

**Lighthouse
School Leeds**
Inspiring Bright Futures

Lighthouse School Leeds

Inspiring Bright Futures

Recruitment Pack

Head of Therapeutic Support

2025- 2026 Academic Year





It is my pleasure to welcome you to our wonderful school.

I am proud and privileged to lead such a unique and innovative school. This is a school where students' special interests, social and communication skills, abilities, academic and life skills are mapped and further developed so destinations can be identified and targeted for each individual.

We deliver a broad, ambitious and balanced curriculum that enables all our students to make excellent progress and gain nationally accredited qualifications in Key Stage 4 and Key Stage 5.

Developing meaningful friendships and relationships is a life skill that is taught and developed in all aspects of school life, but is a particular focus in the Wellbeing and Speech and Language curriculum/sessions. We also take great joy in celebrating those "Wow" moments for our students when the impossible becomes the possible!

A key part of curriculum delivery is 'building aspirations' and employability awareness. We believe that the future is limitless, and optimism is key to our approach. We do this by exposing our students to a number of different employment sectors and experiences throughout their curriculum.

We also believe every day is a new opportunity and the chance to write a different story and this is fundamental to our compassionate approach to working with our students.

At Lighthouse School the staff body, senior leaders and trustees are devoted to making the difference for our students so they can reach their next steps and thrive in society.

We are a neuro-diverse staff team with a range of disabilities, diversities, strengths and weaknesses. We believe our staff should be role models to support our students to create their own pathway to success.

I would like to thank you for taking the time to be interested in working in our amazing school, and encourage you to take time to find out whether we are the right fit for your skills and experiences.

Emma Sullivan, Principal

A handwritten signature in black ink, appearing to be 'Emma Sullivan'.

OUR SCHOOL VALUES



RESPECT

Embracing uniqueness, equality, and ensuring all contributions are valued.



'Upon joining this school, I've gained many friends for life and gained myself the motivation to be more ambitious in life and frankly braver in my future endeavours. I simply thank those who worked closest to me at my time there'.

COMPASSION

Showing empathy and understanding of others' needs.

AMBITION

Taking risks, having adventures and aspiring to achieve great things.



HAPPINESS

Taking joy from developing and succeeding together.

OUR SCHOOL VALUES



INNOVATION

Striving for creative solutions, challenging perceptions, and inspiring positive change.

‘Our child has grown in confidence since starting at Lighthouse and loves coming to school. The school not only supports our child but us as a family.’

OPTIMISM

Realising our limitless destinations, now and in the future.

VERSITILITY

Exemplifying individualised and adaptive teaching and learning.

DEVOTION

Being dedicated to our people, our jobs, and our school community.



JOB DESCRIPTION

Job title:	Head of Therapeutic Support	Salary grade:	SCP 31 – 37 or MPS (if applicable) FTE salary: £40,476 - £46,731
Contract type:	Permanent	Hours of work:	Full time—37 hours, term time plus 3 weeks

Responsible to: The Principal

Job purpose:

As an experienced SEND practitioner, you will lead on the development and delivery of a comprehensive whole school therapeutic approach, collaborating closely with staff across the school to ensure that therapeutic principles are embedded in daily practice.

Alongside the rest of the leadership team, you will strategically lead the universal integration of therapeutic support services, ensuring they are effectively embedded into the school's educational and pastoral frameworks.

You will manage and coordinate targeted and specialist therapeutic services ensuring these are accessible, impactful, and meet the students' needs.

You will provide/source appropriate supervision of internal therapeutic staff.

Your work will focus on providing students with the tools to thrive both academically and socially.

Working closely with staff, parents and other appropriate professionals, you will ensure that therapeutic provision aligns with the individual needs of students.

You will provide therapeutic offer to other schools and other external agencies.

