to, and enthusiasm for Continuing Professional Development</p> <p>A commitment to the overall aims and ethos of Speech and Language UK and Dawn House School</p>	
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## Speech and Language UK Summary of Terms and Conditions of Employment

<b>Job Title:</b>	Speech and Language Therapist
<b>Start Date:</b>	February 2025
<b>Location:</b>	Dawn House, Helmsley Road, Rainworth, Nottinghamshire, NG21 0DQ
<b>Annual Salary:</b>	Speech and Language UK Therapy Band 3 Actual salary ranging £36,731 - £40,385 depending on experience.
<b>Hours:</b>	35 hours a week. Part-time hours also considered, please specify on application form.
<b>Working Weeks:</b>	39 weeks per year, plus an additional 3 weeks during the school closure periods.
<b>Annual Leave:</b>	10 weeks per holiday year during school closure periods
<b>Disclosure &amp; Barring Service Check:</b>	The successful candidate's employment is subject to an enhanced DBS and barred list check
<b>Probation:</b>	There is a six-month probationary period for this post
<b>Online search</b>	In line with KSCIE 2024, all shortlisted candidates will be subject to an online search covering content that is in the public domain.
<b>Pension:</b>	Speech and Language UK group pension scheme with Aviva. Employer contribution 4.5%, minimum employee contribution 3%. This is offered as a salary exchange arrangement.
<b>Perkbox:</b>	Employee benefit providing hundreds of exclusive perks for staff ranging from discounts on shopping, entertainment and gifts, to gym membership, rewards, confidential employee assistance and over 150 e-learning perks.
<b>Free Annual Flu Vaccination:</b>	Free annual flu vaccination for all Speech and Language UK employees.

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# How to Apply

The closing date for this vacancy is **12pm on 12<sup>th</sup> December 2024** with interviews taking place w/c 13<sup>th</sup> January 2025.

Informal enquiries about this post can be made to Andrea Robinson, Head of Therapy on 01623 795361, [andrea.robinson@dawnhouse.org.uk](mailto:andrea.robinson@dawnhouse.org.uk).

**A teams meeting for interested candidates to find out further information about the role will be held on Friday 29<sup>th</sup> November 2024 or Thursday 5<sup>th</sup> December 2024 (AM), this will be confidential and by appointment. Please contact Andrea Robinson directly on the email above or call the office on 01623 795361.**

To apply please send the completed Application Form together with Supplementary Information Form to School Business Administrator [catherine.ingram@dawnhouse.org.uk](mailto:catherine.ingram@dawnhouse.org.uk)





## Accessibility Support

We are committed to ensuring that our recruitment process is accessible to everyone. If you require any adjustments or need to apply in a different format, please contact our People Team at [hr@speechandlanguage.org.uk](mailto:hr@speechandlanguage.org.uk) and we will be happy to assist you.

We are a Disability Confident Committed employer. Find out what this means [here](#)

## Safeguarding

We are committed to safeguarding and promoting the welfare of children and we carry out safer recruitment principles, as well as appropriate vetting and verifications on all school staff.

In line with Keeping Children Safe in Education the successful candidate's employment is subject to an enhanced DBS and barred list check. All shortlisted candidates will be subject to an online search covering content that is in the public domain.

A copy of our Safeguarding policy can be found here: [School Safeguarding Policy](#)



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