

# JOB DESCRIPTION

## SENIOR THERAPY ASSISTANT

<b>Reports to</b>	Support Services Manager
<b>Hours</b>	Monday to Friday, 37.5 hours per week (full time)
<b>Annual Leave</b>	23 days (up to 3 days allocated for Christmas closure) + bank holidays

### Job Overview

Working alongside qualified therapists, you will be providing support to learners with autism, related disabilities and behaviour that challenges. As part of a multi-disciplinary team, you will be responsible for providing administrative support including the following: delivering whole session therapy provision, creation of therapy resources, organisation of therapy materials and equipment and undertaking assessment and therapeutic tasks to effectively meet the needs of individualised Education and Health Care plans, and privately funded therapy.

### Main duties and responsibilities

- Working under the supervision of qualified therapists, support the provision of specialist treatment to adult learners with complex communication, motor and sensory needs.
- Be responsible for a personal caseload of learners by delivering planned therapy programs whilst working under the supervision of qualified therapists, shadowing and undergoing training.
- 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, drawing up rotas and conducting folder checks with regard to therapy targets.
- Collaboratively work with learners, support staff and other professionals to meet the needs of the learners, providing feedback on learners' progress as appropriate.
- Record outcomes of therapeutic contact with learners by adding to case notes following instruction from therapists.
- Build links with Jigsaw Therapy Team to ensure good practice in processes and procedures.
- Promote and ensure the good reputation of the Jigsaw Trust and its individual divisions.
- Covering lunch sessions on an as needed basis.
- Undertaking any other tasks which can be reasonably expected in relation to the role.

## PERSON SPECIFICATION

### Knowledge, skills and experience

- Grade A\*-C or equivalent in English GCSE
- Proven experience supporting Occupational or Speech & Language Therapy
- Experience of supporting children or young adults with disabilities (experience of Autism would be desirable)
- Emotional resilience in working with behaviour that challenges
- Proven ability to keep accurate records and reports
- Ability to work independently and take initiative

continued on next page

## Personal qualities

### Achieving results

- Gathers information from a variety of sources to reach a conclusion and complete a task.
- Promptly and efficiently completes work assignments.
- Writes and presents factual material in a concise and accurate manner.
- Understands and recognises the value of other points of view and ways of doing things.
- Organises the use of resources to meet expectations and identifies difficulties.
- Contributes positively to the team.
- Shares all relevant information with others and seeks others' input.

### Building relationships

- Strives to consistently meet service standards.
- Is attentive when doing projects and assignments, or when interacting with people from different backgrounds.
- Maintains continuous, open and consistent communication with others.
- Listens to differing points of view and promotes mutual understanding.
- Knows and respects the Organisation's Staff Code of Conduct and values.

### Planning for the future

- Takes advantage of learning opportunities provided (e.g. courses, feedback from supervisor or peers) to meet requirements of current job.
- Is able to explain how own work relates to the work of the Organisation.
- Fosters two-way trust in dealing with contacts (e.g. maintains confidentiality regarding sensitive information).
- Identifies new information or data to key decision-makers or stakeholders to support their understanding and decisions.

**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.