Role Specific responsibilities:

- You will be a role model to staff, showing respect and professionalism.
- You will consistently model the values and ethos of the school to students and staff, work effectively within the middle leadership team and take collective responsibility for the operational running of the school
- As the Head of Therapeutic Support:
- You will lead the implementation, monitoring and evaluation of a comprehensive therapeutic service for the school's autistic students.
- You will lead a team of staff, including medical needs, speech and language, intervention coordinator, and liaise with the SENDCo and senior leadership team to support the integration of external therapeutic services within school (e.g. CAMHS, Peaces, EP, OT, Eyecare Team).
- You will provide and source appropriate supervision for all therapeutic staff within school.
- You will manage the school's educational therapeutic caseloads to the standards and guidelines set by the appropriate body (e.g. Speech and Language Therapy Service, Royal College of Occupational Therapists, British Psychological Society, etc.), including undertaking role specific CPD to meet relevant compliance (e.g. HCPC), and make sure this is in place for all relevant members of staff/professionals working within the school.
- Liaising with middle leaders you will coordinate the implementation of the Wellbeing Curriculum, to ensure coverage for all students in line with their EHCP targets to meet their outcomes.
- Working alongside the training and outreach team, you will support staff development, leading on training and professional development for school staff in implementing therapeutic provision, including coordinating training from external professionals, and delivering to external providers and schools.

- You will support the school's EHCP process by coordinating the team to provide data and reports, attending EHCP reviews as required.
- As a member of the leadership team, you will support positive student attendance by always striving for full engagement within lessons and sessions, amending curricula and session input as needed, raising the profile of student voice and providing advice and guidance to staff on integration within their own practice
- As a member of the leadership team, you will ensure information is shared with staff to ensure the seamless integration of provision into the students' weekly timetables, including any interventions, and that staff have the necessary skills to provide effective support
- By undertaking lesson observations and quality assurance of therapeutic sessions, you will evaluate the impact of training delivery and therapeutic interventions.
- Working closely with the SENDCo and transitions team, you will provide support to the consultations and transitions process by coordinating the therapeutic staff, including creating and disseminating baseline assessments and reports as required
- Working closely with families and students, you will ensure that all plans are up-to-date, and information is shared for the areas you line manage
- You will ensure that records are maintained and accurate for all therapeutic work, ensuring confidentiality and compliance with safeguarding and GDPR protocols.
- Working alongside the wider Beacon Team, you will provide parents and carers with advice and guidance on implementing strategies from assessments and reports within the family home
- As a line manager, you will ensure staff work aligns with the school's therapeutic ethos and provides consistent support across whole school.
- Working in collaboration with external professionals, you will ensure their advice and recommendations are implemented to support student progress.
- Working alongside the leadership team, you will ensure universal, targeted and specialist therapeutic provision across school is safe, in line with school values, ethical and provide best value for money
- You will support parent consultation evenings, progress reviews, options events, transition events, open evenings, school educational and extra-curricular events.
- You will contribute to the ECT mentoring programme by undertaking observations, providing feedback etc.
- As a member of the leadership team, you will provide verbal and written reports to Senior Leaders and/or Trustees, as required.
- As a leader in school, you will work closely with the wider leadership team to support the universal, targeted and specialist provision across school.
- You will work proactively and effectively in collaboration and partnership with students, parents/carers, Trustees, other staff and external agencies in the best interests of students.
- You will contribute to the development and implementation of whole school policies and procedures.
- You will undertake an appropriate programme of delivery commensurate with the role and manage your own time and caseload, prioritising tasks appropriately and in line with students' educational needs.
- You will attend network meetings and other relevant CPD/networks to ensure learning, assessment, intervention and support offer is up to date with the government and local area agenda.
- Keeping up to date with developments in SEND and therapeutic support, particularly with autism specific strategies, you will disseminate information to the wider school community as needed.
- As an experienced practitioner, you will assist in the development of staff, therapists, students and volunteers, fostering a culture of reflective practice and professional growth.

- Alongside the leadership team, you will be a lead in the school's assessment processes and systems, ensuring that data reporting is accurate, and taking responsibility for student progress in your area of responsibility.
- You will model and demonstrate an autism specific approach to education, reflecting on your own practice, both individually and with colleagues, and will be able to identify your own strengths and development needs.
- You will have responsibility for an allocated budget.
- As an advocate, you will promote high expectations for students and staff in all aspects of school life
- You will work across multiple sites, as required, to support the growth of the trust

Line management responsibilities

- Coordinate the allocation of therapeutic staff, ensuring that this resource is effectively planned, timetabled and utilised.
- Line manage and coach allocated staff, including Speech and Language Therapist and Interventions Co-ordinator
- Undertake performance management reviews for allocated staff.
- Promote and prepare staff for career development opportunities.

