

## **Therapy Assistant**

### **Job Description**

**Responsible to:** Head of therapy, Director of Shared Services

**Reporting to:** Supervising Therapists

**Job purpose:** To assist with the delivery of all aspects of individual therapy programmes for learners in the college and in Community settings

### **Tasks and Responsibilities**

1. To carry out learners' individual programmes independently having been shown by the appropriate therapist and been signed off. Aspects of these programmes will include moving and handling the learners.
2. To keep all relevant therapy and classroom records and make regular reports to therapists as required.
3. To attend training and support/train other staff in Manual handling.
4. To travel between venues as required to deliver student centred programmes and interventions.
5. Maintain own client caseload, as designated by qualified staff.
6. To assist therapists with assessments and ordering of equipment as required.
7. To be responsible for keeping equipment clean, safe and in good order, including arranging servicing for equipment.
8. To assist in sessions as required.
9. To work as part of the interdisciplinary team under the guidance of teachers, therapists, learning support assistants and senior care staff. Therapy assistants work as part of the class team and as such, undertake educational and care activities alongside therapy. Aspects of these programmes will include moving and handling the learners.
10. To represent the therapy team at students' Annual review meetings as required, and feedback student's therapy progress at the meeting.

11. To be aware of using the appropriate communication skills with learners, staff, parents and others and be able to recognise the differences in style required for each group.
12. Be able to cope with occasional, potential stressful, upsetting or emotional situations in an empathetic manner, such as client' s suffering from illnesses or pain states that may lead to anxiety and aggressive behaviour.
13. To lead hydrotherapy sessions once students have been assessed by a physiotherapist and had a programme prescribed. This will involve attending specialist training and being responsible for the safety of specific students in the water at times without a physiotherapist present.
14. Be able to support Speech and Language therapists with creating and updating AAC (Alternative Augmentative Communication) devices. This will involve attending specialist training being responsible for the maintenance of high tech devices (i.e. computers, iPads)
15. Be able to support curriculum staff implementing sensory diets either 1:1 or in a group setting, once students have been assessed by an Occupational Therapist and a programme prescribed.
16. To support therapists in screening potential students paperwork to establish therapy needs. To be able to organise timetable for potential student's assessments. A substantial part of the role is to support with pre-assessments for prospective students by screening the paperwork.

## **Personal Development**

1. To keep abreast of recent developments in the education and care of learners with special needs.
2. To attend relevant exhibitions and courses whenever possible, after consultation with the Line Manager, and give feedback if required.
3. To organise and attend all appropriate in-service training programmes as discussed with your supervisor or line manager.
4. To take an active part in the college's supervision arrangements.

## Health and Safety

*Ensure that the colleges Health & Safety policy is adhered to through:*

1. Taking care of your own health & safety.
2. Taking care of the health and safety of others.
3. Co-operating with line manager and colleagues on health and safety matters.
4. Not interfering with anything that is provided to safeguard health and safety.
5. Complying with the college's' Health and Safety Policy and Procedures.
6. Ensuring safe systems of work and procedures are in place at all times.

## Required Competencies

<b>Knowledge</b>	Demonstrates required level of knowledge and skills appropriate to the job. Essential to be competent with office programmes
<b>Decision Making</b>	Demonstrates the will and confidence to render judgements, make decisions and take action to achieve results appropriate to responsibilities
<b>Drive, Energy and Self Motivation</b>	Strives to improve personal or team performance by committing to challenging but realistic standards and objectives. Continually improves quality, efficiency and output
<b>Adaptability and Flexibility</b>	Responds to a changing environment quickly, positively and creatively, helping others through the process of change within the scope of your job knowledge
<b>Meeting 'Customer' Needs</b>	Adopts a positive approach to learners, families, purchasers and internal customers. Demonstrates an understanding of their needs and expectations and a willingness to fulfil them
<b>Teamwork</b>	Contributes to team output by co-operating and supporting colleagues throughout the college, valuing others, sharing knowledge and demonstrating commitment to the colleges Mission Statement
<b>Communication</b>	Interacts and expresses ideas in an appropriate fashion with a variety of audiences, demonstrating good listening, questioning, negotiating, and social communication skills.

<b>Problem Solving</b>	Acquires and uses information from diverse sources to identify problems, evaluate solutions, recommend and where necessary, implement actions to the required level. To keep the therapists informed and To ask for guidance from the appropriate therapist when clarification is required.
<b>Planning and Organising</b>	Plans, organises, prioritises, monitors controls, and liaises, making the most effective use of time and resources to achieve objectives within the class timetable.

## Notes

- Many of the learners have complex physical disabilities and complex health needs. These include challenging behaviour and mental health issues. The post holder is expected to respond to challenging behaviour in accordance with College policy and procedure to minimise potential risk.
- Given the nature of the client group, the post holder will be expected to undertake basic manual handling training provided by the College and carry out manual handling techniques as required.
- The post holder should expect exposure to saliva and bodily fluids within the course of their work.
- The post holder should be prepared to work at the College's satellite venues including provision within the London Borough of Lambeth.

*This is not an exhaustive list of duties and responsibilities and the post holder may be required to undertake other duties that fall within the grade of the job, in discussion with the manager.*

*This content of the job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder.*

*The post holder is expected to comply with all relevant Orchard Hill policies, procedures and guidelines, including those relating to Equal Opportunities, Health and Safety and Confidentiality of Information.*

## Therapy Assistant

### Person Specification

Criteria	Essential or Desirable	How assessed
<b>Knowledge, Skills, Aptitudes</b> <ul style="list-style-type: none"> <li>Understanding of the job and its requirements</li> <li>Ability to recognise the constraints of own role, responsibilities and competence</li> <li>Evidence of ability to accept supervision and guidance</li> <li>Evidence of desire to build on knowledge base</li> <li>Demonstrate an ability to logically organise with rationale behind thoughts/actions</li> <li>Understanding of disability and how therapeutic intervention can be of help</li> <li>Skilled at Microsoft programmes</li> </ul>	E E E D E C E	Int/App Int/App Int Int Int App/Int Int
<b>Personal Qualities</b> <ul style="list-style-type: none"> <li>Neat and tidy appearance and appropriate clothing</li> <li>Confidently articulate with ability to accurately exchange knowledge</li> <li>Evidence of ability to communicate with both peers and children</li> <li>Innovative and creative thinker</li> <li>Evidence of flexible approach</li> <li>Ability to problem solve</li> <li>To have a sensitive approach with ability to maintain child's dignity at all times</li> <li>Good general health, ability to undertake moving and handling tasks</li> <li>Ability to work effectively in a MDT</li> </ul>	E E E D E E E E E E	Int Int App/Int App/Int App/Int Int Int OH Int
<b>Experience</b> <ul style="list-style-type: none"> <li>Experience of working in a community/healthcare/educational environment</li> <li>Experience of working with special needs</li> <li>Experience of working within a team</li> </ul>	D D	App/Int App/Int

	E	App/Ref
<b>Special Requirements</b> <ul style="list-style-type: none"> <li>• Able to be in the water</li> <li>• Enjoyment of physical activities</li> </ul>	E E	Int Int/App

App= Application

Int= Interview

OH=Occupational Health Interview