

**Title:** Therapy Assistant

**Kent Range:** 5

**Position:** Full Time

**Responsible to:** Headteacher/Assistant Headteacher

**Life Skills Manor School Job Description**

**ESSENTIAL CRITERIA:**

GCSE Maths and English (pass grade)/or Functional Skills Level 2

**DESIRABLE CRITERIA:**

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Previous experience or paid or voluntary work within schools. Experience working within a multidisciplinary team.

Experience carrying out administrative duties.

**JOB PURPOSE AND SCOPE:**

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To deliver therapeutic intervention to pupils on a 1:1 or group basis, under the supervision of qualified therapists, line managed by Assistant Headteacher.

To support delivery of the therapeutic service of the school, including creating resources, attending multidisciplinary team meetings and supporting the delivery of training.

To provide administrative support to the therapy and pastoral team.

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**DUTIES & RESPONSIBILITIES: CLINICAL**

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To assist in organising and running of therapeutic interventions on a 1:1 or small group basis, as designed by the therapists or following speech link once training is complete.

To take the lead on running ‘universal’ interventions at Life Skills Manor School under the guidance of the Assistant Headteacher. Including Sensory Circuits, SALT, Wheel of Independence with others as required.

To develop positive working relationships with pupil’s families/carers. To support with computer-based administrative tasks, such as record keeping, data tracking and timetable management.

To support with and participate in training for staff and parents/careers.

To undertake general administrative duties including uploading photographs, photocopying, laminating, filing, managing phone enquiries, and sending emails or letters.

To work closely with the Assistant Headteacher, therapists and therapy team to support administration paperwork required of the school.

To assist class teachers in the management of pupil’s educational, emotional,

and social needs within the classroom environment.

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**Life Skills Manor for Autism, Baypoint Club, Ramsgate Road, Sandwich CT13 9QL Tel: 01304 747464**

**Headteacher: Paul Barrett Bsc (Hons), GTP, NPQH**

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To support the supervision of break and lunch times, including delivery of clubs.

**PROFESSIONAL:**

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To complete and maintain accurate records under the supervision of qualified therapists in accordance with Life Skills Manor School policies.

To maintain confidentiality, respect, consent and sharing of information through GDPR regulations.

To adhere to the safeguarding procedures of the school.

To attend CPD opportunities as organised by Life Skills Manor School/University.

To attend regular informal and formal supervision provided by the clinical lead.

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**GENERAL**

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To be aware and comply with the Life Skills Manor Health and Safety Policy and Procedures and implement any policies that may be required to improve the safety of the work area, including the prompt recording of accidents, and ensuring that equipment used is safe.

To comply with and promote the Life Skills Manor School Equality and Diversity Policy.

To be aware of and comply with all other Life Skills Manor policies and procedures.

To undertake such other duties of a similar nature from time to time as may be required by the Headteacher. For example, ‘flexi TA’ classroom cover.

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**NOTES**

Several children have complex emotional or mental health needs and may demonstrate challenging behaviour. The post holder is expected to respond to challenging behaviour in accordance with Life Skills Manor policy and procedure to minimise potential risk.

This is not an exhaustive list of duties and responsibilities, and the post holder may be required to undertake other duties that fall within the grade of the job, in discussion with the Headteacher for example, supporting pupils during breaks and lunch.

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