

Job Description and Person Specification

Job Title:	Therapy Assistant
Responsible to:	Head of Therapy
Salary Scale:	£23,500 - actual salary (£27,399 FTE)
Job Type:	Therapy/Clinical
Hours:	8.30am – 4.30pm Mon- Thurs, 8.30am – 4.00pm Friday. Term Time only plus 5 training days. The role is full time
Liaises with:	• Supervising Registered Clinician • Colleagues within Stone Lodge School • Child and young people • Parents and Carers of pupils • External agencies who support pupils at the school
Conditions of Service:	This post is subject to terms and conditions of the employment of Stone Lodge School The nature of this role dictates that the post holder will be subject to an enhanced DBS check. Please note that holding a positive disclosure may not automatically bar you from working with the organisation, however, a full risk assessment will be completed prior to making a recruitment decision.
Job Summary:	Stone Lodge Therapeutic School is a specialist independent school which provides education for up to 89 young people aged 11-19 with Education Health and Care Plans (EHCPs) for Social Emotional and Mental Health (SEMH) needs, ASC or related conditions. The purpose of the role is to work within a multi-disciplinary clinical team, supporting the delivery of high clinical provision within the school, under supervision of a qualified practitioner.

Duties and Responsibilities:

- Work under the supervision of a qualified Clinician, in particular Speech & Language Therapy
- Contribute to assessments of pupils as requested.
- Run group work with the children/young people as appropriate and under agreement and supervision of a qualified clinicians.
- Run Therapeutic TTRPGs (Table-Top Role Playing Games) under the supervision of qualified clinicians to support with development of students' communication and interaction
- Observe and interact with the children/young people, providing observation reports to the Clinical Team.
- Maintain accurate and comprehensive records/notes in line with standards of practice.
- Ensure appropriate confidentiality
- Prepare and maintain therapy resources and equipment.
- Liaise with outside agencies e.g. social services, health, and voluntary agencies under the direction of qualified clinician
- Write reports, counter-signed by a qualified clinician.
- Build relationships and work in partnership across the team who support the children/young people.

Teaching, Training and Supervision:

- Regular line management.
- Regular clinical supervision from a qualified clinician
- Receive regular CPD training
- Attend external CPD and qualification courses pertaining to the role.

ICT responsibilities:

Use IT and computers in everyday work in order to facilitate more effective communication and presentation of information. This includes word processing, e-mail, electronic record keeping and information sharing, multi-media presentation and teaching, and specialist IT programmes.

General:

Effectively and consistently support in managing the behaviour of pupils in line with the policies and ethos of Stone Lodge Therapeutic School.

Contribute to the development and maintenance of the highest professional standards of practice, through active participation in internal and external CPD, training and development programmes, in consultation with the middle and senior leaders.

Maintain the highest standards of record keeping including electronic data entry and recording, report writing and the responsible exercise of professional self-governance in accordance with professional codes of practices and school policies and procedures.

Safeguarding

Safeguarding is everybody's business. The welfare and safeguarding of children and young people should be of paramount consideration, whatever your role or level of responsibility is within the organisation. All employees are required to ensure compliance with the school's guidance and policy on

safeguarding and are required to attend safeguarding training appropriate to their level of responsibility. All staff are expected to comply with the relevant sections in KCSIE.

Risk management / Health and Safety

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures as laid down by the school. All staff have a responsibility to access support services in times of need.

Confidentiality

You will be required to maintain confidentiality of information, access information only on a need to know basis in the direct discharge of duties and divulge information only in the proper course of their duties.

To be noted: This is not an exhaustive list of duties and responsibilities and the post holder may be required to undertake other duties which fall within the grade of the job, in discussion with their line manager.

This job description will be reviewed regularly in the list of changing service requirements and any such changes will be discussed with the post holder.

The post holder is expected to comply with all relevant school policies, procedures and guidelines, including those relating to Equal Opportunities, Health and Safety, GDPR and Confidentiality of Information.

PERSON SPECIFICATION:

	ESSENTIAL	DESIRABLE	HOW TESTED
Training & Qualifications	Minimum of 5 GCSE passes including English at Grade C and above Evidence of relevant post 16 education Relevant degree (e.g. psychology, linguistics, social care) Willingness to work towards further qualifications as required	Additional training in clinical interventions such as ELSA, Sensory, Speech and Language programmes	Show certificates of qualifications at interview
Experience	Experience of paid or voluntary work with child or young people, ideally in a special needs setting Experience or knowledge of children or young people with Emotional and Mental Health (SEMH) needs, ASC or related conditions.	Previous experience of working as a Therapy Assistant or Assistant Psychologist Previous experience working with Speech & Language Therapists Experience of group and or individual therapeutic work with children Previous experience of TTRPGs (Table-Top Role	Application form. Assessed at interview and references.

		Playing Games) either as a GM or player	
Knowledge & Skills	Ability to work independently as agreed under supervision Ability to accept and work within the boundaries of the role of Therapy Assistant Effective communication High level of professionalism Ability to be flexible and cope with multiple demands Clear and concise record keeping Knowledge of legislation and implications for clinical practice and professional management of client groups Knowledge of IT systems Ability to work with behaviours that may challenge	Knowledge of the use of Therapeutic TTRPGs (Table-Top Role Playing Games) to support students in their development of communication, interaction and perspective taking Knowledge of neurodivergent-affirming practice to support with students' development of identity and self-esteem	Application form. Interview and references.
Other	Ability to work independently, reliably and consistently with work agreed and managed at regular intervals Willingness to engage in further training Willingness to lone work with pupils, off site if necessary Willingness to use physical intervention once trained Willingness to transport children in school vehicles Ability to accept and use supervision appropriately and effectively Ability to build relationships quickly with challenging or reluctant young people Willingness to go "the extra mile" to support pupils Ability to instil learning resilience and confidence in pupils Good personal organisational skills		Application form, interview and document check.