

CANDIDATE PACK FOR:
MULTI THERAPY ASSISTANT



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 work across four sites, our Senior School site has about 60 pupils between Year 8- 11, whilst our Sixth Form site has just over 75 pupils in Year 12-14. Our Prep School opened in September 2022 and currently has around 50 pupils from Year 3- 7. You will be part of a therapy team of; four Occupational Therapists, four Speech and Language Therapists, three Counsellors and one other Multi-Therapy Assistant that work across four school sites.

The role will be based across two out of four sites; Burlington House Sixth Form (Beavor Lane, Hammersmith), Burlington House Senior School (Bishops Park, Fulham) and Burlington House Prep School (Fulham High St, Fulham) or Burlington House School Tooting (Garrads Road, Tooting).

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.

Main Purpose of the Post

- Carry out therapy interventions and programmes in both 1:1 and group settings, under the guidance of the Speech and Language Therapist and Occupational Therapist.
- Work collaboratively with educational staff members (LSA's, class teachers), as stipulated by the Speech and Language Therapist and Occupational Therapist.
- Develop an awareness and understanding of the specific needs of the child/ young person being supported.
- Establish and develop a supportive relationship with the child/ young person, colleagues from education and the families concerned so that effective intervention can take place under the guidance of the Speech and Language Therapist and Occupational Therapist.
- Under Therapists' guidance to prepare resources / materials to be used in therapy.
- Carry out administrative tasks such as filing, photocopying, laminating and the organisation of clinical records.
- Help to produce accessible information (using simple language).

Main Purpose of the Post

- Attend, when appropriate, Annual Review Meetings.
- Liaise and work alongside cover staff, support staff, assistants and volunteers
- Maintain use of therapy equipment and resources
- Actively engage in own performance management

Principal Duties

- Participate in mandatory and recommended training programmes in accordance with school / departmental guidelines
- Maintain and develop professional expertise and knowledge
- Demonstrate understanding of the basic principles of Speech and Language Therapy, Occupational Therapy and Physiotherapy
- Identify training needs within the staff group
- Carry out school policy as documented and/or directed by the senior leadership team
- Document appropriately and report any near misses, hazards and accidents and bring them to the attention of the relevant / designated individuals
- Work in a safe manner with due care and attention to the safety of self and others
- Comply with school and departmental procedures with regard to safeguarding
- Promote a culture that values diversity and respect
- 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

Person Specification

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



Staff Benefits

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'





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.”