All staff responsibility:

- Promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures.
- Ensuring that all activities are undertaken within the framework of the school's risk assessments.
- Working collaboratively as part of a team and providing help and support to other team members.
- Participating in any relevant meetings/professional development opportunities at the school as appropriate.
- Supporting the effective running of the school by ensuring the policies and procedures are understood and followed.

The above responsibilities are not an exhaustive list and the post-holder will be required to undertake any other appropriate responsibilities and duties that may arise from time to time.

Any changes to this document will be made in consultation with the post-holder.

All staff responsibilities:

Behaviour and Safety

- Contributing to a safe, purposeful and stimulating environment for students, including supervising students as required at all times during the school day, and during extra-curricular activities, when required.
- Consistently encouraging appropriate behaviour in line with the school's Behaviour Policy.
- Ensuring all activities are undertaken within the framework of the school's risk assessments and policies (e.g. Safeguarding, Personal Care and Positive Handling, as well as Staff Code of Conduct).

Team Working and Collaboration

- Establishing, encouraging and maintaining good relationships with all stakeholders (parents/carers, colleagues, partner organisations), consistently demonstrating the values of the Lighthouse School.
- Working collaboratively as part of a team and providing help and support to other team members, ensuring the aims of the school are met.
- Participating in meetings, as appropriate.
- Supporting the effective running of the school by ensuring policies and procedures are understood and followed by self, colleagues, visitors and students.

Professional development

- Regularly reflecting on your own effectiveness in the role as part of the appraisal process and using feedback to refine your approaches where necessary.
- Improving personal practice through participating in training and development opportunities identified by the school and reflecting on their effectiveness.
- Participating in scheduled supervision and line management meetings.

Safeguarding Children and vulnerable adults

- Lighthouse School has a statutory and moral duty to ensure that the school functions with a view to safeguarding and promoting the welfare of children and young people studying at the school. The post-holder will be required to commit to the school's Safeguarding Policy and promote a safe environment for children and young people learning within the school.
- All posts are subject to an enhanced Disclosure and Barring Service (DBS) check. Having a criminal record will not necessarily bar an individual from undertaking the role, however, this will depend on the nature of the position, the circumstances and background of any offences.
- Promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures.

Equality and diversity

- Promoting equality and diversity by abiding by the Equality and Diversity Policy of the school.

Health and safety

- It is the responsibility of all employees to co-operate with the school's Health and Safety Policy to provide a healthy and safe place to work.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications and Training	<p>Evidence of continuous INSET and commitment to further professional development</p> <p>Degree in relevant subject area</p>	<p>Health Care Professional Council registered— Licence to practice</p> <p>Registered Member of professional body (e.g. Royal College of Speech and Language/ Occupational Therapists etc.)</p> <p>To have a recognised Speech and Language Therapist/Occupational Therapist/Educational Psychologist degree-level qualification/NPQ</p> <p>QTS/QTLS or equivalent</p> <p>Other therapeutic qualification/s as part of your continuous CPD</p> <p>Evidence of post graduate research</p>
Experience	At least 2 years experience working with autistic students	Leading and implementing cross –school/ department initiatives
	Experience of working in a school environment	Experience of delivering internal and external CPD
	Experience managing behaviour which challenges	Experience of school leadership
	Quality assuring systems and processes	
	Experience of working in a multi-disciplinary environment	
	Providing clinical supervision/professional supervision	
	Experience of contributing to EHC reviews and writing provision for plans	
	Leading a department with excellent outcomes	

Knowledge	Ability to demonstrate a good understanding of autism	Understanding of alternative forms of communication
	Good level of understanding of application of professional/therapeutic strategies for learning	Ability to demonstrate knowledge of applying professional/therapeutic strategies to support ASC students.
	Knowledge of ASC strategies to support outstanding outcomes	Knowledge of the current educational provisions available across the local and regional area (local offer)
	Excellent interpersonal skills—including observation, listening and empathy skills.	
	A good understanding of, and commitment to, Safeguarding, child protection, health and safety, data protection and equal opportunities.	
	Ability to use Microsoft Office Software, email	
Skills	Ability to communicate effectively with students, parents/carers and other stakeholders.	Ability to communicate using a variety of different methods
	Ability to undertake quality assurance across school including data analysis, departmental SEF and reporting to SLT and Trustees	Demonstrates excellent analytical and reflection skills
	Ability to problem solve, make decisions and stay calm in crisis situations.	
	Good presentation skills both written and verbal	
	Good organisational skills	
	Prioritisation skills	

