

## Job Profile comprising Job Description and Person Specification

### Job Description

<b>Job Title:</b> ASD Multi Therapy Assistant	<b>Grade:</b> S01
<b>Section:</b> Special Educational Needs	<b>Directorate:</b> Childrens 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>Date:</b>

#### Working for the Richmond/ Wandsworth Shared Staffing Arrangement

This is a role working specifically for Wandsworth Children's services although the post holder will be employed under the terms and conditions of the Shared Service Agreement.

The overall purpose is to provide the highest quality support to children with Social Communication / Autism Spectrum Disorder (ASD) their families and education settings.

In order to succeed in this post, a high level of knowledge, skill and experience are required, along with the ability to work collaboratively in a multi professional team.

#### 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 ASD/ 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.

2. To undertake therapy treatments with children on your caseload without the direct supervision of a 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.
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**

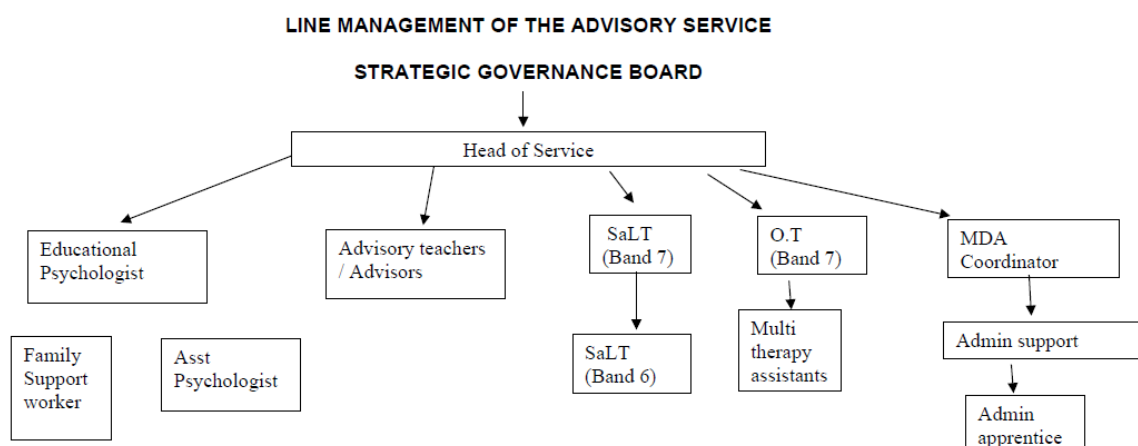
- To contribute to the continuous improvement of the Wandsworth's Childrens Services.

- To comply with relevant Codes of Practice, including the Code of Conduct, and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by the SSA's policies, 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 work 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 the Council's duties and responsibilities for safeguarding children, young people and adults as they apply to your role within the council.
- The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

### Additional Information

N/A

### Current Team Structure



## Person Specification

<b>Job Title:</b> ASD Multi Therapy Assistant	<b>Grade:</b> SO1
<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 and Behaviours

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

**Being open.** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

**Being supportive.** This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

**Being positive.** Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a 'can do' attitude and are continuously looking for ways to help each other improve.

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

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

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**