



# Lead Therapy Assistant

Job Description & Person Specification

**BeyondAutism**

**May 2024**

Registered Charity No. 1082599  
020 3031 9705  
[beyondautism.org.uk](https://beyondautism.org.uk)

 **BeyondAutism**

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# About BeyondAutism

We are experts in delivering autism education services from pre-school to 25. BeyondAutism is a non-profit organisation, driving change in the world of autism education to ensure autistic children and young adults access an education which empowers a life full of choice, independence and opportunity. We do this by creating positive educational experiences, training for the professional team around a child, and information, resources and support for families and carers.

## Our services:

We deliver rapid and sustained outcomes in our Early Years' service by working with parents and children together. Empowering parents to feel resilient and confident in meeting the needs of their child leads to aspirational, informed choices creating a positive and successful step into primary education.

Our schools and Post-19 service have a specialist curriculum that ensures sustained success beyond the age of 25, setting children and young adults up with the skills and independence to lead a life of their choosing. By teaching them the academic and life skills they need and through the promotion of a happy, caring environment, we nurture the confidence, independence and self-belief to enable them to make the most of the next stage of their life or education.

We also work more widely, activating networks and building local capacity with our solution focused Outreach team. Our unique BeyondAutism Fast Responder® service works at the point of crisis to change the national picture and reduce school placement breakdown.

## Our values

At BeyondAutism we are:

### Dedicated to delivering excellence

Developing expertise, outstanding services and positive engagement, always seeking to go above and beyond expectations.

### Committed to Behaviour Analysis, underpinned by the science of Applied Behaviour Analysis and Verbal Behaviour

Contributing to research and ensuring our staff continually develop and share best practice that ensure aspirational outcomes are achieved for autistic individuals.

### Respectful

Embracing diversity, showing integrity, acting with compassion and always treating people with dignity.

### Proud to challenge

Listening, changing thinking, shifting attitudes and educating.

## Job overview

- The Lead Therapy Assistant will work with the Speech and Language Therapists and Occupational Therapists at BeyondAutism to maintain and develop the therapy service in collaboration with families and education colleagues.
- As part of an interdisciplinary 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.

# What we can offer you

You can find a very rewarding career with BeyondAutism. As well as being part of a team delivering life-changing services, we offer multiple and generous benefits to employees.



## Pension scheme \*

We offer a competitive pension scheme via salary exchange of 3, 4 or 5% and match your contribution.



## Hybrid and flexible working

Charity staff have the option of hybrid and flexible working. To be agreed with HR and the department head.



## Season ticket loan \*

We can loan you the cost of your season ticket, repaid through monthly salary deductions for the period of the season ticket or less. Maximum period 12 months. Maximum loan £5000.



## Bicycle loan \*

We can loan you the cost of purchasing a bike for the purpose of cycling to work. Up to a maximum value of £1000, repayable over a period of 12 months or less.



## Continuing Professional Development (CPD)

Further education opportunities including Masters, RBTs, diplomas and certificates; and opportunities for membership for relevant professional bodies.



## Professional Membership fees

Reimbursement of the cost of annual professional membership fee where continued membership registration is a requirement of your role.



## Onsite counsellor

One counsellor working across our sites offering confidential 1:1 counselling sessions.



## Perkbox

Access to an online perk scheme which gives you your pick of over 200 great discounts and freebies such as a free monthly hot drink from Cafe Nero, discounts on high street shopping and great price cinema tickets.



## Employee Assistance Programme

Free access to a 24/7 confidential counselling support, including opportunity for face-to-face support.



## Employee Referral Programme

Generous £400 thank you payment when you refer somebody into one of our open vacancies.



## Eye care vouchers

Vouchers to cover the cost of an annual eye examination and single-vision spectacles, if needed.

Benefits marked with (\*) are contractual benefits open to staff who have been in post for three months or more.

## Clinical work

Working under the supervision of qualified therapists:

- Support the provision of specialist treatment to autistic learners with complex communication, motor and sensory needs
- Be responsible for a personal case load of students by delivering planned therapy programmes 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)
- To have oversight of the Therapy Assistants ensuring a supportive induction into the role, guidance around the role and offer shadowing and modelling of therapy techniques.

## 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
- Provide guidance to qualified therapists on areas of progress and development of other Therapy Assistants.

## 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 case notes 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 appraisals 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
- Facilitate regular peer supervision with other Therapy Assistants both internally and external to the organisation as appropriate.



