

MEADOW HIGH SCHOOL

JOB DESCRIPTION

Job Title: Therapy Support Worker

Accountable to: Clinical Lead and Therapy Team

Responsible for: Own clinical and non-clinical practice

Base: Royal Lane (Hillingdon) & Northwood Road - (Harefield Village)

Hours: 36 hours per week

Weeks: 39 weeks, Term Time Only + 5 training days

Grade: Scale 3

Liaises with: Therapy and Welfare Team, pupils, teaching and teaching assistant teams, families / carers, other professionals

JOB SUMMARY:

To deliver therapy groups and individual programmes, primarily under the supervision of the Physiotherapist, in order to achieve students' therapy outcomes/goals. The work will also involve assisting with the office administration for the therapy service with additional duties set out from the Speech and Language and Occupational therapists.

KEY RESULT AREAS

Domain	Duties / responsibilities
Clinical	<ul style="list-style-type: none">• To work with students as trained and guided by the registered therapist(s) primarily across the Physiotherapy service and additionally Speech and Language Therapy, and Occupational Therapy services, in order to achieve therapy outcomes/goals.• To carry out delegated therapeutic programmes whilst following agreed programmes / protocols for individual students.• To be aware of national and school Child Safeguarding Policies and Procedures, including attendance at initial mandatory training study days and participation in annual updates• To adhere to the school's safeguarding policies and procedures• To supervise and assist students during mealtimes where they have difficulties with eating, drinking and accessing cutlery• To contact external agencies under the guidance of a therapist

	<ul style="list-style-type: none"> ● To keep workspaces clear and safe and prepare resources for therapy sessions. ● To join team meetings to discuss pupils' needs and at times contact parents. ● To conduct yourself in a professional manner at all times, acting as a role model to colleagues and contributing to the delivery of quality services. ● To refer as appropriate to relevant therapists as and when necessary, when undertaking day-to-day activities. ● To act in accordance with the Professional Ethics and Code of Conduct for therapists. ● To undertake any reasonable travelling requirements in order to fulfil the tasks and responsibilities of the role when working off-site or between sites. ● To undertake any other duties as may from time to time be specified by the School, that are within the level of responsibility appropriate to the post. ● To respect the values, cultural and religious diversity of individuals and to ensure their own practice is sensitive to their needs.
Communication	<ul style="list-style-type: none"> ● To behave in a professional manner at all times with student(s) family members, friends, advocates and other professionals. ● To respect the confidentiality of all matters relating to pupil's personal data. ● To run therapy programmes in line with therapist's advice and direction. ● To join team meetings, training and supervision sessions as required. ● To assist a fully qualified therapist during formal and informal training to parents/carers, teaching and support staff and other professionals, as required. ● To work as a member of the team, contributing to the team ethos and supporting service users and colleagues appropriately.
Documentation	<ul style="list-style-type: none"> ● To complete relevant records of work undertaken with service users in line with school policy ● To report and record all incidents to the appropriate staff members in accordance with school protocols.

Service Development and Delivery	<ul style="list-style-type: none"> • To support therapists in the identification and purchase of assistive technology to support pupils' individual needs. • To adhere to the school's Safeguarding Policies and procedures.
Professional Development	<ul style="list-style-type: none"> • To complete all the required training, including Team Teach training, moving and handling, child protection and to develop new skills through work-based learning. • Participate in regular support and supervision from line management • To identify and attend relevant Continuing Professional Development (CPD) courses, events, and meetings (as requested/approved by line management).
Physical, Mental & Environmental Working Conditions	<ul style="list-style-type: none"> • To move materials and equipment for Therapy and Welfare activities. • To support pupils with sensory processing difficulties and challenges with emotional regulation and social responses, including working with pupils who may at times be distressed or exhibit challenging behaviour. • The post holder must be able to meet the physical demands of the job.
Health and Safety	<ul style="list-style-type: none"> • The post holder will be expected, at all times, to be familiar and comply with the written policies, procedures and guidelines for good practice, issued by Meadow High School • To ensure the health, safety and welfare of pupils and others, ensuring that own working practises conform with the Health and Safety at Work Act, COSHH, and school policies • Take personal responsibility for your own health and safety and report incidents and potential hazards as necessary.

Safeguarding:

- Understand and implement all Safeguarding policies and procedures in relation to working with children and young people.
- Ensure that you fully understand and implement all of the roles and responsibilities in relation to Safeguarding Children and Young People.
- This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Abide by the objectives and targets of both the Senior Manager and the Governing Body, and follow the procedures and practices utilised in all aspects of the work, including computerised and manual systems and the maintenance of relevant records.

