

LINDEN LODGE SCHOOL

Job Description



STATUS

Job Title: Music Therapist & Creative & Therapeutic Arts (CTA) Coordinator

Accountable to: Headteacher

Grade: Unqualified Teachers Pay Range

CONTEXT

The role of the Music Therapist and CTA Coordinator includes the delivery of four days of Music Therapy sessions (Monday – Thursday) and one day supporting the administrative duties of the CTA Team. The CTA team works to enhance, support and motivate wellbeing and development at an emotional, psychological, physical and social level for the children and young people at Linden Lodge School. We provide highly specialist therapeutic support that is delivered by qualified practitioners to support pupils, holistically, during their time with us. The role also includes collaborative work with the Senior Leadership Team and other colleagues to support the whole school approach to Mental Health and wellbeing.

Music Therapy

- Provide individual and group music therapy sessions in line with provision of EHCP's and referrals.
- Provide formal written assessment reports and on-going reports as appropriate and to keep up-to-date clinical session records.
- Implement techniques for diagnosis, assessment and treatment, and to regularly review the effectiveness of these.
- Liaise with the Creative & Therapeutic Arts Team (Arts Therapists) and the Management Team termly, and as necessary, to review caseload and service.
- Maintain client confidentiality at all times.
- Contribute to Multidisciplinary team meetings, annual reviews and EHCPs.
- Provide advice, consultation, training and support to others working with the client group as appropriate.
- Provide Inset and training.

- Keep abreast of new developments within the institution which may affect the music therapist, and to work with the institution to make any necessary changes.
- Undergo individual clinical supervision twice monthly and group supervision twice termly.
- Commitment to undertake Continued Professional Development.
- Develop evidence based practice
- Maintain the environment where the Music therapy takes place and the supplies of equipment necessary in order to practice. This involves placing equipment orders when necessary, assessing the need for specialist equipment and maintaining that equipment is safe.

Creative and Therapeutic Arts Co-ordinator

- Co-ordinate team and individuals within the Creative and Therapeutic Arts Team
- Act as the line manager for the Creative and Therapeutic Arts team
- Work collaboratively with Senior Leadership Team and other colleagues to support the whole school approach to Mental Health and wellbeing (including attendance at Mental Health cluster meetings, attendance at relevant trainings, collaborative working with Mental Health professionals providing input and support to the school etc).
- Support department members with their Continued Professional Development
- Monitor work, planning and check quality via relevant policies and procedures of the school.
- Collate and review team reports for EHCP annual review meetings.
- Ensure that all clinical work is thoroughly recorded in accordance with the relevant clinical governing bodies
- Report to management on performance and well-being of department members
- Contribute to School Development Planning where appropriate
- Liaise with external sources in order to promote relevant workshops within the school
- Liaise with and manage external sources undertaking work experience/training in the school – ensuring relevant contracts and checks are in place prior to placements at the school
- Propose, initiate and promote changes when necessary within department or school

- Work and liaise with the Team Around The Child – internal and external to the school
- Ensure that all team members are trained in safeguarding and follow safeguarding policy and procedures of the school where necessary
- Recruit new staff members to the department adhering to the schools 'Safer Recruitment Policy'
- Contribute to the development of the Creative and Therapeutic Arts Team
- Deliver training courses, such as induction training, inset day training or information days, for school staff, multi-disciplinary team and families
- Provide consultancy to external agencies and professionals on role of Creative and Therapeutic Arts Team
- Work in partnership with other agencies to improve the care of children and young people with learning disabilities

GENERAL

- Work to school's policies and procedures, particularly in regard to equal opportunities, health and safety and confidentiality
- Demonstrate professional accountability at all times
- Practice within the professional codes of conduct
- Undertake any other duties commensurate with post and grade that may be required of you by the Headteacher.

<i>Safeguarding</i>	<p>Be fully aware of and understand the duties and responsibilities arising from the Children's Act and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation</p> <p>Be fully aware of the principles of safeguarding as they apply to vulnerable adults to the workers role</p> <p>Ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection</p>
<i>Leadership</i>	To work under overall supervision of the Headteacher
<i>CPD</i>	Commitment to own continued professional development and to undertake mandatory training as required

<i>Service and Self Review</i>	Participate in the School's Self Review of performance Review methods of effective teaching and learning
<i>Behaviour / Risk Management</i>	Work with other colleagues to ensure safety of both workers and users at all times
<i>Supporting other colleagues</i>	Work with and support other colleagues to ensure the smooth and effective running of the School
GENERAL DETAILS	
REVIEW This job description does NOT define all the duties and responsibilities commensurate with the post. As such, it will be reviewed at the end of the academic year or earlier if necessary and may be amended at any time after consultation with you.	