

# Speech and Language Therapist Assistant

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Job Advert



## Speech and Language Therapy Assistant

**Band 4 £30,353 - £33,016 (pro rata)  
plus Distant Islands Allowance of £1,406 (pro rata)  
Permanent Contract  
37 hours per week**

We are looking for a flexible and motivated assistant to join the Speech and Language Therapy Department based at the Western Isles Hospital. You will support the team in providing a service to children and adults with speech, language and communication impairments and eating, drinking and swallowing difficulties.

You will have experience working in a health, education or social care setting with children or adults with physical disability and/or communication impairment, including working with people who demonstrate behaviours that challenge. Ideally, you will have knowledge of typical child development and/or clinical conditions in adults. Basic knowledge of alternative and augmentative forms of communication such as Makaton, high- and low-tech communication aids is desirable.

You will be responsible for carrying out individual therapy programmes under the supervision of the Speech and Language Therapists. Duties will include keeping clinical records and undertaking other organisational and administrative tasks. Excellent communication and IT skills are required, and you must have the ability to work independently and show initiative. A car driver is essential due to the need to deliver care in a range of locations across Lewis and Harris.

The successful applicant will be required to register with the PVG (Protecting Vulnerable Groups) Scheme.

For further information regarding this post, please contact Lee Bolton, Speech and Language Therapy Professional Manager at [lee.bolton@nhs.scot](mailto:lee.bolton@nhs.scot) or Helen Morrison, Specialist Speech and Language Therapist at [helen.morrison3@nhs.scot](mailto:helen.morrison3@nhs.scot).

The successful applicant will be required to register with the PVG Scheme (Protecting Vulnerable Groups Scheme). This post is not eligible for relocation expenses.

All NHS Western Isles vacancies appear on the NHS Scotland website: [apply.jobs.scot.nhs.uk](https://apply.jobs.scot.nhs.uk), along with a job description.

Tha beàrnan-obrach NHS Eilean Siar uile gu léir a' nochdadh air làrach-lìn NHS na h-Alba <https://apply.jobs.scot.nhs.uk/>, còmhla ri dealbh-obrach.

If you have any further queries, please contact Tel: 01851 762027.

## 1. JOB IDENTIFICATION

Job Title:	Speech and Language Therapy Assistant
Responsible to:	Speech and Language Therapy Professional Manager
Department(s):	Speech and Language Therapy
Directorate:	Health and Social Care Partnership
Operating Division:	AHP
Job Reference:	
No of Job Holders:	1
Last Update:	26.11.2025

## 2. JOB PURPOSE

To support the Speech and Language Therapy Department in providing a service to paediatric and adult clients who have communication impairment and/or eating and drinking difficulties by:

- Supporting assessment and implementing individual therapy programmes including keeping records.
- Running therapy groups independently using programmes provided by Speech and Language Therapists.
- Providing advice/informal training to parents/carers following therapy input.
- Acting as a link between colleagues, clients, carers and the rest of the Speech and Language Therapy Department.
- Recording clinical information and statistics relating to individual clients.

To support the Speech and Language Therapy Department by:

- Demonstrating own activities and workplace routines to others.
- Undertaking surveys and audits as required.
- Undertaking organisational and administrative tasks.

- Inputting and extricating statistical departmental information.

**N.B In the event of NHS Scotland being placed on an ‘Emergency Footing’ and or NHSWI declaring a ‘Major Incident’, or similar critical service demand, the role will be subject to change based on the exigencies of the service and post holder competence.**

### 3. DIMENSIONS

Approximately 26.500 people live in the Western Isles widely dispersed over nine populated islands. The largest population groupings are in Lewis and Harris (20.500), North Uist (1,700), Benbecula (1,700) and south Uist (2,100) with the remaining population spread over Eriskay, Barra and Vatersay. The Speech and Language Therapy Service is an islands-wide lifespan. The caseload includes adults, children and young people with congenital, developmental and acquired conditions affecting communication, eating, drinking and swallowing.

