



Post Title	Therapy Assistant	Reports to	SENDCo
Hours per week	Full time	Weeks per year	Term time
Contract type	Permanent	Salary	21,147 – 25,599

Job Description

School Overview

The Lion Works School is an Independent special school. We are part of an ethical and progressive organisation that believes it can achieve real change for children, young people and their families.

The Lion Works School is situated within the BCP local authority. We offer an academic and vocational specialist learning provision across KS3, KS4 and Post 16 aiming to reduce barriers to enable successful learning experiences and outcomes. There are a variety of routes a student can take, which include GCSEs, BTECs and other accredited qualifications whilst building confidence, improving wellbeing, enabling self-regulation and increasing attendance. Our school is full of life and has a wealth of resources to spark interest and ignite that passion to achieve, equipping our students for everyday life and the opportunities that await them.

Purpose of the Role

As a Therapy Assistant, you will be delivering interventions and programmes to students as part of their provision. Our students all have EHCPs and most of them require therapeutic interventions to support and develop their areas of need, including Cognition & Learning, Communication & Interaction, Social, Emotional and Mental Health and Sensory and/or Physical. The successful candidate will work as a team with our other Therapy Assistant and also alongside our Speech and Language Therapist, Occupational Therapist and SENDCo who develop and oversee students' programmes. The successful candidate will deliver 1:1 and group therapeutic interventions both on and off site. The role will also require the post holder to support and engage with families and carers to share good practice and support students holistically. Candidates should have experience of delivering interventions and therapeutic programmes and should have high levels of emotional intelligence, resilience and excellent communication skills.

Key Accountabilities & Duties

As a Therapy Assistant, you will:

- Provide support and interventions to our students to secure the best outcomes for them
- Review, plan, and create reports and other documentation relating to therapeutic input
- Meet with and take instruction, training and guidance from SaLT and OT professionals
- Deliver 1:1 and small group sessions
- Train and advise staff on therapeutic methods and techniques to use in class
- Attend meetings as required
- Complete and keep up to date with CPD opportunities
- Work within the SPELL Framework
- Liaise with parents and carers to support our students as required

- Work alongside the SENDCo and Pastoral Team to audit, review, evaluate and develop current provision and resources

As a member of staff, you will:

- Ensure that your practice and conduct is consistently of a high standard
- Manage student issues within agreed protocols
- Undertake such other reasonable duties as the Headteacher may require from time to time and review this Job Description annually with the Headteacher
- Participate in the school's appraisal and supervision process and to undertake any training that may be appropriate
- Support and promote our school ethos and approach
- Take appropriate responsibility to ensure the health and safety of self and others
- Adhere to the Staff Handbook and Code of Conduct
- Pursue the achievement and integration of equal opportunities throughout all The Lion Works School's activities
- Uphold our safeguarding culture of vigilance at all times, ensuring the safeguarding of students is always of paramount importance and follow the school's safeguarding and child protection policy.

Duties falling within the scope of designated contact hours:

- Travelling offsite as required
- Supervising students' break and lunchtimes, including leading activities
- Supporting enrichment activities, including trips and visits
- Completing general administration relevant to the role, including paperwork in relation to student disciplinary matters, student profile and progress updates
- Contributing to the reports written for both parents and local authorities, including providing timely feedback to the SENDCo for Annual Review meetings.
- Attending staff development events and weekly staff meetings
- Undertaking and meeting any relevant CPD requirements
- Liaising with the SENDCo and other specialists to ensure enhanced provision is in place at all times
- Liaising with parents/carers

The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake other duties within the scope and grading of the post.

Equal Opportunities

The Lion Works School will seek to ensure that all existing and potential employees and students are given equal opportunities for employment and education. It is committed to the elimination of unlawful or unfair discrimination on the grounds of sex, age, marital status, colour, race, nationality or other ethnic or national origin, disability, sexuality, trade union membership or activity and religious background.

The school will seek to ensure that no applicant for employment or education is disadvantaged by

conditions or requirements which cannot be justified. The school aims to provide an open welcoming and safe environment for all its students, employees, and visitors.

Safeguarding

The Lion Works School is committed to safeguarding and promoting the welfare of children, and we expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be conducted; references will be sought, and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.

We comply with the Disclosure & Barring Service (DBS) code of practice and have a written policy on the recruitment of ex-offenders, both of which are available on request. If you are shortlisted, you will be required to declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children. As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers, and employers cannot take these offences into account.

Person Specification		
Criteria	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> • Knowledge and understanding of neuro-developmental conditions (e.g. Autism, ADHD) • Knowledge and understanding of Special Educational Needs and Disabilities • Some knowledge of OT and SaLT approaches and techniques • Some knowledge of emotional regulation interventions, e.g. ELSA • Awareness of common medical and learning needs in specialist ASC settings • Some understanding of child development 	<ul style="list-style-type: none"> • Knowledge of secondary school curriculum and processes
Experience	<ul style="list-style-type: none"> • Experience of working with autistic children, young people or adults • Experience of working with children, young people or adults who have additional needs and/or challenging behaviours • Experience of delivering 1:1 and small group interventions 	<ul style="list-style-type: none"> • Experience of specialist settings • Experience of working as a Teaching Assistant • Working a multi-disciplinary team or setting
Skills	<ul style="list-style-type: none"> • Ability to work well with others and independently • Ability to build effective relationships with students 	

	<ul style="list-style-type: none"> ● Ability to build effective relationships with parents/carers and other professionals ● Attention to detail ● Flexibility and openness to change ● Excellent communication skills ● Good written skills 	
Personal attributes	<ul style="list-style-type: none"> ● Sensitive and understanding ● Emotionally intelligent ● Trustworthy ● Punctual and reliable ● Resilient ● Confidence ● Proactive and innovative ● Ability to problem solve 	<ul style="list-style-type: none"> ● Good sense of humour and a team spirit!
Qualifications	<ul style="list-style-type: none"> ● GCSE or equivalent in English and Maths at Level 4 (Grade C) or above 	<ul style="list-style-type: none"> ● Food Hygiene Certificate ● Paediatric or other First Aid qualifications ● Completion of Teaching Assistant qualification
Other requirements	<ul style="list-style-type: none"> ● Full driving license 	

Further Information

This Job Description and Person Specification are current as of December 2024. In consultation with you, it is liable to variation to reflect changes in the job. If you have any queries relating to your Job Description and/or Person Specification, please consult the Headteacher.