



JOB DESCRIPTION

POSITION:	Senior Therapy Assistant
DIVISION:	Cognus Limited
BUSINESS UNIT:	Cognus Therapies
REPORTS TO:	Team Manager
RESPONSIBLE FOR:	<ul style="list-style-type: none"> • Delivering provision for pupils with therapy needs in mainstream settings and/ or Specialist SEN provisions / bases • Liaising with Head Teachers, SENDCos, staff and parents to promote best outcomes
GRADE/PAY	Salary: Senior Therapy Assistant Band 4 responsibility £27539 – £30113 FTE (COLI pending)

1. JOB SUMMARY:

- Working within a multidisciplinary team of speech and language therapists and occupational therapists, the post holder will have the opportunity to work in local schools and/or specialist bases attached to local schools across the 4 years to 25 years age range or with a smaller age range within this.
- Supporting staff/ parents with children and young people with Speech, Language & Communication Needs (SLCN) and/or Occupational Therapy (OT) under the supervision of a Therapist.
- Managing a caseload to ensure that intended outcomes are delivered within agreed service standards, under the supervision of a Therapist.

2. PRINCIPAL ACCOUNTABILITIES:

To personally undertake a case load of referrals to include:

- Under the supervision of the therapist, be responsible for maintaining a caseload of children, following their SaLT / OT assessment and to devise treatment activities based on therapy goals set by the therapist, in line with appropriate developmental stages.
- To complete appropriate informal assessments/ questionnaires under the direction of a therapist with individual children/ young people
- Under supervision from a therapist, writing and reviewing therapy targets for the caseload sharing this with families and staff
- Under supervision from a therapist, to support staff with therapy advice and therapy demonstrations within the classroom
- To participate in the training of staff/ parents to deliver therapy programmes
- Implement and evaluate delegated therapy interventions for children/ young people feeding back to the therapist.
- Independently organise the SaLTA/OTA therapy timetable with school staff within the setting
- Maintain children's/ young people's files to a high standard in line with Cognus therapies standard operating procedures
- To have responsibility for devising and producing high quality Augmentative and Alternative Communication (AAC) resources using specialist applications such as Boardmaker
- Where appropriate to monitor and evaluate the effectiveness of OT equipment prescribed by the therapist and ensure that such equipment is in good working order and clean for use
- To keep up to date with clinical developments by attending regular training and CPD.

Specific Duties:

To advise and support school staff on the education of children and young people with therapy needs regarding:

- Appropriate differentiation of and access to the curriculum.
- Promotion of effective inclusion of children and young people into all aspects of the school curriculum.
- Specialist strategies and approaches to support access to learning and social and emotional development.
- To collaborate with school staff to develop an Individual Education Plan/Provision Map where appropriate.
- To participate in the planning, delivery and evaluation of training sessions for schools and educational providers as appropriate.

To maintain effective liaison with all partners e.g. parents, professionals in Education, Health, Social Care and other Services with particular regard to Safeguarding and best practice:

- To attend team meetings as required.
- To liaise with SALT/OT (NHS clinic) as required.
- To attend clinical and managerial supervision sessions.
- To track and monitor data to provide evidence of the impact of intervention and use this to plan further programmes of intervention.
- To liaise with parents/ carers and schools and attend multi-agency meetings as required.

To promote robust Transition arrangements for pupils with therapy needs including:

- Collaboration with a range of partner agencies to create effective Transition support for specific children and young people.

To contribute to collaborative working between all specialist SEN teams by:

- Effective liaison with the Team Manager and lead therapist.

3. GENERAL:

3.1 PROCESSING OF DATA:

- a) You (“the employee”) consent to the holding and processing of personal data provided by you to the Company (“the Company”) for all purposes relating to your employment, but not limited to administering and maintaining personnel records, paying and reviewing salary and other remuneration and benefits, undertaking performance appraisals and reviews, the compulsory Disclosure and Baring Services check (DBS) details in line with its statutory responsibility to safeguard and protect children and vulnerable service users; maintaining sickness and other absence records and taking decisions as to your fitness for work.
- b) You hereby acknowledge and agree that the Company may, in the course of its general and statutory duties as an employer be required to disclose personal data relating to you for legislative purposes during or after the end of your employment. This does not affect your statutory rights under the General Data Protection Regulation 2018.

3.2 CONFIDENTIALITY AGREEMENT:

- a) During the course of your employment, you will have access to and knowledge of Company confidential information and trade secrets.
- b) Disclosure of any of this confidential information and/or trade secrets could have serious financial consequences and/or create serious competitive disadvantages for the Company. There may be material damage, financial or otherwise, deliberate or otherwise, to the Company's legitimate business interest.
- c) Under the terms of this confidentiality agreement, you agree to keep secret and shall not at any time, either during employment or post-employment, use, communicate or reveal to any person any trade secret or confidential information relating to the Company or any Associated Company.
- d) You are aware of the Company's policies in relation to compliance with the General Data Protection Regulation and undertake to act in accordance with these at all times. Any breach of these policies will be dealt with under the Company's disciplinary procedure and action taken can include dismissal without notice.

3.3 SAFER RECRUITMENT:

An offer of employment is subject to safer recruitment practices which include an enhanced DBS check, two professional references acceptable to Cognus Limited, proof of qualifications, proof of right to work in the UK, proof of personal address and employment history covering 5 years and, fitness to work with children (occupational health assessment). These checks must have been completed prior to commencement of employment.

This job description and person specification outlines the summary of key accountabilities and is not an exhaustive list of duties and, is subject to periodical review and changes in line with the business needs.

4. COMPETENCIES:

The main duties and responsibilities of the post holder are indicated below although other duties of an appropriate level and nature will also be required.

No	Description	Criteria
a.	Educated to GCSE level or above with good written and spoken English as well as good basic numeracy. NVQ in childcare or health level 3 or appropriate experience of working in a similar position	E, S, T
b.	Evidence of additional training relevant to the post e.g. ELKLAN accreditation / introduction to sensory integration/ relevant speech, language and communication needs or occupational therapy training	E, S
c.	Knowledge and experience of working in educational settings with children and young people with special needs	E, S

d.	Experience of multi-agency and multi-disciplinary working	D
e.	Ability to prioritise and deliver results to high standards	E, S, I
f.	Excellent organisational skills including good IT skills with word processing/ email/ internet	E, S, I
e.	Excellent communication skills	E, S, I
g.	Leads others by setting a positive example in line with company values and acts as a role model.	E, S, T
i.	Adherence to RCSLT/ RCOT and HCPC policies and procedures	E, S,
j.	Is decisive with problem-solving skills	E, S,
k.	Is committed to safeguarding and protection of children	E, S, I
l.	Honours and upholds the Company's Equal Opportunity Policy, Dignity at Work Policy, Safeguarding and Protection of Children, Health and Safety and Data Protection Policy at all times.	E, S, I

KEY:	D	Desirable	I	Evaluated at interview	
E	Essential	S	Short listing criteria	T	Subject to test