This post is based in the Western Isles Hospital in Lewis, assisting in providing a service to a mixed caseload of children and adults with speech, language and communication difficulties. The service is delivered within a range of settings including hospitals, clinics, schools, nurseries, care homes and clients’ homes, and when appropriate, via teletherapy.

The postholder is responsible to the Speech and Language Therapy Manager and supervising Speech and Language Therapists.

### 4. ORGANISATIONAL POSITION

Please see attached.

### 5. ROLE OF DEPARTMENT

To provide a comprehensive Speech and Language Therapy service to the population of the Western Isles. This includes supporting people of all ages where difficulties with communication and swallowing are adversely affecting physical and mental health, psychosocial and emotional well-being and ability to participate in society.

The service is delivered across acute, primary care and community health, education, and social settings. We provide a tiered model of service delivery at universal, targeted, and individual level,

- To promote self/proximal enabled care by the right person at the right time through working with individuals, families, multi-disciplinary and multi-agency teams
- To promote and meet the needs of people living with speech, language and communication difficulties and their right to accessible support
- To promote and meet the needs of people living with eating, drinking, and swallowing difficulties

- To support early intervention and prevention of predicted and known risks to disrupt the intergenerational cycle of deprivation
- To work in partnership with other professionals, agencies and third sector organisations and provide coaching, training, and education where appropriate.

In addition,

- We promote the role of the speech and language therapy profession to the public, to health, education, and social care colleagues, third sector organisations, policy decision makers and budget holders
- We support development of the future workforce, including undergraduate SLTs and other professions

## 6. KEY RESULT AREAS

### **Clinical**

- To independently implement therapy programmes given by the supervising Speech and Language Therapist, including modifying tasks to meet individual clients' needs.
- To lead therapy groups independently using therapy programmes provided by the SLTs.
- To carry out basic informal assessments of identified aspects of communication and swallowing.
- To prepare therapy materials for own use and for use by other therapists including using computer software to create symbol resources, e.g., communication charts.
- To monitor and analyse outcomes of treatment with a view to reporting back to the supervising therapist.
- To provide support for therapists and clients within group situations.
- To provide advice and support to parents/carers regarding the client's needs.
- To provide feedback to education staff regarding the outcome of therapy sessions.

### **Professional**

- To participate in the annual appraisal process ensuring that the objectives set reflect the service plan and align with the priorities of the SLT service and the Health Board.
- To attend relevant training and development in order to maintain and develop skills required of a support worker in the Speech and Language Therapy Department.
- To be aware of the Royal College of Speech and Language Therapists (RCSLT) professional and clinical guidelines.
- To adhere to professional and local clinical guidelines.
- To liaise with staff from other agencies regarding the needs/progress of individual clients.
- To provide support for therapists and clients within group situations.

- To develop a working knowledge of Child and Adult Protection procedures.
- To attend and complete all mandatory training as required by NHS Western Isles
- Non Line Manager

#### **Education and Research**

- To provide informal training to education/social care/third sector staff regarding the communication and swallowing needs of individual clients.
- To provide support/advice to other SLT assistants as required.
- To demonstrate own activities and workplace routines to others including new members of staff, student SLTs, etc.
- To participate in the development and implementation of quality standards, outcome measurement and clinical effectiveness.
- To initiate and undertake service improvement projects (e.g., audit, evaluation, QI) within the sphere of clinical practice and aligned with personal/professional and service objectives.
- To participate in departmental improvement, innovation and approved national research projects, collecting and providing data as required with the expected result of improving clinical effectiveness locally and informing the evidence base nationally.

#### **Organisational**

- To support the planning and organisation of multi-disciplinary meetings, including training events involving distribution, collection and collation of information.
- To plan own timetable and workload, negotiating with clients, carers, education staff and other professionals as required.
- To be jointly responsible (with other SLT assistants) for ordering department stock and maintaining stock control.
- To be responsible for maintaining high tech communication aids used by clients and other members of the SLT Department.
- To assist in smooth running of the SLT Department by filing, photocopying, making phone calls, preparing assessment materials, etc.
- To be able to set up videoconferencing equipment for use by the SLT Department.
- To deal with minor technical difficulties within the Department, e.g., IT issues, equipment failure, etc.
- Non Budget Holder