# What you will bring to the role

We are looking for passionate and dedicated professionals who want to make a truly positive impact on autistic peoples' lives. Working as part of the therapies team you will provide specialist support to children and young adults with complex communication needs.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• Proven level of experience of working with children and/or young adults in a related setting</li> </ul>	<ul style="list-style-type: none"> <li>• Assistant Level Membership of relevant professional body, e.g. RCSLT or RCOT</li> <li>• Training/qualifications in relevant therapeutic approaches, e.g. Attention Autism or Sensory Processing</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Knowledge and experience working with children and/or young adults with therapeutic needs</li> <li>• Providing a range of therapy approaches and support e.g. advice, modelling, training, and direct intervention</li> <li>• Minimum one year in post as a Therapy Assistant</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in using relevant intervention approaches</li> <li>• Experience of providing advice, training/workshops to parents and carers</li> <li>• Experience of working with Behaviour Analytical practitioners</li> </ul>
Knowledge, skills and abilities	<ul style="list-style-type: none"> <li>• Ability to communicate with children with a range of needs including autism</li> <li>• Ability to demonstrate initiative</li> <li>• Resolution and negotiation of conflict in liaison with qualified therapist</li> <li>• Multi agency working</li> <li>• IT literate including Microsoft and Communicate in Print for clinical and administrative tasks</li> <li>• Ability to use and edit a range of Alternative Augmentative Communication (AAC) devices</li> <li>• Ability to use information systems to support data collection and analysis</li> <li>• Ability to work collaboratively with a wide range of professionals</li> <li>• Good organisational skills</li> <li>• Good communication &amp; interpersonal skills</li> <li>• Knowledge of Safeguarding policies and procedures</li> <li>• Awareness of a range of therapeutic approaches</li> <li>• Awareness of evidence based practice relevant to autistic children and young adults</li> <li>• Able to build robust working relationships with a range of stakeholders within and outside the organisation</li> <li>• Ability to communicate clearly and sensitively with parents, carers and professionals</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of a range of approaches to assessment, intervention and outcomes relevant to autistic children and young adults</li> <li>• Knowledge of current policies relating to health, social care and education</li> <li>• Knowledge of standards of record keeping</li> <li>• Able to inspire confidence and influence and motivate others through example</li> <li>• Knowledge of relevant Health/Education/social issues/legislation</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>• Professional manner</li> <li>• Reliable timekeeper</li> <li>• Committed and motivated</li> <li>• Can-do attitude</li> <li>• Problem solving approach</li> </ul>	

<b>SALARY SCALE:</b>	Band 4
<b>HOURS:</b>	37.5 hours per week
<b>ACCOUNTABLE TO:</b>	Head of Therapies
<b>LOCATION(S):</b>	<p>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            Tram House School Sixth Form, 140 Woking Cl, London SW15 5LD            Post-19 Hammersmith, The Hub, 2 Margravine Road, Barons Court, W6 8HJ            Post-19 Riverside, 1 Enterprise Way, London SW18 1GA            Post-19 Wandsworth, 14 Enterprise Way, London, SW18 1FZ            Early Years, 18 Blyth Rd, Bromley BR1 3RX</p>
<b>PROBATIONARY PERIOD:</b>	Six months
<b>HOLIDAY:</b>	<p>25 days plus bank holidays (rising a day with each year of service after 2 years to a cap of 28 days). Additionally there is a discretionary office closure between Christmas and New Year.</p> <p>Flexible Annual Leave options can be discussed with the Head of Therapies based upon the needs of the organisation.</p>
<b>HOW TO APPLY:</b>	<p>If you're interested in applying for the role, please send your CV and covering letter to <a href="mailto:recruitment@beyondautism.org.uk">recruitment@beyondautism.org.uk</a>.</p> <p>Your cover letter should include:</p> <ul style="list-style-type: none"> <li>• Why you are interested in applying for this role</li> <li>• How your skills/experience meet the requirements of the person specification</li> </ul> <p><b>If selected for interview you will be required to fill out a full application form for safer recruitment purposes.</b></p>

If you would like to know more or ask a question please email [recruitment@beyondautism.org.uk](mailto:recruitment@beyondautism.org.uk).

BeyondAutism is proud to be an equal opportunity workplace. We are committed to equal employment opportunity regardless of ethnicity, religion, sex, sexual orientation, age, marital status, disability or gender identity.

BeyondAutism is committed to safeguarding and promoting the welfare of children and young adults and expects all staff to share this commitment. An enhanced disclosure will be conducted for the successful applicant.

#### How to follow us



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