

## Five Acre Wood Therapy Assistant

**Hours:** 37 hours per week, Monday to Friday, 8:00am – 4:00pm, term time plus 4 additional weeks to be worked during the school holidays (to be agreed with the line manager).

**Reports to:** Multi-Disciplinary Team (MDT) Lead

**Pay grade:** KR5 (actual salary £24,442.44 including FAW Allowance)

### Job Description

#### *Purpose of Job:*

To support the Therapy Team in the delivery of the Therapy Provision at Five Acre Wood School. Implementing therapy programmes and maintaining associated records, advising and assisting the whole school, across all sites.

#### *Principal Accountabilities:*

- To liaise with parents/carers where appropriate and as requested by the MDT lead/Therapy Team.
- To attend meetings, training and development activities as required by the MDT lead/Therapy Team.
- To take part in relevant training/CPD to help build a greater understanding of supporting pupils to improve their learning.
- To demonstrate specialist knowledge and practice within the specialist area and across the life of the school.
- To implement and monitor the progress therapy programmes as per request from therapists.
- To highlight the need for referral to other specialist services as appropriate.
- To monitor and request equipment.
- To ensure that students and parents/carers are involved in the planning and implementation of their therapy programmes.
- To prioritise and manage a caseload.
- To identify training needs within the staff group.
- To participate in the development and delivery of specialist training of school staff and parents/carers.
- To advise on and demonstrate therapeutic interventions/strategies.
- To undertake general administrative and student related administrative tasks in line with school requirement and policies.
- To maintain student records in accordance with HCPC professional standards.
- To liaise with the MDT lead and the rest of the MDT.
- To work closely with students of all ages, parents/carers and families, agreeing decision making relevant to the students' needs.
- 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 liaise and work alongside cover staff, support staff, assistants and volunteers.
- To explain the role of Therapy within school.

### **Safeguarding and promoting the welfare of the child**

- Promote and sustain a suitable environment in which the child feels safe and comfortable.
- Work within the framework of school policies.
- Undergo appropriate training and be passed as competent before carrying out any care intervention.
- Assist with the supervision of groups and individual students as required.
- Maintain personal and professional boundaries at all times.
- Understand your own role and its limitations and the importance of not providing care where you have not been trained or passed as competent to do so.

### **Multi-agency working - Know the value and expertise you bring to a team and that brought by your colleagues.**

- Work in a team context – forging and sustaining relationships across agencies and respecting the contribution of others working with children and their families.

### **Sharing information - Provide feedback, as requested, to the class teacher or other appropriate person to support the planning and evaluation of the learning process in respect of groups and individual students.**

- Be aware of and comply with policies and procedures relating to child protection, confidentiality, health, safety and security.
- Understand the importance of sharing information, how it can help and the dangers of not doing so.
- Attend staff meetings, training days and management team meetings by agreement with the Headteacher.

### **Administration / other - Prepare and keep clean materials and undertake minor clerical duties.**

- Participate in the school's performance management process.
- Participate in training and other learning activities and performance development as required.

### **Health & safety**

- Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.

Your duties will initially be as set out in the job description, but this could be amended from time to time to reflect changes in or to the job.

## Person Specification

REQUIREMENT	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS / TRAINING</b>	<ul style="list-style-type: none"> <li>GCSE's in Maths and English at grade C or above</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of recent training as a commitment to personal and professional development.</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Worked in an SEN school or health setting for at least one year</li> </ul>	<ul style="list-style-type: none"> <li>Experience with working as a therapy assistant</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>Basic understanding of both Speech and Language Therapy and Occupational Therapy interventions</li> </ul>	<ul style="list-style-type: none"> <li>Developing and delivering staff training programmes</li> <li>Implementation of therapeutic interventions</li> </ul>
<b>SKILLS/ABILITIES</b>	<ul style="list-style-type: none"> <li>Good communications skills</li> <li>Provide a person-centred approach</li> <li>Ability to work successfully as part of a team</li> <li>Ability to work to deadlines and manage a varied and busy workload</li> </ul>	<ul style="list-style-type: none"> <li>Good general IT skills</li> </ul>
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>Organised</li> <li>Being discrete, professional, respectful and friendly</li> <li>Being efficient and dependable, while maintaining flexibility to adapt to rapid change, while remaining calm in unexpected or changing situations</li> <li>Ability to work successfully as part of a team</li> <li>Confidentiality</li> <li>To be committed to the school's policies and ethos</li> <li>To be committed to continuing professional development</li> </ul>	
<b>EFFORT/ENVIRONMENT</b>	<ul style="list-style-type: none"> <li>Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>Emotional resilience in working with challenging behaviours and attitudes to use authority and maintaining discipline</li> <li>To assist with ensuring Safeguarding policies and protocols are correctly followed</li> </ul>	

**Acknowledgement of Receipt of Job Description**

- I have received a copy of the job description for Therapy Assistant and have read and understand the duties and responsibilities.
- I understand that the duties and responsibilities in the job description are subject to change at the discretion of my employer at any time.
- I understand that my signature below indicates that I have read and understood the above statements.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_