#### **Communication**

- To communicate information to clients during therapy sessions, all of whom have difficulties understanding speech/expressing themselves, and some of whom display challenging behaviour, using tact, persuasion, sensitivity and negotiation, to ensure cooperation.
- To provide sensitive information to parents/families/carers/other staff using tact and empathy, e.g., informing anxious parents about waiting lists.
- To provide clear advice to parents/families/carers regarding the client's communication and swallowing needs.
- To record own clinical observations/assessment results in SLT notes and home-school diaries.
- To maintain communication links between other professionals/parents/family/carers and the SLT Department.
- To demonstrate empathy with clients, carers and families and colleagues, ensuring that effective communication is achieved, particularly where barriers to understanding exist.
- To recognise potential breakdown and conflict when it occurs, seeking advice and support to resolve as required.
- To demonstrate skills in motivating clients and/or carers to engage in the therapeutic process.

#### **Managerial and Freedom to Act**

- To be guided by standard operating procedures to ensure good practice and high quality patient care.
- To use initiative, contacting supervising therapist in person or by phone as required.

#### **7a. EQUIPMENT AND MACHINERY**

- To drive for long periods on hazardous and single track roads (approx 3 times a month).
- To demonstrate physical skills in operating a computer, e.g., for word processing, inputting statistics, and using programmes with clients.
- To demonstrate physical and technical skills required for AAC (alternative and augmentative communication) strategies, e.g., programming and operating communication aids.

#### **7b. SYSTEMS**

- Microsoft 365 including e-mail and Teams to ensure efficient, timeous communication with colleagues.
- Near Me (Attend Anywhere) teletherapy software.
- Internet/Intranet.
- Relevant operational systems for patient records and data collection, such as Morse.

- Care and maintenance of equipment, ensuring standards of infection control and safety are maintained including those loaned to clients.
- Flexibility to use all appropriate information technology software to support clinical practice, e.g., computer software packages and apps such as Boardmaker and TouchChat.
- Effective use of agreed video conferencing platforms for teletherapy and remote service delivery.

#### 8. ASSIGNMENT AND REVIEW OF WORK

- To work within defined departmental and national protocols/policies and codes of conduct.
- To participate in performance appraisal and/or key result areas agreed with SLT manager annually.
- To assume delegated tasks as requested by line manager and Speech and Language Therapists.

#### 9. DECISIONS AND JUDGEMENTS

- To adapt practice to meet the needs of individual client circumstances To monitor and evaluate client's progression during therapy sessions and liaise with the managing SLT where problems, concerns or issues arise, where there is limited progress or where progress exceeds the therapy plan.
- To have responsibility for own professional actions, seeking advice as appropriate.
- To contribute to interagency/multi-disciplinary team building.
- To be aware of, adhere to and implement departmental plans and policies.

#### 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

- Prioritising the competing needs of the caseload and time management.
- Managing the emotional consequences of working with distressing conditions.
- Demands of working in a remote and rural area.
- Variety of caseload, locations and personnel.
- Frequently encountering unpleasant/highly unpleasant conditions related to client contact, e.g., halitosis, body fluids, occasional verbal aggression.
- Lone working within a community/domiciliary setting.
- Resilience to conflicting pressures and demands.
- Managing and balancing own expectations and those of others

## 11. COMMUNICATIONS AND RELATIONSHIPS

Speech and Language Therapy services are *always* delivered in partnership—the client’s partner/parent/carer often being the main communication partner. In order to be effective, a large amount of the post holder’s time is spent in communicating with, sharing skills with and in planning with partners.

Open, honest, transparent and timely communication is central for this position, and the impact of good communications should never be underestimated. Through high quality, effective communication, the post holder can manage, motivate, influence and create conditions for change.

Communication partners include local and visiting NHS colleagues, mainland NHS staff (such as the Scottish Centre for Technology for the Communication Impaired), third sector organisations, local authority colleagues, and regulatory and professional bodies.

