Job Description
Therapy Assistant
Clinical

OFG Education

Job Title **Therapy Assistant**

Responsible to Head of Clinical Operations or through delegation to the Lead Clinician and Clinical Locality Lead

The post is located within a designated service and the post holder is required to ensure their role delivery and activity meets the agreed expectations of the Head of Service

Key Internal Contacts Local Services – Statutory, Voluntary and Community
Supervising Registered Clinician
Other staff within the Clinical Team
Staff in other departments within Schools or Services within the Region

Key External Contacts The children, young people and adults we support The Relatives, advocates and others of the children, young people and young adults we support
Placing Authorities and Service Providers
Registration, Regulatory and Inspection bodies
Local Services – Statutory, Voluntary and Community

JOB ROLE & PURPOSE

To be a member of a multi-disciplinary team supporting the delivery of high quality educational and clinical provision within our services. To work as an assistant under supervision of a qualified practitioner.

Key responsibilities:

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Clinical

- To work under the supervision of an appointed qualified clinician, this might have a specialist focus, including Occupational Therapy, Speech and Language Therapy; or a combination depending on the needs of the service(s)

- To contribute to assessments as requested by the Lead Clinician and supervising clinicians
- To observe and interact with the children, young people or adults in the service(s) offering support, providing observation and interaction reports to the Clinical Team
- Follow up discussions with staff members and children, young people or adults in the service(s) to provide support and monitor progress
- Opportunity to develop individual and/or group work with the children, young people or adults in the service(s) as appropriate and under agreement and supervision of the qualified clinicians

- To contribute to the evaluation of the progress made by the children, young people or adults in the service(s)
- To contribute to the management of risk under the supervision of a qualified clinician
- To be responsible for maintaining accurate and comprehensive intervention records in line with standards of practice
- To ensure appropriate confidentiality
- To prepare and maintain therapy resources and equipment as required
- Maintain and develop current knowledge of evidenced-based practice, developing specialist knowledge of conditions and presentations
- To liaise with and provide advice and support to education / residence staff
- To liaise with outside agencies e.g. social service, health, and voluntary agencies, to communicate a pupil's needs
- To write appropriate reports, counter-signed by a qualified clinician
- To build relationships and work in partnership across the teams with the children, young people or adults in the service(s) we support.

Teaching, Training and Supervision

- Under supervision, to support and deliver training to other members of staff
- Participate in the staff supervision and appraisal scheme and be responsible for complying with your agreed personal development programmes to meet set knowledge and competencies

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- Be an active member of the organisations' training programme by attendance at, and participation in, training programmes, tutorials, individual training sessions, workshops and seminars

Policy and Service Development

- To keep up to date knowledge of legislation, national and local policies and issues

- To support the Lead Clinician and Clinical Locality Lead to promote, support, initiate, implement and evaluate agreed service developments and projects, drawing on the analysis of needs, using evidence-based evaluation of outcomes and following best practice guidance
- To participate in multi-disciplinary meetings and generate written protocols and policies concerned with the delivery and development of clinical services
- To be responsible for the prudent efficient and effective use of equipment and resources

Administration and IT

- To support the organisation, co-ordination and minute taking of internal case conferences and other meetings as required
- Management of clinical files
- To be competent in the use of basic IT packages such as Microsoft Word and Excel
- To develop a skill base in the administration and analysis of a range of packages as required
  • To maintain the highest standards of record keeping including electronic data entry and recording, report writing

Research and service evaluation

- To contribute to the measurement and evaluation of work and current practices
- To contribute to relevant research as agreed with the Lead Clinician and Clinical Locality Lead

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General

- Exercises vigilance in respect of Health and Safety and promptly report all hazards and/or remedying them where appropriate. Undertake all duties in a manner calculated to minimise or avoid unnecessary risks, personally or to others
- Always operate in accordance with company policies and procedures, with particular reference to Safeguarding, Child Protection, Whistleblowing, Complaints and Representations and Behaviour Policies
- To actively participate in internal and external CPD training and development programmes
- Participate in team meetings, supervisions, line management and annual reviews in accordance with Company policy and the standards set by the Regulatory Body

- Work to promote the Clinical Team as a valued, professional asset within the services it supports and to promote a culture that individuals and staff always conduct themselves in a manner that reinforces this image
- Ensure that all actions are in the interests of the Service Users and the Company
- To work to and exhibit the values of the Company and maintain standards of behaviour in accordance with Company policies, procedures and practices
- To carry out any other reasonable and relevant duties as required within the Company

Managing own performance and development

- Being aware of and complying with policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate designated person
- Contributing to the overall ethos/work/aims of the company
- Appreciating and supporting the role of other professionals
- Attending relevant meetings as required
- Participating in training and performance management as required
- Achieve challenging professional goals
- Take responsibility for your own professional development

Health and Well-Being

- Be aware of the current legal requirements, national policies and guidance on the safeguarding and promotion of the well-being of children and young people
- Know how to identify potential abuse or neglect and follow safeguarding procedures

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- Know how to identify and support children and young adults whose progress, development or well-being is affected by changes or difficulties in their personal circumstances, and when to refer them to colleagues for specialist support
- To be aware of your own wellbeing needs, discussing these with your line manager where necessary to ensure you promote a positive work-life balance
- All employees despite role have a responsibility to provide care to children or vulnerable adults in a regulated environment.

Team Working and Collaboration

- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them

The above serves as a guide and is not exhaustive; all professional staff are expected to undertake other duties and projects as may be reasonably required by their line manager / clinical lead/ clinical locality lead / head of clinical operations or head of service/ regional director. You will be working as part of a friendly team and may be asked to provide extra support during busy periods, working together in a mutually supportive way towards shared priorities.

I have read through the job description and agree to perform the duties, as outlined above

Job Holder's signature	**Signed on behalf of the OFG Group**
Name:	Name:
Signed:	Title:
Date:	Signed:
	Date:

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PERSON SPECIFICATION

Experience	**Essential**	**Desirable**
Relevant experience of working as a Therapies Assistant		✓
Experience of working as part of an inter-disciplinary team		✓
Experience of group and or individual therapeutic contact		✓
Experience of paid or voluntary work in a child special needs setting and/or work with young people or adults with complex needs/ behaviours that may challenge or mental health needs	✓	
Experience of teaching and/or supporting of other health professionals		✓
Experience or knowledge of children, young people and/or adults who have experienced trauma, are neurodiverse, have a disability and/or mental health needs.		✓
Skills	**Essential**	**Desirable**
Ability to work independently as agreed under supervision	✓	
Ability to accept and work within the boundaries of the role of Therapies Assistant	✓	
Effective communication	✓	
High level of professionalism	✓	
Use of reflective/analytical thinking in assessment and therapeutic work	✓	
Ability to be flexible and cope with multiple demands	✓	
Clear and concise record keeping	✓	
Knowledge of legislation and implications for clinical practice and professional management of client groups	✓	
Knowledge of IT systems	✓	

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Ability to work with behaviours that may challenge	✓	
Qualifications & Training	**Essential**	**Desirable**

Minimum of 5 GCSE passes including English at Grade C and above	✓	
Evidence of relevant post 16 education	✓	
Willingness to work towards further qualifications as required	✓	
Other	**Essential**	**Desirable**
Commitment to the values of the organisation	✓	