

**Employer:** The Auriga Academy Trust (Capella House School)  
**School & Location:** Capella House School & Richmond Upon Thames College Hub  
**Post Title:** Therapy assistant  
**Contract:** Permanent  
**Banding:** HLTA  
**Start date:** March 2026

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**Hours of Duty:** 21 hours (8.30-4, 3 days per week)-Term time only  
**Reports to:** Director of Therapies- Auriga Academy Trust  
**Liaison with:** Therapists, Class Staff, Senior leaders, Parents, Other Professionals

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This Hub is for a small number of students with additional needs who previously attended specialist provision during secondary school and are now ready to access level 1-2 BTECs or GCSEs at college. The Therapy assistant role is part of the Capella House team that provides extra pastoral and therapeutic support, while working collaboratively with the Richmond Upon Thames College team.

### **Main Purpose and Objectives of work**

To work under the guidance of the Capella House Occupational Therapist and Speech and Language Therapist, with all pupils assigned to the hub. To carry out tasks related to the therapy caseload, which will include simple administrative tasks and preparation of materials in addition to delivering programmes.

We are seeking a motivated and compassionate Therapy Assistant to work in RUTC as a visiting professional- supported by Capella House school. This is a highly autonomous role, ideal for someone who thrives on independence and initiative, with the opportunity to shape their own working day while making a meaningful impact on students' wellbeing and learning. You will take ownership of organising your schedule, arranging appointments with students and staff, and acting as a key point of contact between the college, the Therapy team and Capella's link teacher.

The role involves extensive liaison and collaboration with college teaching staff and support teams, offering variety, professional trust, and the chance to work as part of a wider, values-driven network while maintaining day-to-day independence. You will be provided with a laptop and working base within Capella House School Therapy Office and be a valuable member of the wider Auriga Academy Trust therapy team.

### **General duties and responsibilities**

#### **Supporting the Learner**

- To develop an awareness and understanding of the specific needs of the young person being supported.

- To establish and develop a supportive relationship with the 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 observe and provide therapeutic supports in class, feeding back to all stakeholders.

### **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 to college staff.
- To attend all Trust Therapy team meetings and contribute to service level discussion as appropriate.
- To attend statutory and other Capella House school based training on an annual basis as required.
- To adhere to all expectations, policies and procedures as outlined in the Capella House School Code of Conduct.
- To be fully aware of and compliant with all safeguarding policies and procedures in relation to all pupils at the college.
- To conform to the provisions of the Health and Safety Act in relation to education.

### **Financial and Physical Resources**

- To maintain equipment as required by the Therapists.
- 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 young person.
- To record personally generated clinical observations of sessions with students/groups in order to keep up to date records.
- To contribute to data entry systems, recording frequency and nature of involvement.

### **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 create your own timetable in collaboration with the Capella House link teacher.
- To modify approaches and activities within programmes to meet the requirements of the students 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 be an active part of the wider Auriga Academy Trust Therapy team.
- To liaise with all stakeholders 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 by the Head of Capella House School or Director of Therapies, 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.
- To supervise pupils where required to ensure safety.

### **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***