

## Job description: School Therapist

<b>Location</b>	Oxford Spires Academy
<b>Contract term</b>	Permanent
<b>Full time/term time</b>	Full time/Part Time  Term Time only, half days, Monday to Friday
<b>Pay range</b>	Grade 13 SCP 39-42
<b>Reporting to</b>	Therapy Line Manager

### Job purposes

The post holder will contribute to and support the Therapy Team in delivering the school's psychological and wellbeing services to the student body. This includes developing understanding and providing appropriate support for pupils, with a particular focus on neurodiverse needs such as Attention Deficit Hyperactivity Disorder (ADHD) and Autism Spectrum Condition (ASC).

In particular, the role will have a two-fold focus. Firstly, the post holder will support the Therapy Team by assisting with the triaging of counselling referrals, contributing to duty counselling cover, and undertaking associated administrative tasks. Secondly, the post holder will provide targeted support to students with neurodiverse needs who are accessing counselling, helping to ensure that therapeutic support is inclusive, responsive, and effective.

The post also includes offering appropriate support, guidance, and advice to parents, carers, and colleagues, while observing confidentiality at all times. The role will contribute to the School's commitment to safeguarding and promoting the welfare, mental health, and wellbeing of children and young people, and will support the School's wider aim of increasing and maintaining pupil attendance together with students achieving their full potential.

### Main Duties and Responsibilities:

- To provide one-to-one therapeutic support to students presenting with a wide range of social, emotional, and mental-health needs, with particular sensitivity to neurodiverse presentations including ADHD and Autism Spectrum Condition (ASC).
- To plan, resource, and deliver therapeutic interventions and support programmes that are developmentally appropriate, inclusive, and responsive to individual student needs.
- To contribute to the triaging of counselling referrals, supporting the Therapy Team in assessing need, prioritising cases, and identifying appropriate levels of intervention.
- To support duty counselling provision as required and assist with associated administrative tasks to ensure the effective running of the therapy service.
- To ensure all therapeutic work is delivered ethically, safely, and with appropriate consent from students and parents/carers, in line with professional and school policies.

- To maintain appropriate communication with parents/carers, where necessary and in line with confidentiality boundaries, in order to support students effectively and remain informed of relevant changes in their circumstances.
- To liaise with teaching, pastoral, and wider support staff as appropriate to ensure a coordinated and supportive approach to student wellbeing within the school environment.
- To coordinate, where appropriate, with external professionals and services (including CAMHS, GPs, and other mental-health professionals) to support student wellbeing and safeguard their welfare.
- To maintain brief, anonymised, and accurate records of therapeutic sessions, ensuring all documentation is stored securely and handled in accordance with data protection and confidentiality requirements.
- To participate in regular reviews with colleagues to monitor progress, evaluate impact, and contribute to the ongoing development of the therapy service.
- To adhere to the academy's safeguarding policies and procedures, including recording concerns appropriately and consulting with the Designated Safeguarding Lead (DSL) in relation to safeguarding disclosures.
- To work in accordance with the ethical framework of a recognised professional body (such as BACP or UKCP) and to maintain appropriate Professional Indemnity Insurance.
- To engage in external clinical supervision for a minimum of two hours per month, using supervision to reflect on practice, maintain professional standards, and ensure safe and ethical working.
- To contribute to the promotion of wellbeing across the school community by delivering workshops, group sessions, or presentations for students, parents/carers, or staff, as required.
- To adhere at all times to the academy's policies, procedures, and professional expectations.
- To support early-help and wellbeing interventions involving students and parents/carers, contributing to a holistic and preventative approach to student mental health and wellbeing.

*These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.*

*The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.*