

<b>Job Title:</b>	<b>Therapy Assistant</b>	<b>Reports to:</b>	<b>Head of School</b>
<b>Location:</b>	<b>SAIL Academy</b>	<b>Accountable to:</b>	<b>Head of School</b>
<b>Salary/Grade:</b>	<b>Grade H Wiltshire</b>	<b>Hours of Work:</b>	<b>35 hours a week, 39 weeks of the year</b>

## Principle Purpose of the Role

Under the direction of the Head of School and therapists, provide therapeutic support to all students. Promote and model therapeutic practice throughout the school, embedding practice.

Deliver one-to-one and group sessions as directed by therapists to ensure that students are receiving high quality input ensuring that they are developing the skills needed to lead safe independent lives.

To complete additional duties to support the therapy team, as directed by the Head of School.

## Key Duties

1. To support the Therapy team as directed by the Head of School.
2. Proactively promote and model therapeutic practice through-out the school to ensure that therapeutic practice is embedded
3. Provide therapeutic support to all students under the direction of qualified therapists – Speech and Language, Occupational Therapy and other professionals as directed by the Head of Therapy.
4. Deliver one-to-one and group sessions as directed by qualified therapists and/or the Head of Therapy
5. Deliver ELSA/SALT sessions – maintain own caseload
6. Complete monitoring with direction from the Head of Therapy
7. Recognise dysregulation and proactively provide emotional regulation support to students when required.
8. Actively listen and respond to the need of students, ensuring they feel safe and heard.
9. Lead on therapeutic groups with the support of the Head of School – for example, Horse Riding
10. To prepare and maintain materials and equipment for Therapy Sessions.
11. To complete administrative duties.
12. Working with students from Year 1 to year 11.
13. To complete other duties to ensure the academy is supported and safeguarding need is being met, as directed by the Head of School – for example, lunch and break duties.
14. To provide support to the staff and students of SAIL Academy where directed.
15. To interact sensitively with students as appropriate, and demonstrate empathy, recognising their preferred communication style.
- 16 Planning and organising caseload
17. Support with independent life skills – including toileting.



### Generic Responsibilities

- To maintain ongoing Continuous Professional Development (CPD) activity and undertake any in-service training related to the post, including annual mandatory and role-specific training.
- To maintain regular contact and good working relationships with all staff throughout the Trust and external organisations.
- To maintain the security of the data held in the Trust systems in line with all relevant legislation, including the Data Protection Act 1998 and UK General Data Protection Regulations.
- To actively participate and attend team (and other) meetings as required for updates regarding Departmental procedures and action accordingly.
- To support the Trust's internal and external audit processes.
- To act as an exemplary role model of the Trust's values and behaviours.
- To ensure that safe working practices are followed in respect of all areas within the provisions of The Health and Safety at Work Act 1974.
- To comply with Trust Policies and Procedures.
- To maintain confidentiality about clients, staff, and other Trust business. The work is of a confidential nature and information gained must not be communicated to other people except in the recognised course of duty. The postholder must always meet the requirements of the Data Protection Act.
- To be aware of, promote and implement the Trust's Quality and Information Security Management Systems.
- To report to line manager, or other appropriate person, in the event of awareness of bad practice.

### Staff Development and Performance

- The post holder will have an appraisal of performance each year and will be responsible for agreeing a development plan in agreement with their manager or immediate supervisor. The development plan will be reviewed each year.
- The Trust will aid and agree development objectives for the postholder to enable the postholder to achieve their objectives and standards in line with the development plan.
- If the postholder feels they are not achieving their objective as agreed in the development plan they will bring it to the attention of their line manager at the earliest opportunity.

### Demands and Working Conditions

- This is an operational post and there will be considerable conflicting work demands, deadlines and interruptions, particular during peak periods and operational deadlines.
- The postholder is to undertake other duties commensurate to the grade of the post.
- Adhoc travel to attend training events and meetings may be required.
- There may be occasions when it will be necessary to cover other roles within the team or to work with other colleagues when there are peaks and pressing issues.
- There may be a requirement to spend large amounts of time working on sensitive information, for example, reports and audits.

**Note:** You may be required to perform duties other than those given in the job description for the post. The duties and responsibilities attached to posts may vary from time to time without changing the character of the duties or the level of responsibility entailed. As such, the job description therefore is not intended to be exhaustive. It is also subject to change in the light of service developments and in consultation with the postholder and their manager. The post holder will be expected to adopt a flexible attitude to the duties to meet deadlines.



## Person Specification

Education and Training			
Specification	Essential (E) / Desirable (D)	Assess at application	Assess at interview
Three GCSE/O Level/Functional Skills passes to include grade C/4 or above in English and Mathematics (or equivalent)	E	Yes	Yes
Degree level educated relevant to post	E	Yes	Yes
Experience, Knowledge and Skills			
Specification	Essential (E) / Desirable (D)	Assess at application	Assess at interview
Proficiency in Microsoft Office programs, specifically, Word, Excel, Outlook, PowerPoint	E	Yes	Yes
Knowledge of how to work and maintain confidentiality in relation to data/information at all times	E	Yes	Yes
Ability to read, write and communicate effectively in English in order to deliver in all aspects of the role	E	Yes	Yes
Previous experience of working in the education sector	D		
Previous experience of working in a Special Needs setting	D		
Personal Attributes			
Specification	Essential (E) / Desirable (D)	Assess at application	Assess at interview
Highly organised and able to manage a busy workload	E		Yes
Commitment to safeguarding and promoting the welfare of children and young people	E		Yes
Clear understanding and working knowledge of Reach South Academy Trust, its ethos and values partners, relevant systems and procedures	D		
Demonstrate personal and professional integrity, including modelling values and vision;	E		Yes
Commitment to promote and support the aims and value partners Reach South Academy Trust	E		Yes
Motivated to work within the education sector and alignment with Reach South values and behaviours	E		Yes