Attitude	Shows a high level of resilience for working with pupils with ASC and challenging behaviour	Ability to work flexibly to meet the needs of the service
	Ability to undertake the duties of the post with reasonable adjustments as required under the Equality Act 2010	
	Good team member	

Thank you for expressing an interest in joining our school. This document provides you with background information regarding our recruitment and selection process, which we hope you will find useful:

Application form

To apply for any vacant role within our school, please complete a Lighthouse School Application Form available by visiting our website and clicking on the 'Vacancy' button (fourth button under the main header, or contacting HR@Lighthosueschool.co.uk). The application form must be completed in full, providing details of your education and employment history, including any unpaid or voluntary work. Where there are gaps in your employment history you should provide details of the reasons, for example; career break, unemployed and the dates. For teaching vacancies please submit a formal letter of application detailing your teaching and learning experience and the impact you could make in our school.

We cannot accept CVs.

Please remember to sign the application form electronically.

Under the Equality Act 2010 we are legally required to consider making any reasonable adjustment to ensure that individuals with a disability are not disadvantaged during our recruitment and selection process. Therefore please ensure you make HR aware of any accommodations you may require in advance of any interview.

Should you have any desire to work flexibly, we also ask that you let us know in order that we can factor this in.

Personal Statement

This is very important as it provides you with the opportunity to explain why you are applying, why you are the best person for the vacant role, and why you are a good fit for our school. Please use the job description and person specification as your guide and provide examples, where possible, to demonstrate how you match the criteria for the role.

Self-disclosure

For safer recruitment purposes we ask all applicants to complete our Self-disclosure form and send it with your application form to HR. Alternatively, you can print and sign the form and hand it to HR in a sealed envelope if you are selected for interview.

Pre-employment checks

For those candidates shortlisted, we will request references in advance of any interview, therefore we ask that you specify on the application form if you do not permit us to apply for your references prior to interview. For school-based employment we will write to the Headteacher of your school/previous school. References addressed 'To whom it may concern will not be accepted.' Referees may be contacted for verification purposes or to discuss any anomalies or discrepancies.

You must also provide original copies of your qualifications and photographic identity documents at interview to enable us to complete safer recruitment checks. Your documents will be photocopied and retained on file should you be offered the role, or confidentially shredded 6 months after interview.

Employment with the school is conditional upon:

- An **Enhanced DBS check** – we will apply for one of these to include a **Child and Adult barred list check**. Under the Rehabilitation of Offenders Act 1974 (Exemption Amendment) there are a number of roles where we must take account of any unspent or unprotected convictions. The amendments to the Exceptions Order 1975 (2013) provides protection for certain spent convictions and cautions and are not subject to disclosure to employers. We encourage you to read the guidance through the links contained in our Employment of Ex-offenders Policy available on the vacancy section of our website.
- **Prohibition from Teaching check** – any offer of employment is subject to the school making a mandatory check to ensure a teacher is not prohibited from teaching by the NCTL (or the GTC).
- **A minimum of two satisfactory references.**
- **Identity checks including right to work in the UK. You must provide 3 documents to cover the following:**
 - p Photographic Identification, e.g. passport or driving licence.
 - p Proof of right to work in the UK, e.g. current UK passport, UK Visa or UK Birth Certificate – under the Asylum and Immigration Act 1996 it is a criminal offence to employ anyone who does not have the legal right to live or work in the United Kingdom.
 - p Proof of current address, e.g. a current driving licence or bank statement / utility bill dated within three months or council tax statement dated within twelve months. authority from that country. If you have worked or lived overseas for 12 months or more during the last 10 years you will also be required to provide a letter of good conduct from the police of that country. If you cannot provide this, please contact the HR department (by emailing: HR@lighthouseschool.co.uk) who will be able to advise you on other documents.

Interview

If shortlisted you will receive an invitation to an interview via email.

There will be with a least one member of the Senior Leadership Team, and a member of the HR Department. We will discuss the role in more detail, give you a tour of the school, carry out an interview to assess your experience and skill set as well as your overall suitability to work with children/young people.

