

Job Description: **Therapy Assistant (Scale: TA3)**

<u>Grade</u>	TA 3
<u>Responsible to</u>	The Lead Therapist(s) and, through him, to the Vice Principal.
<u>Aims of the Post</u>	<ol style="list-style-type: none">1. To act as part of the school therapy team and to implement and support student's educational, and therapy programmes.2. To support students' learning more generally when required.
<u>Key Tasks and Responsibilities</u>	<ol style="list-style-type: none">1. To work with the therapists or teaching staff in the preparation of intervention sessions.2. Under the direction of the therapists, to deliver interventions and support to individuals and small groups of students3. To monitor and evaluate students' responses to interventions and learning through observation and recording of achievement and by contributing to the completion of reports, under the guidance of therapists and other staff.4. To actively involve in supervision with Lead Therapists5. To implement agreed learning activities/teaching programmes, adjusting activities according to student responses/needs.6. To provide feedback to students in relation to progress and achievement.7. To be responsible for keeping and updating records as agreed with the therapists or other members of staff, contributing to the reviews of systems/records as requested.8. To liaise sensitively and effectively with parents/carers as agreed with the therapists or other staff within your role/responsibility and participate in

feedback sessions/meetings with parents as directed.

9. To use and support students in the use of the school's online systems
10. To promote the inclusion and acceptance of all students within the classroom.
11. To support students consistently, whilst recognising and responding to their individual needs.
12. To promote independence and employ strategies to recognise and reward the achievement of self-reliance.
13. To promote positive values, attitudes and good student behaviour, dealing promptly with conflicts and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
14. To establish productive working relationships with students, acting as a role model and setting high expectations.
15. To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
16. To support the use of ICT in learning activities and develop students' competence and independence in its use.
17. To assist with examinations, as necessary
18. To organise your time effectively, in collaboration with your line manager,
19. To contribute to the school's roster of duties and supervision
20. To engage in whole school activities such as activities week etc
21. To attend and participate in regular meetings.
22. To participate in training and other learning activities offered by the school to further knowledge.

	23. Any other Additional Duties as requested by the Principal
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This job description is not exhaustive. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected.

Signed:

Date: