



OAK TREE SCHOOL

JOB DESCRIPTION

Head of Therapy (Trust-wide).

Grade

NHS Band 7- MET SCP 42

Purpose

Be the driving force behind a new, integrated therapy offer across Oak Tree School and Maiden Erlegh Trust, spanning special, mainstream and alternative provision settings, ensuring every learner can communicate, regulate and thrive through high-quality, inclusive and sustainable therapeutic provision.

Staff Responsibilities

Manage the therapist team at OTS, and manage & deploy therapists across the Trust

Deployment

Cross-Trust deployment across Oak Tree School and Maiden Erlegh Trust, spanning special, mainstream and alternative provision settings.

Financial Accountability

Budget holder for the OTS Therapist Team with the longer-term goal to grow the therapy provision across the Trust.

Key accountabilities

Teaching and Learning: lead and implement high-quality, evidence-based therapeutic provision that enables pupils to access learning, communicate effectively and achieve positive outcomes; Assessment: establish outcome measures, referral and triage systems, reporting arrangements and evaluation processes aligned to EHCPs, clinical risk, school priorities and service impact; Behaviour Management and Student Wellbeing: ensure robust clinical governance, safeguarding compliance and risk management across therapy environments, equipment and higher-risk procedures, including dysphagia; Pastoral and Inclusion: design and deliver a



JOB DESCRIPTION

Trustwide integrated therapy model across special, mainstream and alternative provision settings with clear service pathways, standards and equitable access; Trust Culture: develop and sustain a skilled multidisciplinary workforce through recruitment, induction, supervision, CPD, placements and apprenticeships; Other: manage financial sustainability through internal delivery, external commissioning, tiered service offers and effective reporting to Trust leaders and stakeholders.

Relationships

The postholder will build positive, professional relationships with a wide range of stakeholders, including Trust and school leaders, colleagues across Maiden Erlegh Trust, students, parents and carers, plus external partners. These relationships are central to creating a collaborative, supportive environment that enables shared success and strong outcomes for all.

Supporting Maiden Erlegh Trust

The postholder may occasionally support other Maiden Erlegh Trust schools, promoting collaboration, professional growth, and the sharing of effective practice. This cross-Trust work provides opportunities to learn from colleagues, contribute to improvement initiatives, and strengthen our community.

Main duties and accountabilities

Teaching and Learning

- Design, implement and evaluate specialist speech, language and therapeutic programmes that remove barriers to learning and enable pupils to access the curriculum and participate fully in school life.
- Establish and develop high-quality speech and language therapy provision within Oak Tree School to meet a range of communication needs.
- Provide safe, holistic and evidence-based assessment, intervention and support within a school setting.
- Undertake specialist assessments and implement appropriate therapy interventions, providing advice and guidance to colleagues, parents and carers.



JOB DESCRIPTION

- Devise, implement and evaluate therapy plans and classroom-based communication programmes in collaboration with pupils, teachers, support colleagues and families.
- Lead Trustwide CPD programmes, including INSET and specialist training, to build internal capacity.
- Recruit, induct and line-manage a high-performing multidisciplinary team, including Speech and Language Therapists, Occupational Therapists, Counsellors, Mental Health Support Workers, Therapy Assistants and apprentices.
- Host university placements and apprenticeships to grow therapy service capacity.

Assessment

- Assess pupils' speech, language and communication needs using recognised assessment approaches and professional judgement.
- Evaluate the effectiveness of therapy interventions and adapt programmes to support pupil progress and communication outcomes.
- Contribute professional advice and written reports to inform education planning processes, including EHCP reviews.
- Establish clear outcome measures aligned to EHCPs and school priorities, ensuring high-quality reporting and evaluation of impact to evidence progress.
- Design and implement a Trustwide therapy operating model spanning special, mainstream and alternative provision contexts, with service standards, escalation routes and universal, targeted and specialist provision.
- Translate strategy into delivery plans, service level agreements and roadmaps that scale safely and sustainably across schools.
- Develop and manage referral and triage systems aligned to EHCPs, clinical risk and school priorities.
- Implement the Tier 1 Trust contribution model and Tier 2 external commissioned offer with tiered pricing, including assessment-only, short-term intervention and ongoing support, plus optional CPD and software packages.



JOB DESCRIPTION

Behaviour Management and Student Wellbeing

- Support colleagues in understanding the relationship between communication needs, behaviour and emotional wellbeing to promote effective support strategies and strengthen behaviour and wellbeing outcomes.
- Work collaboratively with pastoral and inclusion teams to ensure communication needs are understood and supported across the school environment.
- Promote safe, therapeutic and inclusive environments that support pupils' emotional regulation and wellbeing.
- Manage risk across therapy environments, equipment and higher-risk procedures, including dysphagia.
- Ensure compliance with safeguarding, DBS, GDPR, confidentiality and health and safety requirements.

Pastoral and Inclusion

- Liaise with the SENCO, Headteacher, pastoral colleagues, external agencies, students and parents to coordinate communication support and ensure joined-up provision.
- Provide advice, information and guidance to parents and carers to support communication development beyond the school environment and strengthen home-school partnership.
- Champion inclusive practice across the school and Trust, ensuring equitable access to therapeutic support.
- Coordinate multidisciplinary working with SENCOs, Designated Safeguarding Leads, pastoral teams and external partners, including NHS and local authority services such as CAMHS and community therapy.

Trust Culture

- Promote effective communication and collaborative working across multidisciplinary teams within Oak Tree School and the wider Trust.



OAK TREE SCHOOL

JOB DESCRIPTION

- Design and deliver training and guidance for school and Trust colleagues on speech, language and communication needs and effective support strategies.
- Contribute to school and Trust activities, meetings and events as directed by senior leaders.
- Model and promote the Trust's values, supporting a culture of inclusion, collaboration and high expectations.

Other

- Produce reports and deliver termly impact reporting to Trust leaders and stakeholders.
- Oversee commissioning and service delivery models, including internal provision and external traded services.
- Maintain accurate clinical records in line with professional standards and Trust systems.
- Participate in service development, audit and continuous improvement activity.
- Maintain professional registration and engage in supervision, appraisal and continuing professional development.
- Advise on the safe use, maintenance and storage of therapy equipment.
- Undertake other reasonable duties consistent with the responsibilities of the role as directed by senior leaders.

Other requirements and responsibilities

- Enhanced DBS clearance required.
- The postholder must comply with all Trust and school policies and procedures, including those relating to safeguarding, equality, health and safety, data protection and professional conduct.
- All colleagues are expected to safeguard and promote the welfare of children and young people and to follow the Trust's safeguarding policies and procedures at all times.
- Maiden Erlegh Trust retains the right to implement changes in job descriptions and person specifications to reflect changes in the demands of the post. Where this is necessary, this will be done in consultation with the postholder.



OAK TREE SCHOOL

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- Maiden Erlegh Trust is committed to safeguarding, equality and promoting the welfare of children and colleagues. We are also committed to being ambitious for all and supporting everyone to reach their full potential. All employees of the Trust are expected to share these commitments. All posts require satisfactory employment checks and references and a satisfactory enhanced Disclosure and Barring Service check. All leadership roles will require a Section 128 check.