

## JOB DESCRIPTION

### Therapy Assistant

**SALARY:** Band 3

**HOURS:** 37.5 hours per week

**REPORTS TO:** Head of Therapy Services

**LOCATION:**

|                      |  |
|----------------------|--|
| Early Years          | 14 Blyth Road, Bromley, London, BR1 3RX          |
| Park House School    | 48 North Side Wandsworth Common, London SW18 2SL |
| Tram House School    | 520 Garratt Lane, London SW17 0NY                |
| South Thames College | Wandsworth High St, London SW18 2PP              |
| Post-19 Hammersmith  | 2 Margravine Road, W6 8HJ                        |
| Post-19 Riverside    | 1 Enterprise Way, London, SW18 1GA               |
| Post-19 Wandsworth   | 14 Enterprise Way, London, SW18 1FZ              |

**HOLIDAY:** 25 days annual leave per annum to be taken within the school holidays. Additionally, school holidays between Christmas and New Year when the school is closed will be considered non-working days.

Flexible Annual Leave options can be discussed with the Head of Therapy Services based upon the needs of the organisation.

**PROBATIONARY PERIOD:** 6 months

**SICK PAY:** Full pay whilst unable to work due to sickness as follows:

- 0 days in first three months
- 5 days for the remainder of the first year
- 20 days thereafter
- Salary payments for periods of sickness beyond 20 days in a 52 week period are at the discretion of BeyondAutism

**OTHER BENEFITS:** Pension: 3, 4 or 5% matched contributions after 3 months in post, loans for Season Tickets / Bike purchase

[About BeyondAutism](#)

BeyondAutism is a charity with a vision that everyone with autism accesses an education which empowers a life full of choice, independence and opportunity. We run outstanding educational services for children and young adults with autism aged 15 months to 25 years as well as providing Outreach and Training services for parents, carers and professionals. Our Research and Learning hub is a conduit for sharing great practice, for problem solving through research and for inspiring learning across the globe. To read more about BeyondAutism Schools, please visit [www.beyondautismschools.org.uk](http://www.beyondautismschools.org.uk)

## Job Purpose

- To work with the Speech and Language Therapists (SaLT) and Occupational Therapists (OT) at BeyondAutism to maintain and develop the therapy service in collaboration with families and education colleagues.
- You will provide support to students (children and young adults) with autism, related disabilities and behaviour that challenges.
- As part of a multi-disciplinary team, you will be responsible for providing administrative support including the following: creation of therapy resources, organisation of therapy materials and equipment and undertaking assessment and therapeutic tasks to effectively meet the needs of individualised Education and Health Care plans.

## Main Duties and Responsibilities

### Clinical Responsibilities

Working under the supervision of qualified therapists:

- Support the provision of specialist treatment to autistic students with complex communication, motor and sensory needs.
- Be responsible for a personal caseload of students by delivering planned therapy programs under the supervision of qualified therapists.
- Carry out and monitor intervention programmes as set out in the EHCP and IEP devised by the SaLT and/or OT. To feedback progress of these interventions to the SaLT and/or OT.
- Prepare resources and materials to be used as part of the recommended interventions.
- Have knowledge and understanding of the needs of students with a variety of speech, language and communication difficulties.
- Have knowledge and understanding of the needs of students with a variety of sensory processing difficulties and motor needs relating to functional daily activities.
- Establish and develop a supportive relationship with the student, their family and colleagues from education to enable effective interventions to take place under the guidance of a qualified therapist.
- Assist in planning and preparing therapy programmes on an individual and/or group basis.
- Implement programmes and intervention approaches under the guidance of the qualified therapist.
- Monitor and review student's progress and feedback to the SaLT and/or OT so that progress can be measured effectively, and next steps can be jointly planned.

- To liaise, support, provide advice and training to parents and colleagues within the education setting, skilling and enabling them to carry out therapy programmes, in collaboration with the qualified therapist.
- To carry out administrative tasks such as making resources and producing accessible information (using simple language).

### **Service Development and Implementation**

- Reflect on your clinical practice, identifying your strengths and needs, to maintain and develop your clinical skills and knowledge, supported by qualified therapists.
- Ensure knowledge and skills in IT required to do the job are kept up to date and training is attended as appropriate.
- Share experience and knowledge in service delivery to contribute to service developments and future service design to improve the outcomes of students and families with an EHCP.

### **Financial and Physical Resources**

- Oversee the maintenance of therapy equipment and resources and advise colleagues of equipment needs.
- Develop individualised resources in collaboration with families and teaching staff.

### **Human Resources**

- Contribute to the induction of new members of the Therapies team.
- Contribute to the work experience of volunteers within the Therapies team.
- Attend statutory and mandatory training as required.

### **Information Resources**

- Complete student's clinical records using casenotes in line with national standards and policy.

### **Research and Development**

- Identify own training needs as part of the Appraisal process and ongoing Continuing Professional Development.
- Contribute to the evaluation of the effectiveness of training provided by the Therapies team.
- Contribute to audits/research projects.

### **Communication and Working Relationships**

- Attend regular supervision sessions, to receive support and ensure there is opportunity for reflective practice.
- Attend meetings (i.e., team and clinically specific focused) and in-service training as required.
- Work collaboratively with families and a range of professionals.
- Share information with parents and other professionals to ensure effective case management.

- Share information and seek supervision, where necessary, regarding safeguarding concerns.
- Participate in Appraisal and ensure that the objectives set reflect the organisation and service plan and identify personal development objectives.
- Work with the Therapies team to negotiate and generate potential solutions to resolve conflict when it occurs.
- Understand the therapies environment and how the student's needs can be best met within this.