

Therapy Assistant Job Description

Job Title: Therapy Assistant

Base Location: London Children's Practice 1A Queripel House,
Duke of York Square

Responsible to: London Children's Practice Directors and COO

Client group: Children 2-19 years within Schools/clinic

Essential requirements:

5 x GCSE's Grade C or above, including English

Undergraduate degree, preferable

Experience working as a Therapy Assistant or in a similar role would be advantageous

Experience of working with children

Effective communication professional skills

Desirable

- Previous experience of working within health care
- Previous experience working with children with additional needs
- People management experience

Main duties are as follows:

CORE ACTIVITIES

To assist in the needs of clients with a range of requirements.

- To contribute to assessments as requested by the supervising clinicians
- To observe and interact with the children and young people in the service(s) offering support, providing observation and interaction reports to the Clinical Team
- Follow up discussions with staff members and children and young people in the service(s) to provide support and monitor progress
- Opportunity to develop individual and/or group work with the children and young people 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 and young people 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 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 and young people in the service(s) we support
- Take some responsibility for own learning and development

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
- Maintain up to date records of CPD, Supervision and individual professional development plan.
- Seek out individual learning opportunities internally and externally to LCP
- Ensure you are adequately prepared to perform duties required of you
- Manage own sick leave and follow report and communication procedures

TEAM ROLE

- To attend and contribute to team and department meetings
- To contribute to team/service developments and projects within LCP
- To liaise with other relevant professionals and contribute to multidisciplinary and multi-agency meetings as appropriate
- To provide reports, information, and advice on the needs of this client group
- To disseminate knowledge and training within LCP

CLINICAL GOVERNANCE

- To adhere to National and local standards relating to professional practice
- and maintain quality standards of service
- To adhere to HCPC ethics and guidelines and work within your scope of practice
- To continuously develop clinical expertise and achieve goals set for personal and professional development, with reference to ROT guidelines
- To attend workplace on time and prepared to be accountable for your time
- To maintain up to date knowledge of:
 - Relevant clinical developments
 - Relevant legislation
 - Employers' policies and procedures
 - To comply with Health & Safety guidance
 - To comply with Safeguarding policy and guidelines
 - To represent LCP's core values at all times
 - Notify LCP of any changes to your registration or criminal history