

CANDIDATE PACK FOR:  
MULTI-THERAPY ASSISTANT



[burlingtonhouseschool.com](http://burlingtonhouseschool.com)



**BURLINGTON**  
HOUSE SCHOOL

“Burlington House is fast becoming London’s gold-standard for specialist education. It has built on the sure foundations of the dyslexia-specialist teaching of The Moat School, with a creative curriculum and expert training, to create a supportive through-school for a range of specific learning needs.”

**Beyond London:**

- 1. Bredon School
- 2. Heathermount School
- 3. Ripplevale School

**London Schools:**

- 1a. Abingdon House School
- 1b. Abingdon House School  
South Kensington Prep
- 1c. Abingdon House School  
Purley
  
- 2a. Burlington House  
Prep
- 2b. Burlington House  
Senior
- 2c. Burlington House  
Sixth Form
- 2d. Burlington House School,  
Tooting
  
- 3. Chelsea Hall School
  
- 4a. The Holmewood School  
Lower
- 4b. The Holmewood School  
Upper



The schools in the Cavendish Education group currently educate over 1200 children and young people. The schools based around the UK share a strong sense of community and collaborate to help all our pupils reach their highest potential.

## Headteachers Welcome



Thank you for your interest in joining Burlington House School. As a specialist SEND school, we are proud to be part of a community that champions neurodiversity and empowers young people to thrive, both academically and personally.

Founded in 1998 as The Moat School by a group of parents seeking a more understanding and nurturing environment for their dyslexic children, our school has always been rooted in compassion, creativity, and a belief in the potential of every learner. Over the last 25 years, Burlington House has supported hundreds of children and young people to rebuild their confidence, discover their talents, and achieve more than they may have ever thought possible.

Since joining the Cavendish Education family of schools in 2017, we’ve grown significantly and gone from strength to strength. We are rated ‘Excellent’ by the Independent Schools Inspectorate and have been described by the Good Schools Guide as the “gold standard” for specialist education in London.

Working at Burlington House means being part of a passionate and committed team, where your ideas, energy and empathy can make a real and lasting difference. If you share our values and want to be part of a school where every day brings the opportunity to inspire, support and grow, both personally and professionally, we’d love to hear from you.

Warm wishes,

Nicola Lovell



## Aim of the post

Burlington House School is an independent school for pupils aged 7-19 that is mainstream in structure and specialist in nature. We currently work across three sites, our Senior School site has 62 pupils between Year 9- 11, whilst our Sixth Form site has 68 pupils in Year 12-14. Our Prep School has 55 pupils from Year 3- 8. You will be part of a therapy team of five Occupational Therapists, four Speech and Language Therapists, three Counsellors and one other Multi-Therapy Assistant that work across the school sites.

- From September 2026 Burlington House will be operating across two school sites; Bishops Avenue and Fulham High Street. More details can be given at the interview.
- The postholder will be managed by a the Lead Therapist
- To work as a member of the Therapy team. The postholder will provide support to a defined caseload of children who present with sensory, physical and / or speech, language and communication difficulties. The post holder will work independently on a daily basis with support from designated supervisors within the Therapy Team.

### Principal Duties

- Report back to the Therapists work carried out and contribute to the sharing of advice / strategies that may be helping the pupil with the identified area of difficulty.
- Record personally generated clinical observations of sessions with pupils/groups in order to keep up to date records.
- Contribute to data entry systems recording frequency and nature of involvement
- Undertake general administrative and pupil related administrative tasks in line with school requirements and policies
- This job description describes in general terms the normal duties with which the post holder will be expected to undertake. However, specific duties relating to individual pupils or groups are not listed. In addition, duties may be varied from time to time, at the discretion of the Headteacher and in consultation with you. All post holders will be expected to work with any children/ young people across the three Burlington House School sites.

## Person Spec

	<b>Essential</b>	<b>Desirable</b>
Education, training and qualifications	<ul style="list-style-type: none"> <li>• Educated to GCSE, NVQ 3 level in a relevant subject or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Other training relevant to the role</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Experience of working with young people with SEND.</li> <li>• Experience of working with parents/carers and other professionals</li> <li>• Experience in inputting to data-base systems.</li> <li>• A willingness to develop the ability to use information systems to support data collection and analysis</li> <li>• A willingness to develop skills in using specific school-wide programmes e.g. Level-Up, sensory circuits.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with Speech and language Therapy and Occupational Therapy</li> <li>• Experience of working in a multi-disciplinary team</li> <li>• Experience with dyslexia</li> <li>• Experience with sensory needs</li> <li>• Experience with emotional and social needs</li> </ul>
Skills, Knowledge & Understanding	<ul style="list-style-type: none"> <li>• Awareness and understanding of the specific needs of children with physical, sensory, social, learning and/ or communication difficulties</li> <li>• Awareness and understanding of Autism, ADHD, anxieties and sensory needs</li> <li>• Working knowledge and understanding of confidentiality, safeguarding and data protection</li> <li>• Ability to maintain professionalism at all times</li> <li>• Ability to work flexibly and be responsive to change</li> <li>• Ability to work autonomously and cooperatively as part of a multidisciplinary team</li> <li>• To have good interpersonal skills including observation, listening and empathy skills</li> <li>• To have effective planning and organisational skills</li> <li>• To have good observational skills</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of literacy assessments</li> <li>• Understanding of literacy development</li> </ul>



## Staff Benefits

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Your time at Burlington House School will include a broad variety of benefits including:

- Cycle to work scheme
- Yoga and wellbeing massages.
- Free full eye test & voucher to be used at Specsavers
- Employee Assistance Programme with [Health Assured](#) which supports staff & immediate family with wellbeing / legal / financial advice, including face to face counselling sessions.
- Opportunity to join a Life Assurance scheme
- Part of a larger education group with opportunities to move internally as well as peer to peer support
- Enhanced family friendly paid leave
- Opportunity to progress and complete job related training, learning & development with access to SpLD and ASD specialist training for all staff
- Free lunch during Term time
- Onsite parking
- Wellbeing support and team-building events
- Company events
- 2 paid days off for 'Time for dependents'

The Burlington House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. You will be required to undertake an enhanced DBS check.



## What the staff say

“Coming from a commercial background, it has been so nice to join a place like Burlington House School where teachers genuinely care about the students, not just academically, but in every aspect of their growth and well-being. It’s amazing to be part of a team that makes such a real difference every day.”

“The small class sizes mean you can make a difference to each pupil. You can see the progress, and it’s a pleasure to see their success”

“ As a teacher at Burlington House School, coming from a mainstream background, it’s been so refreshing to see the level of support the students receive. Rather than constantly managing behaviour, I can focus on what I love most: teaching and helping the students learn and grow”

“Staff look out for one another and openly support each other’s projects and initiatives”

“The great thing about working at BHS are the relationships that are cultivated with the students and between the staff.”