

Therapeutic Support Assistant

Job Description and Person Specification

Job title:	Therapeutic Support Assistant
Place of work:	Orchard Therapeutic Farm
Hours of work:	37.5hours Monday to Friday Term Time Only
Fulltime salary	£19,500 - £23,809.33
Actual Salary/Grade:	£14,625 - £17,857 for 39 weeks
Reports to:	Head of Centre
Level of screening:	Enhanced DBS

Who we are

OTF is an award-winning primary, secondary, and post-16 alternative provision for children. We are a farm-based special learning provision catering to pupils with social, emotional, and mental health difficulties. Many of our pupils also have additional special educational needs, such as neurodivergent functioning, attention deficit hyperactivity disorder (ADHD), Anxiety, and Emotionally Based School Avoidance (EBSA).

We provide placements commissioned by maintained, non-maintained, and special educational needs (SEN) schools. As an approved alternative provider for various local authorities, including Oxfordshire, West Berkshire, Wiltshire, Buckinghamshire, Surrey, Slough, and Wokingham, we work closely with professionals to support students with Education, Health, and Care Plans (EHCPs).

At OTF, we are a small and nurturing therapeutic provision that focuses on building trusting relationships with young people, enabling them to achieve personal success and tangible outcomes.

Where do you fit in

- We are looking for a passionate person to join team.
- Provide efficient, service.
- Be an experienced, enthusiastic and flexible.
- To work within Health and safety requirements
- Be an advocate for Hitchcox group, you would be expected to be able to communicate and mix with the children within the learning environment.

Main Duties & Accountabilities

- Act as a positive role model for the children and young people at Orchard Therapeutic Farm , providing care and support rooted in structure, consistency, and nurturing day-to-day interactions.
- Always ensure the safety and well-being of each student.
- Be attentive and responsive to the physical and emotional needs of students, providing intuitive care and support.
- Identify and respond to signs of stress or safeguarding concerns, monitoring, recording, and reporting as required.
- Encourage and promote good personal hygiene practices among students.
- Support students and Learning mentors in a variety of activities, including:
 - Supervising and engaging in activities both on and off-site.
 - Driving students to activities or escorting them via car or public transport.
 - Completing risk assessments for off-site activities to ensure student safety.
- Work collaboratively as part of a united staff team, offering support and maintaining responsibility when on duty.
- Utilize knowledge of adolescent behaviour to assess, respond, and provide appropriate guidance to students.
- Communicate effectively with parents, teachers, therapists, and social workers, fostering positive relationships and collaboration.

- Offer emotional support to students, guiding them sensitively through challenges and celebrating their achievements.
- Maintain awareness of child protection issues, adhering to guidelines and procedures at all times.
- Perform administrative tasks with accuracy, including:
 - Recording daily logs and communications in electronic systems (Learntek).
 - Completing trackers, significant incident reports, physical intervention reports, and other documentation as required.
 - Preparing Child Care Review Reports (CCRs) when applicable.
 - Receive detailed and concise handovers from taxis, parents, or carers, ensuring all relevant student information is communicated to the team.
 - Respect and adhere to the policies, boundaries, and procedures set by Orchard Therapeutic Farm.
 - Promote open communication among students, encouraging self-awareness and emotional growth.
 - Attend staff meetings and participate in training days as required.
 - Engage in formal supervision processes and reflect on practice to support professional development.
 - Undertake any other duties necessary to support the lives and well-being of the students in your care.

What does good look like for this role?

- Enhancing students' attitudes and engagement through effective interventions and confidence-building strategies.
- Supporting students to achieve academic progress and personal growth.
- Contributing to the well-being and emotional resilience of students.
- Employing effective strategies to foster student engagement and participation.
- Maintaining clear communication with therapists, family liaisons, and other multidisciplinary team members.
- Supporting the setting's goals to achieve outstanding outcomes for students.

Safeguarding

- Hitchcox group is committed to the safeguarding and promotion of the welfare of all children and young people in our care. All staff have a key role and responsibility in this area.
- This post is subject to an Enhanced Disclosure check (DBS) under the Rehabilitation of Offenders Act 1974. Further details regarding this check are available from www.disclosures.co.uk

Review

This job description will be reviewed at least once per year and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the establishment in relation to the post holder's professional responsibilities, duties and grading



Therapeutic Support Assistant: Person Specification			
COMPETENCY	ESSENTIAL	DESIRABLE	ASSESSMENT CRITERIA
QUALIFICATIONS	A relevant professional qualification (NVQ level 2) <ul style="list-style-type: none"> • Level 2 English and Maths. • Outdoor Education • Full driving License 	Knowledge of working with Children with SEN	AF/C AF/C
KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge of the statutory requirements of equal opportunities, discrimination, health and safety, SEN & safeguarding of children. • High expectations of students' behaviour and clear strategies for working with challenging students. • Ability to motivate and encourage children appropriately 		AF/I AF/I AF/I AF/I
EXPERIENCE	<ul style="list-style-type: none"> • Understanding of alternative and therapeutic interventions for student progression • Experience in teaching Students with EAL, SEN, speech and languages difficulties or other complex needs 	<ul style="list-style-type: none"> • Having worked with Children 	AF/R
SKILLS & ABILITIES	<ul style="list-style-type: none"> • Ability to work with challenging students, understand their needs and demonstrate effective behaviour management strategies as and when required. 		AF/I AF/I

	<ul style="list-style-type: none"> • Ability to work at an advanced level with the Learning Mentor in planning and delivery of teaching activities (including those defined in Individual Education Plans). • Ability to establish and maintain good relationships with students and staff 		AF/I AF/I
OTHER	<ul style="list-style-type: none"> • Share Hitchcox Values • Awareness of and commitment to Equality and Diversity • Flexible approach to work patterns. • Commitment to the highest possible levels of health and safety for students, staff and others. 		

Key

Assessment Criteria	
AF	Application Form
C	Certificates
D	Disclosure
I	Interview
R	References

Acknowledgements

Employee Signature.....

(Print Name)..... Date

Manager Signature.....

(Print Name) Date