

FIVE ACRE WOOD SCHOOL

JOB DESCRIPTION – THERAPY ASSISTANT

Location: To work across all sites used by FAW

Pay grade: KR5

JOB PURPOSE

- To implement therapy programmes for children aged 2-19 and maintain associated records as a member of the therapy team.
- To train and support other professionals and parents/carers and participate in appropriate training.
- To advise and provide clinical support to other professionals with the support of your supervising clinician.
- To undertake related administrative duties taking responsibility for organising defined specific areas of work.
- To provide total commitment to the safeguarding of students and the provision of opportunities for all students to achieve within the child centred curriculum.

MAIN PROFESSIONAL DUTIES

- To provide specialist advice to other parties.
- To deliver therapy in service.
- To maintain records, reports and other paperwork.
- To make and manage resources and equipment.

REPORTS TO

- Therapy Team
- Therapy Strategic Lead
- Senior Leadership Team
- The Principal who has overall responsibility for the school.

GENERAL DUTIES AND RESPONSIBILITIES FOR ALL SCHOOL STAFF

- To carry out school policy as documented and/or directed by the Principal.
- To present the school in a positive way in the community.
- To respect the confidential nature of all information acquired in the performance of the job either verbally or in writing.

KEY AREAS OF RESPONSIBILITY

PROFESSIONAL

- To liaise with parents/carers where appropriate and as requested by the Therapy Team/ Therapy Strategic Lead.
- To attend meetings, training and development activities, as required by the Therapy Team/ Therapy Strategic Lead.
- To attend Annual EHCP Reviews where appropriate.
- To take part in relevant training/CPD to help build a greater understanding of supporting pupils to improve their learning.
- Maintain high levels of professional conduct at all times
- To demonstrate specialist knowledge and practice within the specialist area and across the life of the school.
- To contribute to the interagency/multidisciplinary team at the school.
- To acknowledge and work towards a social model of provision when meeting the needs of students and working with staff teams.
- To participate in the appraisal process.

CLINICAL

- To implement therapy programmes as a member of the therapy team.
- To monitor the progress of therapy programmes and modify as necessary.
- To respect the confidentiality of all school and student information.
- To highlight need for referral to other specialist services as appropriate.
- To demonstrate the ability to reflect on practice and identify own training needs.
- To monitor and request equipment and contribute to budget decisions.
- To be responsible for the security, care and maintenance of equipment ensuring standards of infection control and safety are maintained, including equipment loans to students.
- To ensure that students and parents/carers are involved in the planning and implementation of their therapy plans

KNOWLEDGE/TRAINING

- To prioritise and manage a caseload according to the Therapy Team policies.
- To demonstrate a working knowledge of relevant procedures including: safeguarding children, SEN procedure, vulnerable adult etc. and other legal requirements.
- To manage own time effectively and demonstrate an ability to prioritise tasks.
- To maintain intense concentration in all aspects of patient management and to manage the emotional consequences of working with distressing conditions.
- To participate in the development and delivery of specialist training of school staff.
- To provide specialist advice to other parties as appropriate.
- To explain the role of Therapy within school.
- To identify training needs within the staff group.
- To demonstrate the ability to reflect on and evaluate training provided.
- To advise on and demonstrate Therapy targets and strategies throughout the school day.

ADMINISTRATIVE

- To undertake general administrative and student related administrative tasks in line with school requirement and school policies.
- To maintain student records in accordance with HCPC professional standards.
- To provide accurate statistical information as required.

COMMUNICATION AND WORKING RELATIONSHIPS

- To work alongside other Therapy colleagues providing support and professional exchange of ideas and experience.
- To attend appropriate meetings with the Therapy Team and wider school.
- To liaise with the therapy strategic lead and the therapy team
- To contribute to specialist clinical teams by discussing own and others input around student needs, ensuring a well-co-ordinated care plan.
- To work closely with students, parents/carers and families, agreeing decision making relevant to the students' management.
- To demonstrate empathy with students, parents/carers and families and colleagues, ensuring that effective communication is achieved, particularly where barriers to understanding exist.
- To demonstrate skills in motivating students and parents/carers to engage in the therapeutic process.
- To demonstrate negotiation skills in the management of conflict across a range of situations.
- To employ excellent verbal and written communication skill.

THERAPY

- To attend, when appropriate, Annual Review and IRP Meetings.
- To train and support teachers, TAs and other colleagues in therapy as appropriate.
- To maintain links with parents/carers in regard to therapy issues.
- To liaise and work alongside cover staff, support staff, assistants and volunteers.
- To maintain use of equipment.

This job description describes in general terms the normal duties which the post holder will be expected to undertake. However, specific duties relating to individual students or groups cannot be listed. In addition, duties may be varied from time to time, as the discretion of the Principal and in consultation with you. All post holders will be expected to work with any age group of children across all sites.