You may also be required to undertake further tasks dependent on the role applied for.

Data processing

Please refer to the school Privacy Notice also available on the vacancy section of process, the successful candidate will be offered the role conditional upon the outcome of above the vetting checks.

We look forward to receiving your application.

Lighthouse School Leeds was the fulfilment of a long-held dream. In September 2012, five families with children on the autistic spectrum set up the free school to create a learning environment where autistic young people could thrive, and where their needs were fully understood and met.

Today, that vision is a reality. Specialist teachers, teaching assistants and tutors now deliver a curriculum to ninety-plus students, within Arthington House, Cookridge, Leeds. Originally a Victorian hospital, it was extensively renovated after sitting derelict for many years and is now a state-of-the-art facility designed specifically for our students.



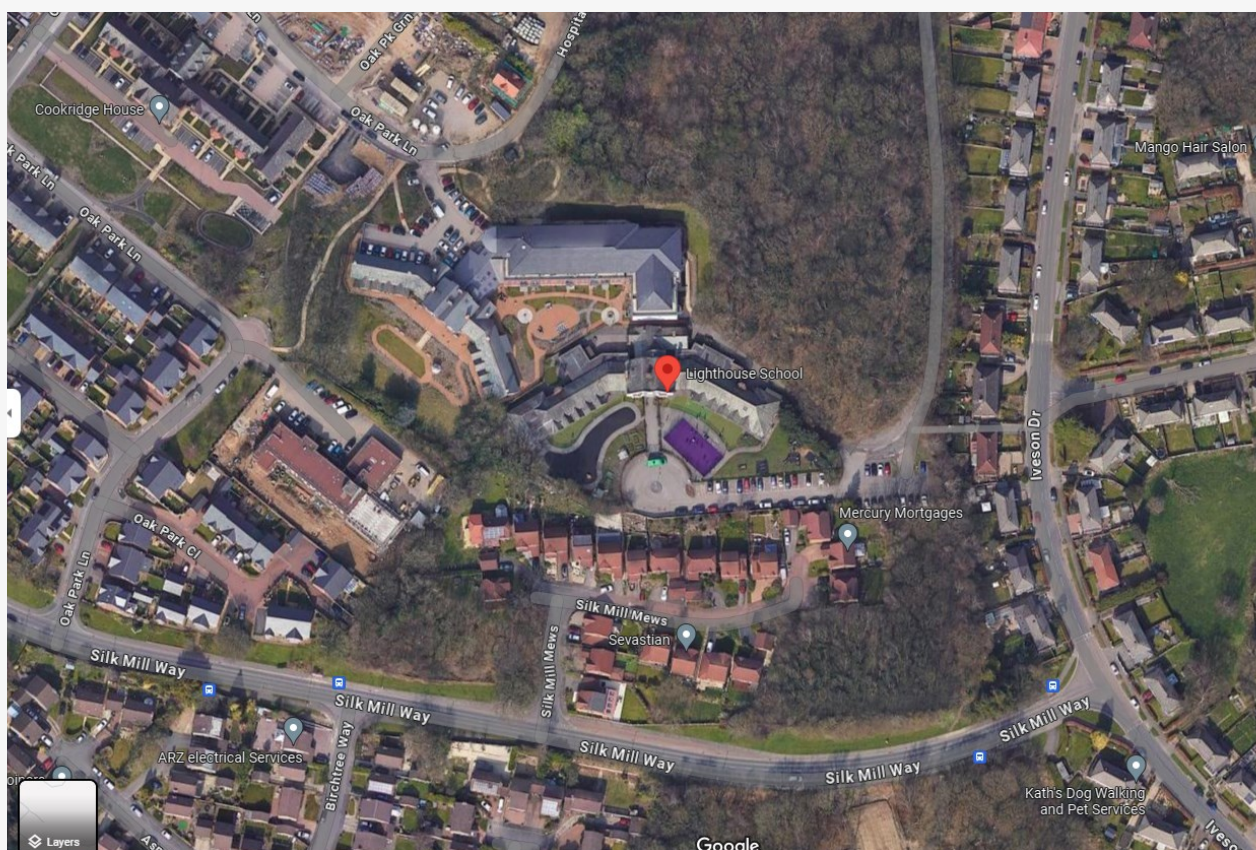
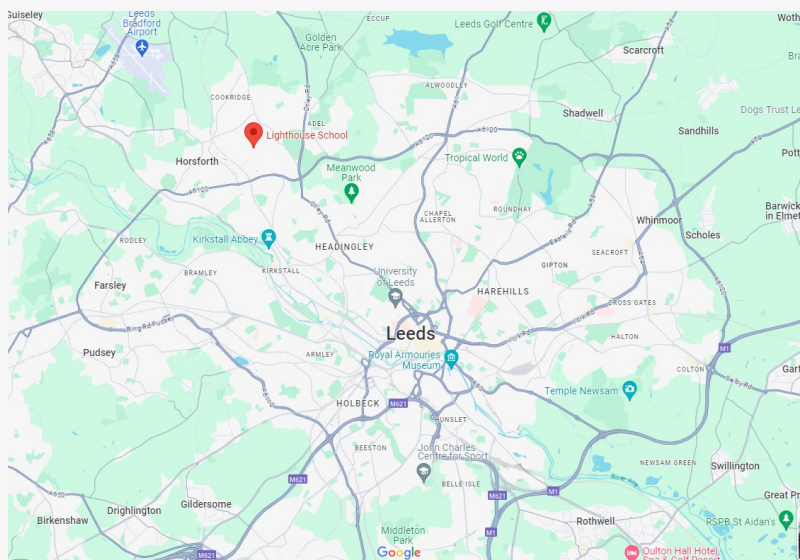
Our journey so far has been amazing and we are immensely proud of what our students have achieved. We are a 'Good' school with aspirations to be 'Outstanding' in the near future.

