



Job Description Therapy Manager

Responsible to: Director of Provision

Responsible for: Behaviour Support Lead
Music Therapist

Purpose of the role: The Therapy Manager will lead, develop, and coordinate therapy provision and Total Communication approaches across Elidyr Communities Trust. The post holder will deliver speech and language therapy and ensure that all residents and learners are supported to communicate effectively, access therapeutic interventions, and achieve positive personal, social, and emotional outcomes. The role involves close collaboration with the education, residential care, and Inclusive Lives teams to embed communication-rich, person-centred practice across all residential and learning environments.

Key responsibilities:

Therapy Team Management

1. Design and oversee the charity's therapeutic services including speech & language therapy, occupational therapy, positive behaviour support and music therapy.
2. Ensure therapeutic support is integrated into residents' and learners' personal development plans, individual learning plans, and care plans.
3. Use effective verbal and non-verbal communication skills to communicate treatment programmes to residents and learners who may have barriers to understanding.
4. Act as the central point of contact between internal teams and external therapy professionals and agencies.
5. Monitor the effectiveness of therapeutic interventions and contribute to reviews, reports, and outcome tracking.
6. Oversee the therapy referral process and ensure that referrals are delegated appropriately.
7. Ensure that therapeutic support is delivered in accordance with the charity's policies and guidelines and that it adheres to all legal and statutory requirements.

Total Communication Management

8. Oversee the development and implementation of an organisation-wide Total Communication strategy.
9. Promote and embed a range of communication approaches, such as singalong, symbols, visual supports, assistive and augmentative communication, and accessible language.
10. Ensure Total Communication methods are consistently used across education, residential care, and Inclusive Lives settings.

11. Champion the rights of residents and learners to have a voice and to be understood in all aspects of daily life.

Therapeutic support

12. Deliver speech and language therapy and support to individual residents and learners, and groups as required, including working with external consultants as required.
13. Carry out screening assessments, observations and questionnaires with residents and learners, staff and visiting professionals as required.
14. Provide communication support for residents and learners within a multi-disciplinary framework to maximise the communication potential of every individual.
15. Ensure that the full range of therapeutic interventions delivered by the therapy team is planned, organised, recorded and evaluated in line with the charity's processes and guidelines.

Training and Staff Development

16. Working closely with the Staff Training Manager, support the planning and delivery of Total Communication training for all staff.
17. Working closely with the Staff Training Manager, identify training needs for all staff who work in or contribute to the therapy programme.
18. Deliver training for staff on Total Communication and therapy-informed practice and approaches.
19. Support staff to develop confidence and competence in using communication strategies consistently and effectively.

Quality Assurance and Development

20. Contribute to the development of policies, procedures, and best practice guidance related to therapy and Total Communication.
21. Support inspection readiness (e.g. Estyn, Care Inspectorate Wales) by evidencing effective communication and therapeutic practice.
22. Ensure all clinical observations recorded by the therapy team are accurate, timely and created in accordance with the charity's processes and guidelines.
23. Keep up to date with research, legislation and best practice in relation to therapeutic support and Total Communication.

Collaboration and Partnership Working

24. Working closely with the Head of Education, Head of Inclusive Lives and Service Managers, ensure strong organisation-wide collaboration and partnership working to promote a joined-up approach.
25. Attend and contribute to multidisciplinary meetings, reviews, and planning sessions.
26. Working closely with the Transition Manager ensure that pre-entry assessments of prospective learners are carried out effectively, safely and in line with the charity's procedures.
27. Liaise with parents / carers and advocates to support communication and therapy goals.
28. Develop links with relevant agencies both locally and those serving individual service users in other local authorities where appropriate.
29. Undertake general administrative tasks as required to support the therapy team.

Team Development & Line Management

30. Lead, manage, and develop the therapy team, promoting high performance, positive wellbeing, and continuous professional learning.

31. Lead therapy team meetings and report on progress, oversee work allocation and lead decision-making processes.
32. Support recruitment, induction, appraisal, and continuous professional development for the therapy team.
33. Undertake effective line management responsibilities, including (but not limited to):
 - conducting regular supervision and appraisal meetings in accordance with the charity's policies and procedures;
 - maintaining a visible presence and interacting regularly with managers and staff;
 - providing regular support and guidance and resolving operational issues in a timely way;
 - responding appropriately and effectively to any issues of misconduct or poor performance in line with the charity's policies and procedures.
34. Promote inclusive practice, reflective learning, and innovation across the therapy team.

Safeguarding and Values

35. Uphold Elidyr Communities Trust's values, ethos, and commitment to person-centred practice.
36. Ensure safeguarding, dignity, and respect are central to all aspects of the role.
37. Working closely with the Service Manager, ensure that all learners' care and welfare needs are met.
38. Working closely with the Director of Operations, promote best practice in relation to all Health & Safety matters, ensure safe, supportive, and inclusive learning environments, and ensure that the charity's policies, procedures and guidelines are adhered to at all times.
39. Promote equality, diversity, learner voice, and a person-centred approach in all aspects of provision.

General

40. Work according to the policies and guidelines of the charity.
41. Be committed to own continuing professional development.
42. Improve own understanding of the values that underpin the work of the charity by attending relevant induction and training.
43. Respect confidentiality at all times.
44. Through personal example demonstrate commitment to Equality, Diversity and Inclusion, ensuring equality of access and treatment for all.
45. There will be times when you may be required to undertake additional tasks, duties and responsibilities within your capabilities and you may be asked to undertake an alternative job on a temporary basis. However, you will not ordinarily be assigned to duties or be required to perform services which you cannot reasonably perform or that are outside the range of your normal skills and experience.

This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post. It may be subject to modification and amendment from time to time and the post holder may be required to undertake additional duties as required.

Line Manager Signature:

Date:

Employee Signature:

Date:

Person Specification

Therapy Manager

Requirement	Essential or Desirable?	How Assessed?
Knowledge & Understanding: Relevant professional qualification and/or substantial experience in speech and language therapy, additional learning needs, or a related field. Professional registration as a Speech and Language Therapist (e.g. HCPC.or equivalent) Strong understanding of Total Communication approaches and their application in SEN and residential settings. Experience of working with young people, or adults with complex needs, learning disabilities, and/or autism. Commitment to inclusive, person-centred practice. Experience of coordinating therapy services or leading communication initiatives. Training qualification or experience in delivering staff training.	Essential Essential Essential Essential Essential Essential Essential Essential	Application & Interview Application & Interview Application & Interview Application & Interview Interview Interview Application & Interview Application
Skills & Abilities: Excellent interpersonal skills. Excellent numeracy and literacy skills. Good organisational skills. Ability to prioritise workload and meet strict deadlines. Ability to work independently and as part of a team. Ability to work effectively with young adults with additional learning needs and / or disabilities Good IT skills Excellent Communication skills (verbal and written) Good planning skills Ability to design session plans within the framework of an existing treatment programme Good observational skills	Essential Essential Essential Essential Essential Essential Essential Essential Essential Essential Essential	Interview Interview Interview Interview Interview Interview Interview Interview Interview Interview Interview
Personal Attributes: Self-motivated. Innovative. Commitment to personal development. Flexible in approach. Reliable. Honest. Not afraid to make decisions & accept responsibility.	Essential Essential Essential Essential Essential Essential Essential	Interview Interview Interview Interview Interview Reference Reference