Annual Review:

This job description will be reviewed annually and may be subject to amendment or modification at any time, after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Personal and Professional Conduct:

Staff are expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct.

Staff must uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:

- Treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to staff's professional position.
- Having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions.
- Showing tolerance of and respect for the rights of others.
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
- Ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

To ensure Meadow High School can provide suitable supervision and support for pupils, staff may occasionally be deployed to other locations which form part of the premises of the school, or elsewhere as may reasonably be required by the Headteacher of the school from time to time.

This job description seeks to provide an outline of the duties and responsibilities of the post. The job holder may be required to undertake other duties which fall within the grade of the job, in discussion with the Manager. It is not a definitive document, does not form part of the main statement of terms and conditions or the Contract of Employment, and will be reviewed regularly in light of changing service requirements. Any such changes will be discussed with the post holder.

The post holder is expected to comply with all relevant policies, procedures and guidelines, including those relating to equal opportunities, health and safety, confidentiality of information and the values of Meadow High School.

Date last reviewed: May 2026

Signed & Agreed _____ Date ____/____/____

SLT Counter Signature _____ Date ____/____/____

**Meadow High School
Therapy Support Worker**

Person Specification					
Training and Qualifications					
	Essential or Desirable	E - Essential D- Desirable	Application	Interview	Observation/ Task
1.	5 GCSEs or equivalent including English, Maths and Sciences at grades A* to C	E	/	/	
2.	Undergraduate Degree or working towards	D	/	/	
3.	Able to communicate in English, both verbally and in writing	E	/	/	/
4.	To possess a clean driving licence	D		/	
Experience, Skills and Attributes					
	Essential OR Desirable	E - Essential D- Desirable	Application	Interview	Observation/ Task
5.	Experience of working as an assistant in an educational/ health setting	E	/	/	
6.	Able to take guidance and advice and act on it appropriately	E	/	/	/
7.	Knowledge of different learning and physical disabilities	E	/	/	
8.	Ability to use a range of techniques to support therapy interventions for students/ carers and staff.	E	/	/	
9.	Willingness to learn specific therapy techniques.	E	/	/	
10.	Able to support pupils to gain independence	E	/	/	/
11.	Experience of working with individuals and groups of pupils	D	/	/	

12.	Experience working with young people with learning difficulties	D	/	/	
13.	Able to work effectively as a member of a team, supporting colleagues and being flexible and adaptable	E	/	/	/
14.	Able to demonstrate a commitment to safeguarding pupils	E	/	/	/
15.	To be able to communicate in a way that is appropriate to the audience , including verbal, non verbal, written and oral.	E	/	/	/
16.	To be able to maintain professional boundaries and behaviour at all times	E	/	/	/
17.	Ability to work using own initiative and make key decisions when necessary within agreed boundaries	E	/	/	/
18.	Good personal organisation skills.	E	/	/	

Knowledge and Experience

	Essential OR Desirable	E - Essential D- Desirable	Application	Interview	Observation / Task
19.	Able to identify and resolve barriers to learning or issues with behaviour, identifying appropriate solutions for the pupils	E	/	/	/
20.	Able to demonstrate a thorough understanding of equality of opportunity as it relates to the pupils in Meadow High School	E	/	/	/
21.	An ability to use ICT and use standard packages	E	/		
22.	Awareness of basic health, safety and risk issues in the workplace.	E	/	/	

23.	Manual handling trained or a willingness to undertake manual handling training	E	/	/	
24.	Experience working with people with complex disability and wheelchair users.	D	/	/	
25.	Experience of carrying out therapy interventions such as individual exercise and stretching programmes, supporting with mobility, sports, swimming or aquatic therapy. Communication support groups.	D	/	/	/
26.	Experience in training, teaching or upskilling others	D	/	/	

Values and Behaviours

	Essential OR Desirable	E - Essential D- Desirable	Application	Interview	Observation / Task
27.	To be prepared to be trained in de-escalation strategies and physical interventions, and to be comfortable in their use where necessary	E	/	/	
28.	Commitment to pupil - centred, non -discriminatory practice	E	/	/	/
29.	Able to recognise opportunities to be proactive to the benefit of pupils and the school	E		/	/
30.	Able to demonstrate energy, drive and enthusiasm	E		/	/
31.	To be willing to take pupils out and support them in the wider community to access community resources	E	/	/	
32.	To show a willingness to support school-wide activities	E	/	/	
33.	Able to demonstrate strategies in managing personal resilience	E	/	/	

34.	To be approachable, a good listener, motivated, enthusiastic and flexible	D	/	/	/
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