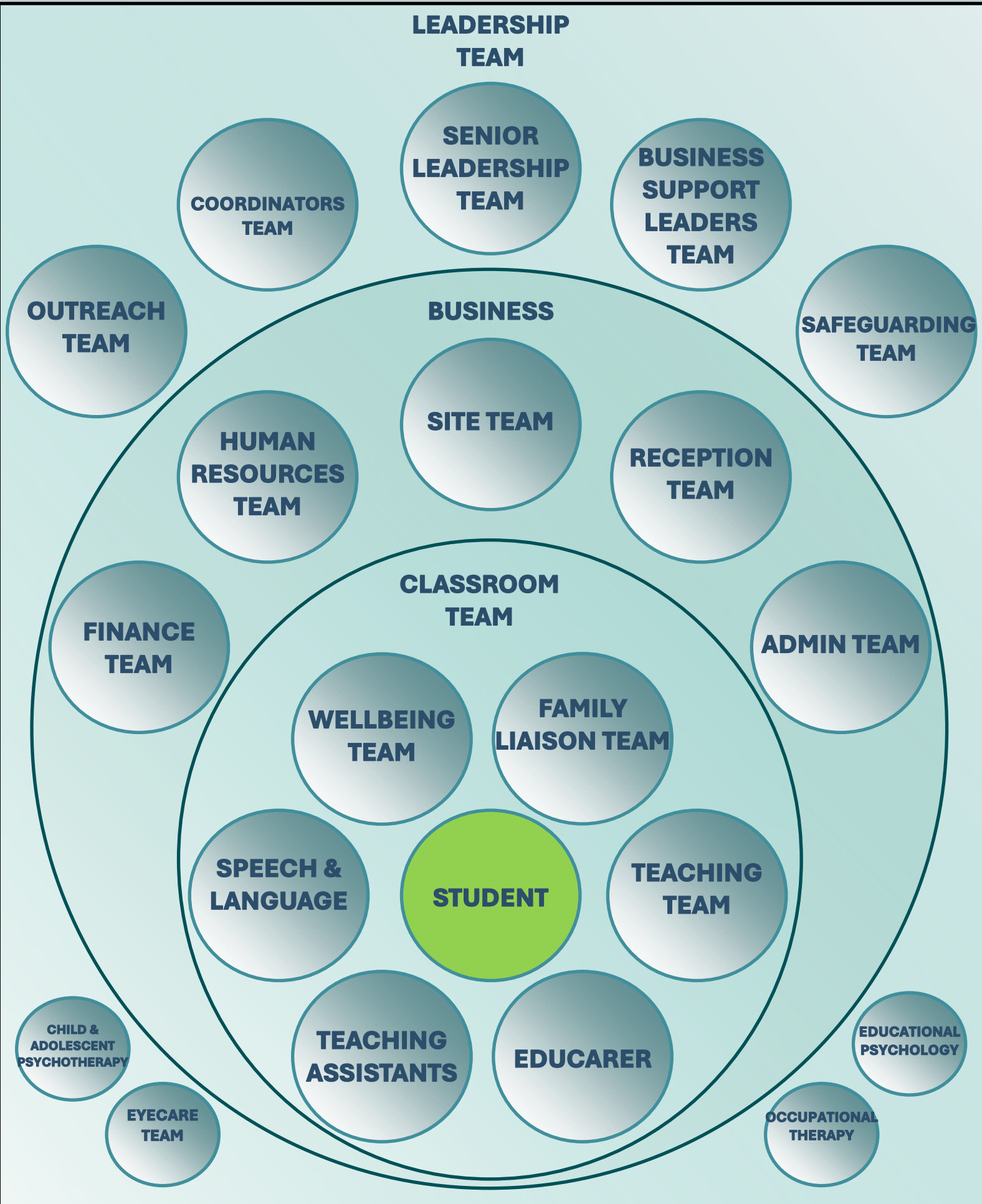
We provide a flexible learning environment, which reflects the bespoke needs of each and every one of our students. Ofsted (2023) recognised that the school has a calm but purposeful atmosphere, provides a highly ambitious curriculum, is well resourced, and leaders are tenacious when pursuing support for students. The harmonious school community is founded on respect and tolerance.

