



Farney Close School,

Bolney Court, Bolney, West Sussex, RH17 5RD

Job Description

Job Title: Therapy Assistant

Reports to: SENCO

Main purpose of the job

The role of the Therapy Assistant is to support the learning and development of students who have a range of neurodivergent profiles and needs including Autism, social communication differences, Language Disorder, Specific Learning Difficulties (SpLD), Moderate Learning Difficulties (MLD) and other complex needs, within the school's key stage 2, 3 and 4 provision. All pupils that attend Farney Close School have an Education Health and Care Plan.

The Therapy assistant role involves

- supporting students in the development of sensory and motor skills, language and interaction skills and development of effective strategies
- building student self-awareness and self-advocacy skills
- enabling access to learning, successful interactions and positive relationships

Under the supervision of the Occupational Therapist (OT) and the Speech and Language Therapist (SaLT), reporting to the SENCO, the Therapy Assistant will provide a high standard of provision for students within the integrated school approach.

The Therapy Assistant will contribute to the profiling of each student, the delivery of programmes devised by the OT and SaLT and the reviewing and reporting on progress. The Assistant will provide direct support for students via one to one, paired and small group interventions, as well as classroom support to meet specific therapy targets. The assistant will work collaboratively with the education and care staff providing advice and modelling of approaches, as advised by the SaLT and OT.

The Therapy Assistant will follow the direction of the OT and SaLT and will receive regular supervision and mentoring from the OT and SaLT. They will be accountable to the SENCO.

Main components

1. Following the targets and programme steps provided by the OT and SaLT, the Therapy Assistant will deliver interventions for individuals and groups of students, differentiating and adapting therapy programmes to suit the strengths, needs and motivations of individuals.
2. Make reflective observations of students in all settings and contribute to evaluation of individual approaches and interventions.
3. Under the direction and guidance of the OT/ SaLT and SENCo, liaison with the education and care staff and the student families to facilitate the implementation of individual therapy strategies and the embedding of universal approaches.
4. Maintain detailed and up to date written records of interventions, observations and advice provided.
5. Review targets, with support from the OT and SaLT and enter updates into the school systems.
6. Contribute to student review meetings via written or verbal input as requested by the SENCO.
7. Assist the OT and SaLT with target setting, reporting, resource development and administrative tasks.
8. Liaise with the OT and SaLT on a weekly basis to feedback about interventions and gain updated steps and guidance for individual interventions.
9. Under the guidance of the OT and SaLT, to research, source and create resources and materials.
10. Contribute to the OT and SLT service development, the professional development of the school team and the supportive classroom environments.

Additional responsibilities and requirements

11. Under the direction of the OT/SaLT and SENCo, the Therapy assistant will be responsible for managing their own timetable effectively and will demonstrate effective organisational skills.
12. Use effective communication and build a therapeutic alliance with students, families and professionals.
13. Maintain confidentiality related to clinical records and other student data.
14. Actively engage in the use of supervision and all other training opportunities to further professional development relevant to the Therapy Assistant role.

- 15. To undertake other duties which are considered appropriate by the leadership team
- 16. Maintain high standards in Safeguarding, Health & Safety, Risk Assessments, Behaviour Support Plans, and SMSC opportunities.

This is not an exhaustive list of duties and responsibilities, and the post holder may be required to undertake other duties that fall within the grade of the job, in discussion with their line manager.

The content of this job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder during their annual appraisal.

The post holder is expected to comply with all relevant Farney Close policies, procedures and guidelines, including those relating to Equal Opportunities, Safeguarding Children and Vulnerable Adults, Health and Safety and Confidentiality of Information.

Name:	
Signature:	
Date:	

14.07.2025