

## Paediatric Therapy Assistant Job Description

**Job Title:** Paediatric Therapy Assistant  
**Responsible To:** Team Lead & Delegating Therapist on site  
**Client Group:** Children and Young People

**Main duties are as follows:**

### CORE ACTIVITIES

- To assist the intervention of clients with a range of needs under the supervision of a qualified therapist
- Execute appropriate intervention under guidance from the delegating therapist in line with the 3-tier model approach in school settings or via individual or group intervention within clinical settings
- Support indirect actions of the therapist such as compiling programs, pre-filling of therapeutic reports, reviewing priorities and scheduling support
- Continuous evaluation of treatment outcomes for children and young people in line with their therapeutic goals
- Attendance at relevant case discussion, parent or school meetings alongside treating therapist
- Advocate for child and family needs within the scope of your practice, making onward referrals where necessary
- Flagging to the delegating therapist any identified additional areas of need for children or young people
- To be responsible for managing a defined caseload under the guidance of the delegating therapist of that site
- To work under the guidance of treating therapists and your team lead
- To work collaboratively with colleagues from other professions and agencies as required to ensure well-rounded care for the child or young person
- To maintain accurate, up-to-date records for each client, including SOAP notes, therapy programs and goal progress reviews
- To maintain the clinical space, resources and perform set duties
- To support delegating therapists within their day-to-day role
- To take some responsibility for own learning and identify learning needs with relevance to your caseload and workplace setting

## Managing of Own Performance and Development

- Being aware of and complying with policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality, GDPR and data protection. Additionally, reporting all concerns to an appropriately designated person for these areas within Momenta
- Contributing to the overall ethos, goals, and work of the company
- Appreciating and supporting the role of other professionals within our multi-disciplinary working environment
- Attending relevant meetings as required
- Participating in training and applying training to practice in as needed
- Participating in performance management as required
- Achieve challenging professional goals set within clinical supervision in line with your personal professional development
- Take responsibility for your own professional development within clinical supervision and your daily practice
- Seek out individual learning opportunities internally and externally to Momenta and LCP
- Ensure you are adequately prepared to perform duties required of you, including session planning, goal reviews and auditing resources
- Manage own sick leave and follow reporting and communication procedures as per Momenta and LCP's policy
- Plan and request leave within 3 months, where possible to ensure any cover or rescheduling can be arranged where required

## TEAM ROLE

- To attend and contribute to team and department meetings
- To contribute to team/service developments and projects within LCP & Momenta
- 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 & Momenta

## CLINICAL GOVERNANCE

- To adhere to national and local standards relating to professional practice and maintain high-quality standards of service
- To work within your scope of practice
- To continuously develop clinical expertise and achieve goals set for personal and professional development
- 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 comply with GDPR and Data Protection Guidelines
- To ensure inclusive and neuro-affirming approaches to therapeutic communication, writing and goal setting
- To always represent Momenta & LCP'S core values
- Notify Momenta and LCP of any changes to your registration or criminal history