

ST JOSEPH'S SPECIALIST TRUST

Job Profile

Therapy Assistant

Name:

Date:

Job Context:

St. Joseph's Specialist Trust is a specialist school and college, registered children's home and an adult supported living function (together "St Joseph's"/ the "Trust") with approximately seventy students and tenants. It has a staff of around 250.

This job profile recognises the requirements of the Trust's current Pay Policy and reflects the vision, aims and policies established by the Trustees.

Title:

Therapy Assistant

Job Purpose:

To contribute to the provision of a therapy service to students in the school and college.

Accountable to:

Karen May, Director of Therapies

KEY TASKS

Policy and Leadership

- Use and implement the therapy policies and other policies

Management of Teaching and Learning

- Deliver and support others to deliver the provision of therapy to students across the school and college as directed and monitored by the allocated therapist

Management of Curriculum

- Aid therapists to provide specialist advice and support on curriculum development

Management of People

- Liaise with staff, parents and other professionals as appropriate

Management of Financial and Physical Resources

- Develop, monitor and control financial and physical resources with respect to therapy

Evaluation and Quality

- Monitor and evaluate therapy through discussion with the allocated class therapist

Administration

- Ensure that administrative requirements are fulfilled

KEY ACCOUNTABILITIES

Policy and Leadership

- To be familiar with and adhere to the relevant therapy policy
- To be familiar with St Joseph's development plan and other policy documents related to the establishment

Management of Teaching and Learning

- To provide therapy support as devised by the allocated class therapist
- To assist in the provision of therapy training for staff, parents and other agencies, as required.
- To use a variety of methods to support the delivery of therapy
- Due to the nature of our environment and the challenges posed by our students, physical and mental resilience is required. This includes the physical agility to move across our large 23-acre site and support children in social, leisure and educational activities offsite.

Management of Curriculum

- To aid the therapists to provide specialist advice and support on curriculum development with regard to communication skills and in connection with the National Curriculum and its application within the school setting

Management of People

- To work as a member of a team, planning co-operatively, problem solving and sharing information, ideas and expertise
- To consult and plan with members of the therapy and education team including teachers, teaching assistants and other professionals as appropriate

Management of Financial and Physical Resources

- To identify resources needed for the work of the therapy team
- To ensure that resources are organised and used effectively for therapy purposes
- To aid therapists in the organisation and preparation of equipment

Evaluation and Quality

- To help therapists to set aims and objectives for individual cases on a termly basis
- To provide feedback as seen fit to the therapy team

Administration

- To maintain effective records in the prescribed format
- To attend and contribute to staff meetings, annual reviews, open evenings and/or consultation evenings as required by the Department
- To assist the therapists with administrative support

This job profile is drawn up in the light of the following statement.

“St Joseph’s Specialist Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment”.

Signature:
Therapy Assistant

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Executive Principal

Date:

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