## 12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

### Physical Demands of the Job

- To drive to and from clients’ homes and schools/nurseries as required.
- To move clients in wheelchairs as required, e.g., from class to therapy session.
- To assist clients during therapy sessions as required, e.g., assisting children with Attention Deficit and Hyperactivity Disorder to return to their seats, assisting adults to sit upright in bed prior to eating and drinking. seated
- To demonstrate skill in assisting clients with physical disabilities and/or challenging behaviour, requiring short periods of intense physical activity.
- To adapt the physical environment as required to ensure its suitability for clients, e.g., move tables, chairs, etc.
- To operate computer keyboard as required, for administrative tasks, for making therapy materials, etc., and to use software with clients.
- To carry equipment (up to 15 kg) to a variety of locations (2-3 times during each working day).
- To provide SLT input in a range of environments, locations and positions, e.g., sitting on child-sized seats or on the floor.
- To demonstrate skills required for Makaton signing and AAC (Alternative and Augmentative Communication), e.g., communication aids.

### Mental Effort

To be required to concentrate during all client contacts (individual and particularly group sessions), within a predictable work pattern, when carrying out assessments and therapy programmes, and when communicating with colleagues, carers, etc.

### **Emotional Effort**

- To manage exposure to distressing/emotional circumstances, working with clients with complex physical, mental and emotional needs (once a week or more).
- To develop the ability to manage children with challenging behaviours including the application of appropriate management strategies.

### **Working Conditions**

- To work within infection prevention and control and health and safety guidelines in order to deal occasionally with highly unpleasant conditions related to client contact as they arise, for example, exposure to body fluids, infectious diseases, head lice, etc.
- To develop appropriate strategies to manage occasional aggressive behaviour within the workplace [approximately 3 times a month], e.g., children with challenging behaviour.
- To drive frequently [approximately 2 to 3 times per week], sometimes for long periods and/or on hazardous and single track roads and/or in inclement weather
- To work (approximately once or twice a day) in isolated locations with no other staff around, e.g., domiciliary visits (lone working).
- To work once or twice a week in confined spaces, in awkward and uncomfortable positions (e.g., small low chairs, sitting on the floor, etc.) in order to maximize therapeutic effectiveness.

## **13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**

- SVQ Level 3 or a relevant Higher qualification such as Certificate of Education (CE) or Higher National Certificate (HNC)
- Standard Grade English
- Knowledge of child development or clinical conditions in adults
- European Computer Driving License or similar
- Good organisational and prioritisation skills
- Good interpersonal skills including observation, listening, communication and empathy
- Ability to reflect on own practice
- Negotiation and problem solving skills
- Good concentration skills
- Good auditory discrimination skills
- Ability to apply new learning to working practices, e.g., communication group work with children
- Basic knowledge of alternative and augmentative forms of communication, e.g., Makaton signing, communication aids, etc.

- Awareness of assessment tools
- Awareness of the principles of governance in health, education or social care setting
- Awareness of organisational and departmental policies
- Awareness of the roles of other professionals
- Knowledge of standards of record keeping
- Experience of working with children or adults with a physical disability and/or communication impairment
- Experience of working as part of a team
- Experience of dealing with people with challenging behaviour
- Experience of working in an educational, health or social care setting

#### 14. STANDARD ELEMENTS

##### **STANDARD ELEMENTS**

##### **Confidentiality**

**Comply with all approved NHSWI Policies and Procedures.**

**Comply with NHSWI Communication Strategy and Media Strategy.**

This involves taking the necessary precautions when transmitting information only disclosing it to those who have the right and need to know it.

All personal health information is held under strict legal and ethical obligations of confidentiality.

NHS staff must follow guidance (NHS Code of Practice on Protecting Patient Confidentiality) before disclosing any patient information. All staff must respect confidentiality of all matters that they may learn relating to their employment, other members of staff, patients and their families.

##### **Health and Safety:**

**Assist in maintaining own and others' health, safety and security.**

This involves:

- a) Complying with Board health and safety policies, procedures and participating in mandatory training.
- b) Maintaining a safe working environment and reporting any issues of concern as appropriate.

