

# Job Profile comprising Job Description and Person Specification

## Job Description

<b>Job Title:</b> ASC Multi Therapy Assistant	<b>Grade:</b> SO1
<b>Section:</b> Special Educational Needs	<b>Directorate:</b> Children's Services
<b>Responsible to following manager:</b> Speech and Language Therapist/ Occupational Therapist	<b>Responsible for following staff:</b> N/A
<b>Post Number/s:</b> RWAAS11	<b>Last review date:</b>

### Working for the Richmond & Wandsworth Better Service Partnership

We're Richmond & Wandsworth Better Service Partnership, the shared public service team for Richmond and Wandsworth Councils. Like any local authority, our role is to deliver the agenda of our elected members on behalf of the people who live and work in our part of the world. We deliver key services to our communities including social care, public health, children's services, housing and regeneration and environmental and community services.

Our joint workforce creates efficiency and resilience by bringing more creativity to the way we work, more objectivity and adaptability too, helping us deliver better services for all our residents.

We're here to help our communities thrive in a changing world, and to be there for the people who need us most we believe we need to keep adapting. That's why, at Richmond & Wandsworth Better Service Partnership, you'll be at the forefront of innovation in local government, and we'll invest in you and offer you opportunities to grow in a way only our unique organisation can.

### Job Purpose

To work collaboratively within a multi-agency advisory team, under the supervision of a Speech and Language Therapist and an Occupational Therapist, to deliver therapy interventions to children and young people with Autism/ Social communication disorders. To provide advice and support to parents/ carers and education settings around the integration of the work in to the daily activities of the child.

## **Specific Duties and Responsibilities**

1. To provide hands on treatment to children with ASC/ Social Communication Disorder who have previously been assessed by the Speech and Language Therapist and/or Occupational Therapist and inform the therapist of the child's progress and response to the intervention. This will be under the guidance and supervision of the therapists.
2. To undertake therapy treatments with children on your caseload under the guidance of the Speech and Language Therapist and Occupational Therapist. This might include running groups, or individual work working towards agreed outcomes.
3. To provide advice, support and modelling of strategies to parents/ carers under the supervision of the Speech and language therapist and/or Occupational Therapist.
4. To alert the therapists of any adverse / unexpected responses to the intervention.
5. To accurately document any intervention with a child, their family and involved professionals in line with local guidelines under the supervision of the therapists.
6. To report to the therapists regularly on the outcome of your intervention and to discuss progress.
7. To input into the monitoring and review of goals and setting of new outcomes and targets.
8. To work collaboratively with class teachers and Learning Support Assistants to ensure therapy goals and programmes are integrated into the child's curriculum and Individual Education Plan's.
9. To assist with setting up and running specialist training sessions for parents/ carers and education professionals.
10. To communicate effectively with children, families and the multiagency team.
11. To undertake other reasonable therapy tasks as delegated by the therapists.
12. To develop your clinical skills through participation in clinical supervision.
13. To participate in the in-service training programme and attend external courses as required.
14. To assist the team leader/ therapists in achieving team objectives by attending and actively participating in service meetings and team briefings as required.

## Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of Richmond & Wandsworth Better Service Partnerships.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection, handling complaints and health and safety.
- To adhere to security controls and requirements as mandated by Richmond and Wandsworth procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the roles within the Councils.
- The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

# Person Specification

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<b>Section:</b> Special Educational Needs	<b>Directorate:</b> Children's Services
<b>Responsible to:</b> Speech and Language Therapist/ Occupational Therapist	<b>Responsible for:</b> N/A
<b>Post Number/s:</b> RWAAS11 RWAAS12	<b>Last Review Date:</b>

## Our Values

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across Richmond & Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](#) as they are an integral part of our recruitment and selection process.

Person Specification Requirements				Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed	
1. Knowledge of Autism Spectrum and how these may affect development and function.	X		I/A/T	
2. Knowledge of appropriate assessment and therapeutic interventions relevant to the client group.	X		I/A/T	
3. Knowledge of principles of effective working with families and application to practice.		X	I	
4. Understanding of the issues faced by children with special needs and their families	X		I/A/T	

5. Awareness of the need for confidentiality and respecting dignity of clients	X		I/A
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
6. Experience of working with children with special needs including ASc/ Social communication disorders	X		I/A/T
7. Experience of working as part of a therapy team under the direction of a therapist/ therapists		X	I/A/
8. Experience of working with children with physical and/or communication needs		X	I/A/
9. Experience of using PC/ IT systems to support administration (e.g. Microsoft Office)	X		I/A
<b>Skills</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
10. Excellent communication skills	X		I/A
11. Good organisational skills	X		I/A
12. Good interpersonal skills	X		I/A
13. Able to communicate sensitively, especially with parents/ carers	X		I
14. Able to plan, carry out and review therapeutic activities		X	I
15. Ability to use own initiative	X		I/A
<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
16. Recognised qualification relevant to the post such as speech and language, child development, special needs.	X		A
17. Level 2 qualification in maths and English	X		A
18. To have kept up to date with research and best practice, evidenced through completion of relevant short courses / certification e.g. Makaton, PECS.	X		I

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**