**Job Description**

**Therapy Assistant**

**Overview:**

The role of the therapy assistant is to provide, support and arrange suitable therapies for children and young people based at the Llewellyn School, based on their educational health care plan.

**Duties of a Therapy Assistant**

**Core Responsibilities:**

* To read each child’s educational care plan and arrange suitable therapies for each child that meets their needs and is individually tailored to them.
* To create a therapy timetable that works within the educational setting and is engaging to the individual child.
* To undertake a range of therapeutic interventions mainly centred around speech and language therapy and sensory play
* To regularly review the effectiveness of the therapies being provided and research potential new strategies that may enhance the effectiveness and engagement of therapies
* Prepare reports each month to be provided to teaching staff and the school nurse to support the monitoring of therapies
* Book swimming sessions for children and arrange the appointments and transport for the children in attendance
* To provide paperwork to the school nurse annually and support the school nurse in the annual EHCP reviews for each child.
* Attending and making notes of the EHCP review and providing all parties with an updated list of responsibilities
* Chasing third parties and multidisciplinary teams for updates and relevant correspondence
* To be the EHCP Coordinator in the school nurses absence
* Provide regular updates and advice for parents and carers
* Complete all relevant paperwork and documents in a prompt timeframe
* Report any concerns to the designated safeguarding team

**Required Skillset:**

* Ability to think outside the box
* Organised
* Good attention to detail
* Good communication skills
* Experience working in a speech therapy department, or alongside qualified speech therapists

In signing the below, you are confirming that you have read and are aware of the main duties and responsibilities of the role, and that you agree to carrying them out, to the best of your abilities.

**Signed:**

**Print:**

**Date:**