NHS Western Isles attaches the greatest importance to the health and safety of its employees. It is the Board policy to do all that is reasonable to prevent personal injury and hazard to health by protecting staff and others including the public from foreseeable hazards compatible with the provision of proper services to patients. The Board expects its entire staff to take reasonable care of their own health and safety and



that of others who may be affected by their acts or omissions at work. More detailed information is given in departmental safety policies where appropriate.

**Ensure own actions support equality, diversity and rights.**

This involves:

- a) Acting in ways consistent with the Board’s policies and procedures.
- b) Treating those you come into contact with equitably and with respect.
- c) Recognising the need for aids or adaptations.

**15. JOB DESCRIPTION AGREEMENT**

A separate job description will need to be signed off by each jobholder to whom the job description applies.

Job Holder’s Signature:

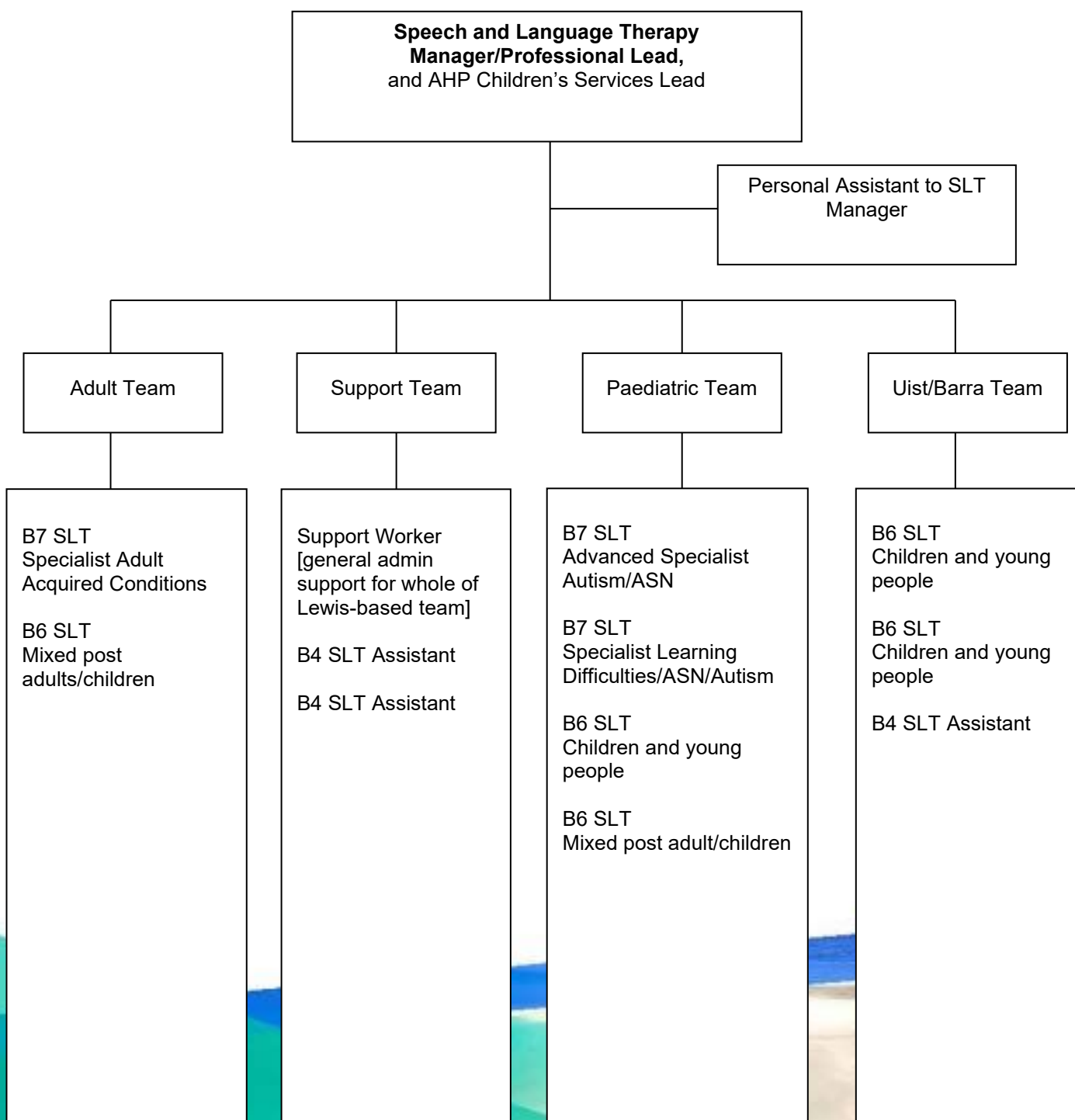
Head of Department Signature:

