



CAPELLA HOUSE

Employer: The Auriga Academy Trust
School & Location: Capella House, Twickenham
Post Title: HLTA (Therapies)
Contract: Full Time and Permanent
Grade: NJC18

Hours of Duty: 36 hours per week (39 weeks per year)
Reports to: Headteacher
Liaison with: Therapists, Class Staff, Parents, Other Professionals

Main Purpose and Objectives of work

To work under the guidance of a qualified Speech and Language Therapist and Occupational Therapist with all pupils at Capella House School whose learning difficulties relate to speech, language and communication needs.

To carry out tasks related to the speech and language therapy and occupational therapy caseload, which will include simple administrative tasks and preparation of materials.

General duties and responsibilities

Supporting the Learner

- To develop an awareness and understanding of the specific needs of the child/ young person being supported.
- To establish and develop a supportive relationship with the child/ young person, colleagues from education and the families concerned so that effective intervention can take place under the guidance of the Speech and Language Therapist and Occupational Therapist.
- Under Therapists' guidance to prepare resources / materials to be used in therapy.
- To carry out administrative tasks such as filing, photocopying, laminating and the organisation of clinical records.
- To implement individual and class programmes working collaboratively with class teams as stipulated by the Therapists and Teachers.
- Helping to produce accessible information (using simple language).

Policy /Service Development Implementation

- To participate in training given by members of the Therapy Team.
- To attend training around use of ICT as appropriate.
- To attend weekly Sign Supported English lessons run by the Speech and Language Therapist.
- To attend statutory and other school based training on an annual basis as required.
- To adhere to all school expectations, policies and procedures.
- To be fully aware and compliant with all safeguarding policies and procedures in relation to all pupils at the school.
- To conform to the provisions of the Health and Safety Act in relation to schools.

Financial and Physical Resources

- To maintain equipment as required by the therapists and school staff
- To order equipment as required and sanctioned by the Therapists

Information Resources

- To report back to the Therapists work carried out and contribute to the sharing of advice / strategies that may be helping the pupil with the communication difficulty.
- To record personally generated clinical observations of sessions with pupils/groups in order to keep up to date records.
- To contribute to data entry systems recording frequency and nature of involvement.

Research and Development

- To identify own training needs as part of Continuing Professional Development
- Plan in discussion with supervisor / manager and to attend training as appropriate.
- To contribute to SLT and OT audits/research projects.

Freedom To Act

- To be guided by the Therapists and Teachers but also use own initiative when unsupervised on site.
- To modify approaches and activities within programmes to meet the requirements of the pupils and the context.
- To develop group and individual activities in order to meet the defined therapy aim in consultation with the therapist.

Communication and Working Relationship

- To liaise with all school staff as appropriate.
- To attend team meetings / departmental meetings as agreed with Senior Therapist.
- To attend regular supervision according to supervision policy.
- To participate in staff appraisal/performance review.
- To undertake any other duties as may be reasonably required which may include a change of workplace.

Further Information & General Responsibilities

HEALTH & SAFETY

- To have responsibility for the health, safety and welfare of self and others and to comply at all times with the requirements of health and safety regulations.

CONFIDENTIALITY

- To ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity.

DATA PROTECTION ACT

- To comply with the requirements of the Data Protection Act.

TRUST POLICIES AND PROCEDURES

- To implement and monitor the Auriga Academy Trust and School Policies and Procedures as applicable to all staff.

OTHER DUTIES

- To undertake such other duties as may be required from time to time and are consistent with the responsibilities of the grade.



CAPELLA HOUSE

Person Specification - HLTA (Therapy Assistant)

The appointment panel will be looking for evidence that the candidate has demonstrated their ability to fulfil the criteria.

Please address each and every point of the Person Specification in this section in your Letter of Application. Failure to address any or all points may result in the application not being shortlisted for interview.

A Application **I** Interview **R** References

	Criteria	Source	Essential (E) or Desirable (D)
Education, Qualifications & Training			
1	Educated to GCSE, NVQ 3 level in a relevant subject or equivalent	A	E
2	Previous experience of working with SLT and OT	A, I	D
3	Experience in administrative role in the field of child development	A, I	D
Experience			
4	With children within nurseries /schools/ voluntary groups	A, I	E
5	Of planning and organising events, functions.	A, I	D
6	Good standard of administration skills including maintaining systems and databases	A, I	D
Skills/Abilities/Knowledge			
7	Awareness and understanding of the specific needs of children with communication difficulties	A, I	E
8	Awareness and understanding of Autism, ADHD, anxieties and sensory needs.	A, I	D
9	Working knowledge and understanding of patient confidentiality, Safeguarding and Data Protection	A, I	E
10	Use and production of digital video and still photography.	A, I	D

11	Knowledge of signing such as SSE or Makaton and use of visual resources to support children with communication difficulties	A, I	D
12	Good communication skills including verbal, written, and listening skills	A, I, R	E
13	Good planning and organisational skills	A, I, R	E
14	Good observation skills	A, I	E
15	Ability to exercise tact and diplomacy	A, I, R	E
16	Ability to work collaboratively as part of a team and unsupervised.	A, I, R	E
17	High level of empathy	A, I	D
18	Ability to work under pressure in a busy working environment	A, I, R	D
19	Intermediate knowledge of IT systems and software programmes, such as Outlook, Word, Excel, Powerpoint, Access, Publisher, Google Docs, Gmail	A, I	D
Personal Qualities			
20	Motivated	A, I, R	E
21	Professional, calm and efficient manner.	A, I, R	E
22	Positive and flexible approach to work.	A, I, R	E
23	Adaptable and dependable	A, I, R	E
24	Practical and creative	A, I, R	E