

JOB DESCRIPTION

THERAPY ASSISTANT

Reports to	Therapist
Responsible for	N/A
Hours	Monday to Friday, 34.75 hours per week (Full-time) Jigsaw School Term Times (over 3 terms)
Annual Leave	44 days paid holiday plus bank holidays

Job Overview

Working within the therapy team at Jigsaw CABAS® School alongside qualified therapists, you will be providing support to pupils and young adults 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: 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.

Main duties and responsibilities

- Working under the supervision of qualified therapists, support the provision of specialist treatment to autistic children and young adults with complex communication, motor and sensory needs
- Be responsible for a personal caseload of children or young adults by delivering planned therapy programs under the supervision of qualified therapists
- 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.
- Record outcomes of therapeutic contact with pupils and young adults by adding to case notes following instruction from therapists
- Promote and ensure the good reputation of the Jigsaw Trust and its individual divisions
- Undertaking any other tasks which can be reasonably expected in relation to the role

PERSON SPECIFICATION

Knowledge, skills and experience

- An interest in Occupational Therapy, Speech and Language Therapy and/or Physiotherapy
- A passion for working with children and young adults with Autism and a basic understating of special educational needs
- Emotional resilience in working with behaviour that challenges
- Previous experience, qualifications and/or interest in Applied Behaviour Analysis
- Ability to keep accurate records and reports
- Previous experience and/or qualifications related to one of the therapeutic fields, e.g. Linguistics, Sports and Exercise Science, Psychology, Early Years Education, etc. is desirable

PERSON SPECIFICATION (cont)

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

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.

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

Caring · Person-Centred · Continuous Learning · Integrity · Teamwork