Date:

Date: 26.11.2025



**Speech and Language Therapy Department  
Organisational Chart**



## NHS WESTERN ISLES - PERSON SPECIFICATION GUIDANCE


**Job Title:** Speech and Language Therapy Assistant

**Department:** Speech and Language Therapy

**Location:** Western Isles Hospital, Stornoway, Isle of Lewis

FACTOR	ESSENTIAL	DESIRABLE
EXPERIENCE	<ul style="list-style-type: none"><li>• Working with children or adults with a physical disability and/or communication impairment</li><li>• Working as part of a team</li><li>• Working with people with challenging behaviour</li><li>• Working in an education, health or social care setting</li></ul>	
QUALIFICATIONS TRAINING RESEARCH PUBLICATIONS	<ul style="list-style-type: none"><li>• SVQ Level 3 or a relevant Higher qualification such as Certificate of Education (CE) or Higher National Certificate (HNC)</li><li>• Standard Grade English</li><li>•</li></ul>	<ul style="list-style-type: none"><li>• European Computer Driving License or similar</li><li>• Knowledge of child development or clinical conditions in adults</li></ul>
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"><li>• Good organisational and prioritisation skills</li><li>• Good interpersonal skills including observation, listening, communication and empathy</li></ul>	<ul style="list-style-type: none"><li>• Basic knowledge of alternative and augmentative forms of communication,</li></ul>

	<ul style="list-style-type: none"> <li>• Ability to reflect on own practice</li> <li>• Negotiation and problem solving skills</li> <li>• Good concentration skills</li> <li>• Good auditory discrimination skills</li> <li>• Ability to apply new learning to working practices, e.g., communication group work with children</li> <li>• Awareness of assessment tools</li> <li>• Awareness of the principles of governance in health, education or social care setting</li> <li>• Awareness of organisational and departmental policies</li> <li>• Awareness of the roles of other professionals</li> <li>• Knowledge of standards of record keeping</li> </ul>	e.g., Makaton, low and high tech communication aids, etc.
DISPOSITION	<ul style="list-style-type: none"> <li>• Enthusiastic</li> <li>• Friendly, approachable manner.</li> <li>• Confidence and assertiveness</li> <li>• Good listening skills</li> <li>• Co-operative, team player</li> </ul>	
OTHER	<ul style="list-style-type: none"> <li>• Broad general interests</li> <li>• Shows a general interest in issues relating to the client group</li> <li>• Excellent communication skills</li> <li>• Able to be independent and flexible</li> <li>• Able to show initiative</li> <li>• Able to function in a variety of settings</li> <li>• Able to motivate clients</li> <li>• Able to adopt a professional manner</li> <li>• Basic computer skills</li> <li>• Car driver</li> </ul>	



The quality of life in the Western Isles, particularly for those with families, is outstanding: a safe space to bring up children, stress-free commutes with jaw-dropping views, and the opportunity to stroll along our pristine beaches or explore our dramatic scenery on your days off.

Community spirit is at the heart of the Western Isles. It is close-knit and welcoming, residents are proud of the place where they live and are keen to support young and old. The islands have a strong cultural identity stemming from their distinctive history.

Although the islands are remote, you can still keep connected with the wider world. There are frequent transport links to the mainland via ferries and three island airports – Barra, Benbecula, and Stornoway. The Air Discount Scheme (cheaper flights for islanders) and Road Equivalent Tariff (subsidised ferry fares) ensure transport is affordable. High-speed internet is widely available and allows islanders to stay connected globally.