We ensure that our staff are well trained and are developed to be effective in their roles. They say their workload is manageable, and early career teachers are well supported.



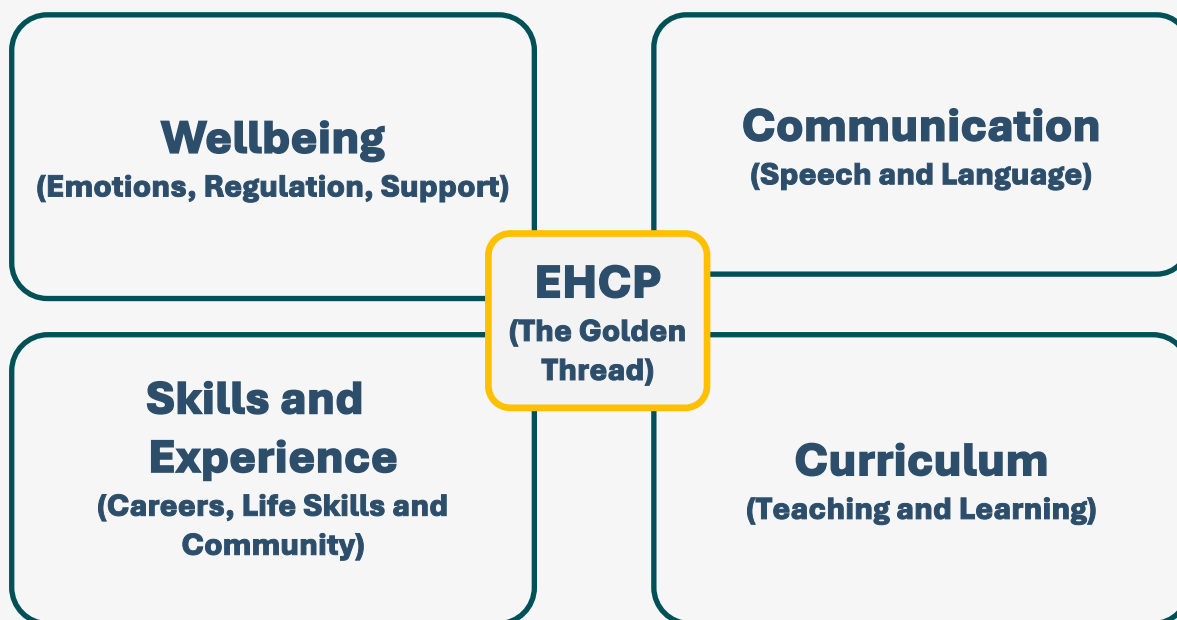
We are situated on the edge of woodland in the heart of Cookridge in North Leeds, just a 20-minute drive from Leeds City Centre on one side (with access to the M1 and M62) and on the edge of countryside on the other with the market town of Otley also just a 20-minute drive away. The spa town of Harrogate is also approximately 40-minutes drive, as is Ilkley. The school is close to local bus routes (19, 19A, 6) and the train (Horsforth Station).





