



Fountain Head House School

JOB TITLE:	Therapy Assistant
REPORTS TO:	Therapy Team & Mental Health Lead
HOURS:	35 Hours per week (Monday to Friday 8.30 – 4.00pm, Term time only)
SALARY:	£21,034.80 (FTE £27,124.50)

Fountain Head House School is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the School.

As the Exceptions (Amendment) Order 1986 to the Rehabilitation of Offenders Act 1974 applies to this position, the postholder will be required to apply for an Enhanced Disclosure from the Criminal Records Bureau

This post is subject to satisfactory references and DBS checks.

JOB DESCRIPTION

Job Purpose

- To work as the Therapy Assistant at Fountain Head House School
- To provide support to the Therapy team and assist in developing the therapy provision at Fountain Head House School
- To support the school's drive to providing high quality therapeutic approaches linked to emotional wellbeing and learning for all pupils across the school.
- To work under the guidance of the Therapy Team and the Mental Health Lead supporting the implementation of therapeutic and education following a neurodiversity affirming approach to pupils with SEND.
- To support the Therapy Team at operational level through the preparation of resources specific resources; upkeep, storage and monitoring of specific resources for all therapy areas in the school; and other related tasks.
- To liaise with other professionals and participate in relevant meetings as part of a multi-disciplinary approach.
- To support practice of therapies across the school under the guidance of the Therapy Team and the Mental Health Lead as appropriate.

Areas of Responsibility and key Tasks

- To support the Occupational Therapist
 - Upkeep of the movement room, chill out / sensory spaces across school (e.g. tidy up spaces, clean items, replace visual supports as needed, check for lost / broken / damaged items and remove / replace as required, email staff to follow up missing items).
 - Follow up on resource requests and update resource records accordingly.
 - Follow up on condition of resources provided for pupils (e.g. chewies, body socks, gym balls). - This can be a half-termly plan that becomes a weekly task (e.g. week 1 check gym balls, week 2 body socks, etc).
 - Support the making and repairing of resources (e.g. crash mats).
- To support the Play Therapist
 - Keep the school's Toy Library in good order and monitor the use of resources (e.g. clean toys, wipe surfaces).
 - replace symbols as needed, check for lost/broken items and remove/replace.
 - check sign out list and email teachers if toys have not been returned on time.
- To support the Speech and Language Therapist
 - Check communication boards and transition posters are available in all locations and replace any that are missing / broken.
 - Restock central store of visual resources – countdown buttons, communication boards, communication books, schedule symbols, keyrings etc.
 - Complete specific resource requests put in by staff over previous week

- Review weekly school diary for upcoming weeks and prepare social stories/schedules as required (vaccinations, trips, visitors, new pupils etc).
- Assist with the use of AAC devices if appropriate.
- Prepare signage resources for specific areas of the school (e.g. office doors, classroom doors, etc.) and other related signage.
- To support the preparation and review of the Pupil Profiles including scheduled and unscheduled updates.
- Maintain records for staff library and therapy books.
- To support the input of data in relevant software and other records under the guidance of the Pupil Mental Health and Wellbeing Lead or other delegated staff.

Work demands

- To act in a flexible and positive manner and to continually review effectiveness of programmes for pupils.
- To maintain a positive approach to working with pupils who have a variety of additional and complex needs.
- To make positive and supportive contributions to the Fountain Head House School staff team.
- Operate at all times, within the stated policies and practices of Fountain Head House School. Take responsibility for health and safety, safeguarding and child protection.

Other duties

The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties which may be required from time to time. Any such duties should not, however, substantially change the general character of the post.

CRITERIA	QUALITIES	REQUIREMENT
Experience	Experience of working with pupils with SEND, including autism	essential
	Experience of supporting therapeutic approaches as part of related roles (e.g. Teaching support roles)	essential
	Experience of supporting specific therapeutic approaches (e.g. multi-modal communication; sensory regulation)	desirable
Skills and knowledge	Ability to demonstrate knowledge and understanding of the school's therapeutic and educational approaches, including knowledge of CPD training provided (e.g. neurodiversity affirming approaches)	essential
	Good communication skills with groups and individuals across a range of abilities, both verbally and written	essential
	Excellent organisational skills including the use of monitoring systems through software and other digital resources	essential
	Excellent time and workload management skills	essential
	Ability to direct and work collaboratively with others	essential
Personal qualities	Self-motivation and ability to working independently and/or as part of a team	essential
	Flexibility and willingness to be hands-on to get a task done	essential
	Passion for teaching and learning and understanding of the importance of Reading as part of Preparation for Adulthood	essential
	Recognition and support of all aspects of equality, diversity, and inclusion	essential
	Ability to be an excellent role model for pupils and staff	essential