Local Primary and Secondary Schools provide high quality education with the opportunity to learn through the Gaelic language. There is a network of excellent sport and leisure facilities in the Western Isles with annual cultural festivals and venues with live entertainment.

Key worker housing can be applied for through Hebridean Housing Partnership.

#### Useful Information

[cne-siar.gov.uk](http://cne-siar.gov.uk) Comhairle nan Eilean Siar (Western Isles Council - for more information on Schools, leisure and culture)  
[visitouterhebrides.co.uk](http://visitouterhebrides.co.uk) (for more information on our islands and what to see and do)

## A Place to Work

NHS Western Isles employs over 1000 staff over a number of sites, including:

- Ospadal nan Eilean Siar (Western Isles Hospital), Stornoway
- Ospadal Uibhist agus Bharraigh (Uist and Barra Hospital), Benbecula
- St Brendan's Hospital, Barra
- A number of GP and Dental Practices across the island chain
- A variety of community-based health services

Being part of a smaller team with a flat management structure provides the opportunity to widen your experience and be involved in a range of planning and decision-making that you might not otherwise experience in a larger setting. Our patients are our community, and there is opportunity to contribute to multi-disciplinary and holistic care to patients and families across healthcare settings.

Support and development are central to NHS Western Isles' ethos, and this involves working in partnership with the University of the Highlands and Islands, NHS Education for Scotland, and other higher education institutions. Our Professional Practice and Learning team will support and advise you on your learning journey. Many opportunities can now be accessed remotely through online learning. Regular clinical training is available and scenario-based learning is available in our recently-installed sim lab.

The Western Isles has a range of employment opportunities in the public and private sector for those that are relocating as a family. Please contact us and we can direct you to vacancies that might be suitable.

All staff are valued equally and we welcome and encourage those from diverse backgrounds to come and work for us.



# NHS WESTERN ISLES

## BENEFITS

### Pay

The NHS pay system is known as Agenda for Change (AfC) which applies to all staff excluding medical, dental and executive level managers.

The benefits include a standard working week of 37 hours, with pay enhancements to reward weekends, nights and overtime working. This ranges from time plus 88% to time plus 30% depending on your pay band and shifts you work.

Distant Islands Allowance is paid to all staff who live in the Western Isles. This is currently £1,406 per year.

### Annual Leave

Annual leave entitlement is 27 working days, rising to 29 working days after 5 years' service and 33 days after 10 years' service. In addition to this, you are entitled to 8 statutory public holidays every year.

We understand that balancing work and home commitments can sometimes be difficult.

### Our policies offer:

- Flexible working including home working
- Paid parental leave
- Paid carer leave
- Paid bereavement leave
- Occupational sick pay scheme

### Wellbeing

We recognise that your mental and physical wellbeing is important and we aim to support you in the workplace.

We have a 24-hour confidential helpline to support you and your family through any of life's issues or problems. This includes counselling, family issues, bereavement, financial wellbeing, relationship advice, legal information and more.

## NHS Pension Scheme

All new employees will automatically be enrolled in the NHS Pension Scheme, or if you are an existing member your membership will continue.

### Key features

- Benefits accrued on a Career Average Revalued Earnings (CARE) basis.
- Normal pension age the same as your State Pension Age.
- Pension accrual rate of 1/54th of pensionable earnings each year.
- Valuable death benefits for your dependents.
- Option to take part of your pension and continue working.

Further information on the benefits of the scheme, can be found at [sppa.gov.uk](http://sppa.gov.uk).

## Travel & Transport

We participate in the Cycle to Work scheme, enabling you the opportunity to buy a bike tax-free.

Those who need to travel a lot for work will be eligible for a leased car.

## Right to Work in the United Kingdom

We will support those that are eligible for a certificate of sponsorship to apply for a work visa. Candidates who require a Certificate of Sponsorship can access further information on the UK Border Agency's new points based system that now governs the way individuals from outside the EEA can work in the UK at [bia.homeoffice.gov.uk](http://bia.homeoffice.gov.uk).

