



Therapy Assistant

Job Description | Frewen College

Title	Therapy Assistant
Responsible to	Head of Learning Support and through them, the Headmaster
Responsible for	To act as part of the school therapy team and to implement and support student's educational, and therapy programmes. To support students' learning more generally when required.
Hours of work / Location	Termtime: 8.30am to 4.30pm with 30-minute unpaid lunchbreak Outside Termtime: up to 11 days including INSET per year depending on school need
Closing date	Thursday 30th April 2026 at 12 noon
Interview date	Thursday 23 rd April 2026

Key Tasks and Responsibilities	<p>Therapy Provision and Delivery</p> <ul style="list-style-type: none"> • To work with, and under the direction of, the Head of Learning Support, Therapists, or teaching staff in the preparation of intervention sessions. • Under the direction of the Head of Learning Support and Therapists, deliver interventions and support to individuals and small groups of students. • Complete appropriate assessments, as required, under the guidance of the Head of Learning Support and Therapists. • Under the direction of the Head of Learning Support or Therapists monitor and evaluate students' responses to interventions and learning through observation and recording of achievement and by contributing to the completion of reports. • To actively engage in supervision with the Head of Learning Support or appropriately qualified Therapist. • To implement agreed learning activities/teaching programmes, adjusting activities according to student responses/needs. • To provide feedback to students in relation to progress and achievement after consulting with Therapists or Head of Learning Support. • To assist Therapists with the preparation of resources. • To support with the embedding of strategies (Therapeutic and SpLD specific) in classrooms working with teachers and support staff. • To promote the inclusion and acceptance of all students within the classroom.
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- To support students consistently, whilst recognising and responding to their individual needs.
- To promote independence and employ strategies to recognise and reward the achievement of self-reliance.
- 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.
- To support the use of ICT in learning activities and develop students' competence and independence in its use.
- To assist with examinations, as necessary.
- To contribute to the school's roster of duties and supervision.
- To engage in whole school activities such as activities week etc.
- As required, and under the direction of Head of Learning Support and Therapists, contribute to EHCPs and Annual Reviews, including, but not limited to, progress reports, reports regarding intervention etc.

Advisory Work

- Build and maintain positive relationships with parents, schools, etc.
- Under the guidance of the Head of Learning Support and Therapists work offsite, as required, providing specialist support services to other schools, and direct commissioning (parents, Local Authorities etc.), as part of the Frewen Advisory Support Team (FAST).
- To conduct specialist assessments and/or observations appropriate to the level of the role and write reports under the guidance of Head of Learning Support and Therapists in a timely manner.
- To attend annual reviews (remotely) as required by the commissioning school.
- To deliver training offsite and via online platforms as required

Admin and Record Keeping

- To be responsible for keeping and updating records as agreed with the Head of Learning Support, therapists or other members of staff, contributing to the reviews of systems/records as requested.
- To support the Head of Learning Support and wider Learning Support department with the planning, resourcing and delivery of study skills sessions.
- To support the department with general administration as directed by the Head of Learning Support (including ordering resources).
- Maintain confidentiality at all times following school policies and procedures.



- 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.
- To use and support students in the use of the school's online systems.
- To establish productive working relationships with students, acting as a role model and setting high expectations.
- To be aware of and comply with policies and procedures relating to child protection and safeguarding, health & safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To organise your time effectively, in collaboration with the therapy team and under the direction of the Head of Learning Support.

General Responsibilities

- To participate in appropriate meetings with colleagues, parents, pupils, and other professionals as required.
- To maintain high and exemplary standards in terms of preparation, teaching quality, classroom management, displays, marking, assessment, and reporting.
- To keep up to date with, comply with, and fully implement, school policies and procedures.
- Build and maintain strong, positive, and respectful relationships with students, colleagues, and parents.
- Demonstrate care, empathy, and consistency in interactions with students.
- To play a full and active part in the life of Frewen College as an independent boarding school at all times including extra-curricular activities (including activities at weekends/out of term time).
- Model high standards of professional behaviour at all times.
- To play an active part on promoting the school ethos, mission, vision, and values.
- Flexibility in order to fully support the operational and strategic needs of the school.
- To undertake any other reasonable duties as requested by the Headmaster or Deputy Heads.
- To perform any other key tasks which the Headmaster may reasonably assign.



	<p>Safeguarding:</p> <p>Frewen College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All employees are required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure Barring Service (DBS). This will give details of all spent and unspent convictions and other recordable matters.</p>
<p>To Apply</p>	<p>Please complete a Frewen College application form and return it alongside a covering letter addressed to the Headmaster.</p> <p>Applications should be emailed to Annabel Baker (PA to the Headmaster) at office@frewencollege.co.uk.</p> <p>Please review the job description for the closing date for applications.</p>



Person Specification

Therapy Assistant | Frewen College

Attribute	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> GCSE English and maths grade 9 to 4 or equivalent. Must be willing to participate in any relevant training/qualification identified to develop skills required to carry out duties. Understanding of safeguarding responsibilities in an educational setting. 	<ul style="list-style-type: none"> Foundation degree/diploma in related field. Additional qualifications relating to Special Educational needs and Disabilities (SEND). Training in supporting students with dyslexia and specific learning differences.
Experience	<ul style="list-style-type: none"> Experience working with children or young people, ideally within an educational environment. Experience supporting individuals with additional learning needs or neurodiversity. Ability to contribute positively to a pastoral and inclusive school environment. 	<ul style="list-style-type: none"> Experience in an independent school setting. Experience working within multi-disciplinary teams (teachers, therapists, support staff). Experience supporting students' emotional wellbeing and personal development.
Knowledge and Understanding	<ul style="list-style-type: none"> Understanding of the needs of pupils with specific learning difficulties such as dyslexia. Knowledge of safeguarding procedures and child protection responsibilities. Awareness of inclusive teaching/support strategies and differentiated approaches. 	<ul style="list-style-type: none"> Understanding of pastoral care and behaviour management strategies.
Skills and Abilities	<ul style="list-style-type: none"> Excellent communication and interpersonal skills. Ability to build positive relationships with students, parents, and colleagues. Strong organisational and time management skills. Ability to work both independently and collaboratively as part of a team. Ability to adapt approaches to meet individual student needs. 	<ul style="list-style-type: none"> Skills in supporting literacy development. Ability to contribute to extra-curricular or boarding activities where relevant.



<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Empathy and patience when working with young people. • Commitment to supporting students' confidence, independence, and wellbeing. • Positive, flexible, and proactive attitude. • Commitment to equality, diversity, and inclusion. • Strong commitment to safeguarding and promoting the welfare of children and young people. 	<ul style="list-style-type: none"> • Enthusiasm for working in a specialist learning environment. • Ability to contribute to the wider life of the school community.
<p>Other Requirements</p>	<ul style="list-style-type: none"> • Willingness to undertake relevant training and professional development. • Ability to comply with the school's policies and safeguarding procedures. • Willingness to contribute to the wider life of an independent school. • Good sense of humour. 	