

## JOB DESCRIPTION

### SENIOR THERAPY ASSISTANT

<b>Reports to</b>	Head of Therapy
<b>Responsible for</b>	N/A
<b>Hours</b>	Monday to Friday, 34.75 hours per week
<b>Annual Leave</b>	44 days plus Bank holidays

#### Job Overview

Working under the guidance of qualified therapists, you will support the provision of specialist treatment to autistic children and young adults with complex communication, motor and sensory needs and behaviour that challenges.

#### Main duties and responsibilities

- Under the guidance of a qualified Speech and Language Therapist, plan and deliver 1:1 Speech and Language Therapy sessions for a personal caseload of children and/or young adults, in alignment with the Communication and Interaction provision as set out within individual Education and Healthcare Plans (EHCPs)
- Under the guidance of a qualified Speech and Language Therapist, plan and deliver Language, Communication and Interaction Sessions for whole-class groups as par of Jigsaw Core Therapy Provision
- Support the delivery of Occupational Therapy groups, under the guidance of a qualified Occupational Therapist
- Write case notes to record outcomes of therapeutic contact with pupils and young adults, within one working day, following a Subjective, Objective, Assessment, Plan (SOAP) notes format
- Liaise with class teaching teams regarding therapy sessions, targets and providing interim feedback on progress to the teaching team
- Deliver introductory training sessions on interventions to the teaching team, under the guidance of a qualified Speech and Language Therapist/qualified Occupational Therapist
- Deliver and/or train teaching colleagues to deliver Physiotherapy exercises under the support of a qualified Occupational Therapist, following the Consultant Physiotherapist's recommendations
- Host and run the monthly/termly Physiotherapy clinics under the guidance of a qualified Occupational Therapist
- Share information gained from training days/self-study within departmental meetings/Inset day training sessions
- Represent the Therapy department on school-wide committees, sharing information with the wider teaching team and gathering and reporting feedback to the Therapy Department
- Be responsible for maintaining therapy equipment by sourcing and ordering resources whilst ensuring health and safety standards are met
- Support the administration of the therapy provision by undertaking clerical and housekeeping duties including filing, timetabling and drawing up rotas
- Collaboratively work with service users, education staff and other professionals to meet the needs of the pupils and young adults, providing feedback on pupils' progress as appropriate.
- Undertaking any other tasks which can be reasonably expected in relation to the role.

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## PERSON SPECIFICATION

### Knowledge, skills and experience

- Grade A\* to C or equivalent in English GCSE
- Previous experience and/or qualifications related to one of the therapeutic fields, e.g. Linguistics, Sports and Exercise Science, Psychology, Early Years Education
- Proven experience supporting Occupational and Speech & Language Therapy
- A passion for working with children and young adults with autism and a basic understating of special educational needs
- Proven emotional resilience in working with challenging behaviours
- Prove ability to keep accurate records and reports
- A practical understanding of behavior analysis and commitment to completion of the CABAS introductory modules

### Personal qualities

#### Achieving results

- Soundly analyses verbal and numerical data
- Contributes to improve work methods, outcomes and team performance
- Writes information coming from multiple sources in a logical and comprehensive yet concise manner
- Adapts to new ideas and initiatives relevant to own area of work
- Supports others in taking independent action

#### Building relationships

- Follows up with clients during and after delivery of services to ensure that their needs have been met
- Reads cues from various listeners to assess when and how to change the planned communication approach to effectively deliver messages
- Raises compliance, ethical or other issues to protect the Organisation's reputation and obligations

#### Planning for the future

- Actively shares knowledge among peers or offers advice to less experienced colleagues
- Identifies current or past contacts that can provide work-related information or assistance

**THE POST HOLDER WILL BE SUBJECT TO AN ENHANCED DISCLOSURE AND BARRING SERVICE (DBS) CHECK**

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff and volunteers to share this commitment.