

Employer: The Auriga Academy Trust
School & Location: Capella House School
Post Title: Therapy assistant
Contract: Full Time
Banding: HLTA
Start date: September 26

Hours of Duty: 37.5 hours per week -Term time only
Reports to: Director of Therapies
Liaison with: Therapists, Class Staff, Senior leaders, Parents, Other Professionals

Main Purpose and Objectives of work

To work under the guidance of qualified Speech and Language Therapists and Occupational Therapists with all pupils at Capella House, a unique school for children aged 4-16 with Speech, Language and Communication Needs.

To carry out tasks related to the Speech and Language and Occupational Therapy caseloads, which will include simple administrative tasks and preparation of materials in addition to designing and delivering programmes.

General duties and responsibilities

Supporting the Learner

- To develop an awareness and understanding of the specific needs of the child/ young person being supported.
- To establish and develop a supportive relationship with the child/ young person, colleagues from education and the families concerned so that effective intervention can take place under the guidance of the Therapists.
- Under Therapists' guidance to prepare resources / materials to be used in therapy.
- Under Therapists' guidance to plan and deliver therapy sessions and input.
- To carry out administrative tasks such as filing, photocopying, laminating and the writing of clinical records.
- To implement individual and class programmes working collaboratively with class teams as stipulated by the Therapists and Teachers.
- Helping to maintain and adjust adaptive equipment under the guidance of the Therapist.

Policy /Service Development Implementation

- To participate in training given by members of the Therapy Team.
- To deliver training in basic programmes within the role's remit i.e. widgit use.
- To attend all Trust Therapy team meetings and contribute to service level discussion as appropriate.
- To attend statutory and other school based training on an annual basis as required.

- To adhere to all school expectations, policies and procedures.
- To be fully aware of and compliant with all safeguarding policies and procedures in relation to all pupils at the school.
- To conform to the provisions of the Health and Safety Act in relation to schools.

Financial and Physical Resources

- To maintain equipment as required by the Therapists and school staff
- To order equipment as required and sanctioned by the Therapists

Information Resources

- To report back to the Therapists work carried out and contribute to the sharing of advice / strategies that may be helping the pupil.
- To record personally generated clinical observations of sessions with pupils/groups in order to keep up to date records.
- To contribute to data entry systems, recording frequency and nature of involvement.

Research and Development

- To identify own training needs as part of Continuing Professional Development
- Plan in discussion with supervisor / manager and to attend training as appropriate.
- To contribute to therapy audits/research projects.

Freedom To Act

- To be guided by the Therapists and Teachers but also use own initiative when unsupervised on site.
- To be proactive in nature.
- To modify approaches and activities within programmes to meet the requirements of the pupils and the context.
- To develop group and individual activities in order to meet the defined therapy aim in consultation with the therapist.

Communication and Working Relationship

- To liaise with all school staff as appropriate.
- To model and facilitate the therapeutic approach within the classroom.
- To attend and contribute to regular supervision according to supervision policy.
- To participate in staff appraisal/performance review.
- To undertake any other duties as may be reasonably required which may include a change of workplace.

Further Information & General Responsibilities

HEALTH & SAFETY

- To have responsibility for the health, safety and welfare of self and others and to comply at all times with the requirements of health and safety regulations.

CONFIDENTIALITY

- To ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity.

DATA PROTECTION ACT

- To comply with the requirements of the Data Protection Act.

TRUST POLICIES AND PROCEDURES

- To implement and monitor the Auriga Academy Trust and School Policies and Procedures as applicable to all staff.

OTHER DUTIES

- To undertake such other duties as may be required from time to time and are consistent with the responsibilities of the grade.

The Auriga Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The successful applicant will be required to undertake an Enhanced DBS Check with a check of the DBS Barred List