We want the students at Lighthouse to be well cared for and well educated, and we have a large team of staff working together to support all areas of the students' lives whilst at school.

The four Cornerstones form the basis of our educational philosophy, and staff teams are based around these areas:



Staff work closely with external professionals, such as the Eyecare Team, Educational Psychologists, Child and Adolescent Psychotherapists, and Occupational Therapy on school site. We also liaise closely with other healthcare and welfare professionals, including the Schools Nursing Team, CAMHS, Social Care and Cluster Support.



We have high expectations for everyone at Lighthouse, staff and students alike. In order to ensure that our students receive the very best education, we have a full training programme for all staff.

Upon appointment at Lighthouse School, staff begin a comprehensive Induction Programme, which includes:

Principal's Welcome
Safeguarding Training
Health & Safety Guidance
HR Support

Understanding Autism
SEN & EHCP Process
Online Training through Smartlog
GDPR induction through Veritau

Across the year, all staff undertake yearly updates in a number of key areas. There are 5 full training days across the year, and meetings and seminars each week which keep staff up to date with new research, school policies and procedures, and student centred information. These include:

Cornerstones training:

- Speech and Language (Cornerstones)
- Wellbeing (Cornerstones)
- Curriculum (Cornerstones)
- Skills & Experience (Cornerstones)

Role specific training:

- TeamTeach (positive handling)
- First Aid
- Mental Health Awareness
- Personal Care
- Medical and Additional Special Educational Needs (including deaf awareness, dyslexia, ADHD, epilepsy, asthma, diabetes etc.)
- Reception systems and processes
- Invigilator training for examinations



Early Careers Teachers are fully supported through a comprehensive mentoring and training package with Red Kite Alliance.

More information on training can be sought from training@lighthouseschool.co.uk.

Our [staff testimonials](#) on the recruitment section of our website will give your more insight into working at Lighthouse School.

100% of staff said they enjoyed working at Lighthouse in a recent survey (March 2024). The Leadership Team recognises that working in special education can be emotionally challenging, and a wide range of support and wellbeing services are available to our staff.

These include:

- School sick pay and leave of absence entitlements.
- Access to a range of free health care services through our Employee Assistance Programme, including, mental health services and physiotherapy, menopause support, access to a GP, free flu vaccinations and free eye tests for VDU users.
- Mental health and wellbeing support. Our staff say they feel supported by the leadership and Mental Health First Aider teams.
- Active staff Wellbeing Working Party, who arrange a number of [staff perks](#) such as weekly parking raffle, staff 'Shout Outs' and awards, secret buddy scheme and more!
- Staff Neurodiversity Working Party who work with the Senior Leadership Team and HR to ensure Lighthouse is an inclusive environment for all staff.

We are committed to the equal treatment of all current and prospective employees and do not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

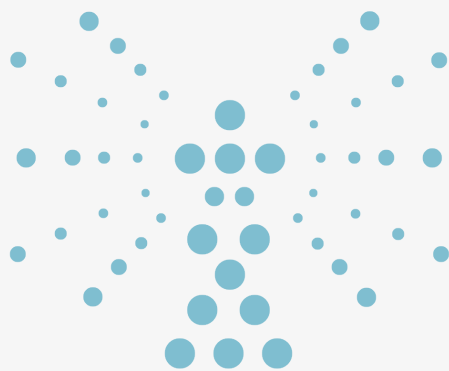
We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply to join us and positively encourage you to choose a career at our inclusive school.

We are also a DfE appointed Flexible Working Participant School and are open to offering a range of flexible working options. Please share your preferences with our HR colleagues at your earliest opportunity in order for these to be fully considered.

Should you have a disability or health condition that requires workplace adaptations in order for you to work comfortably and remain in work please visit:

<https://www.gov.uk/access-to-work/apply> as you may be eligible to funded interventions through Access to Work.





Lighthouse
School **Leeds**
Inspiring Bright Futures ...

Information correct as of May 2024