



**Job Description**

<b>Post Title:</b>	<b>Therapy Assistant</b>	<b>Department:</b>	Whole School
<b>Hours per week:</b>	Full time term time position.	<b>Weeks per year:</b>	38
<b>Contract Type:</b>	Permanent		
<b>Salary:</b>	£21,040 - £24,380		
<b>Reports to:</b>	Headteacher		

**School Overview**

We are an independent specialist primary school (from Years 2 to 6) which forms part of the SEND community in Poole, Dorset, as part of ARC Schools. We are seeking a dynamic, motivated, engaging, and passionate Inclusion Support Worker to join our growing and committed staff team.

We are looking for a candidate with experience in a primary educational setting or SEND Schools.

This is an exciting opportunity to join a growing school and to become an integral, founding part of the staff team.

**Purpose of the Role**

We are looking for a motivated, and engaging Therapy Assistant to join our dynamic, highly qualified and committed team. This is a new role and will be part of the school's efforts to support students who have emotional or health barriers to maintaining high levels of attendance. This role will also require the post holder to support and engage with families and carers to share good practice and support students holistically. The successful candidate will work offsite as well as at the school.

**Key Accountabilities & Duties**

**As a Therapy Assistant:**

- Reviewing, planning, and creating reports and other documentation relating to therapeutic input
- Meeting with and taking instruction, training and guidance from SaLT and OT professionals.
- Delivering one to one and small group sessions
- Training and advising staff on therapeutic methods and techniques.
- Attending meetings as required
- Completing and keeping up to date with CPD opportunities
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**Duties falling within the scope of designated contact hours:**

- Additional school requirements, such as break and lunch duties
  - Attending meetings
  - Travelling offsite as required
- Report writing.

## The White House School

### Other Duties:

- Participation in curriculum development activities
- Attendance at consultation evenings, open evenings, and award events
- Completion of relevant paperwork to deadline
- Attend staff development events as appropriate.
- General administration relevant to the role

**\*The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake other duties within the scope and grading of the post.**

### Equal Opportunities

The White House School will seek to ensure that all existing and potential employees and pupils are given equal opportunities for employment and education. It is committed to the elimination of unlawful or unfair discrimination on the grounds of sex, age, marital status, race, nationality or other ethnic or national origin, disability, sexuality, trade union membership or activity and religious background. The school will seek to ensure that no applicant for employment or education is disadvantaged by conditions or requirements which cannot be justified. The school aims to provide an open welcoming and safe environment for all its pupils, employees, and visitors.

### Safeguarding

The White House School is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be conducted; references will be sought, online checks conducted, and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.

We comply with the Disclosure & Barring Service (DBS) code of practice and have a written policy on the recruitment of ex-offenders, both of which are available on request. If you are shortlisted, you are required to declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children. As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers, and employers cannot take these offences into account.

### Further Information

This Job Description and Person Specification are current as of March 2024. In consultation with you it is liable to variation to reflect changes in the job. If you have any queries relating to your Job Description and/or Person Specification, please consult the Headteacher.