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## Job Description & Person SPECIFICATION

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| **Group:** | EDUCATION AND LIFELONG LEARNING |
| **Division:** | Schools |
| **Section:** | Ysgol Hen Felin |
| **Sub Section:** |  |
| **Post Title:** | Physical Therapy Co-Ordinator |
| **Vision Post Number:** |  |
| **Grade:** | Grade 6 - 32.5 hrs Term Time Only + SCA Allowance |
| **Responsible to:** | Headteacher, |
| **Posts Reporting to this Post:** | None |
| **Team:** |  |
| **CRB Required Level:** | Enhanced |
| **Location:** |  |
| **Date of Description:** |  |

**Key Objectives**

**To coordinate and deliver a range of physical therapy programmes for pupils aged 3-19 years.**

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# SPECIFIC RESPONSIBILITY

The key responsibilities include:

* To coordinate and support physical therapy programmes [for example, Rebound therapy, Sensory circuits and MOVE] at Ysgol Hen Felin to enhance the delivery of high-quality physical therapy and activity.
* To coordinate and support the delivery of organised playground activities across the school.
* To support, the professional development opportunities of staff through mentoring, coaching and the provision of resources.

**Roles/Responsibilities**

* Support the planning, delivery and evaluation of high-quality, engaging, physical therapies on a daily basis - to include Rebound Therapy, the development of Sensory Motor circuits for identified cohorts of pupils, and the implementation of the Movement Opportunities Via Education [MOVE] programme.
* Support with the completion of termly assessments using the Earwig Assessment package.
* Support Health and Well-being Leads to organise and promote sporting events both inhouse and with other educational establishments.
* Liaise with teachers to build positive rapport.
* Complete general administrative roles where required.
* Maintain the general order, cleanliness and tidiness of the sports equipment.
* Carry out departmental stock control, ordering and receiving of identified sports equipment.
* Monitor equipment and report faults in line with procedures.
* Support the Senior Leadership Team in the development of the Physical Therapy timetable.
* Assist with Risk Assessments when required.

**The successful candidate will have:**

* Experience of working with children from 3-19 years within the Additional Learning Needs sector.
* An understanding of sensory processing disorder.
* Safeguarding level 1 training
* Basic understanding of behaviour management.
* Basic understanding of the Curriculum for Wales.
* Good organisational skills.

**Personal attributes**

* Passion & commitment to delivering high-quality, engaging PE and Sport.
* To deliver Physical Therapies to enhance student’s independence skills.
* Time management and punctuality.
* Ability to effectively and efficiently communicate with pupils aged 3-19 years.
* Reliable.
* Open and honest.
* Eagerness to learn and develop.
* Willingness to challenge and be challenged.
* Professional and high personal standards.
* Experience in using IT software [Earwig].

To carry out health and safety responsibilities in accordance with the Divisions health and safety responsibilities document.

To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Service Director, Headteacher, or as a mutually agreed development opportunity.

THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.

**PROTECTING CHILDREN AND ADULTS AT RISK IS A CORE RESPONSIBILITY FOR THE SCHOOL AND COUNCIL. IN ADDITION TO THIS SAFEGUARDING RESPONSIBILITY, THE SUCCESSFUL APPLICANT FOR THE ROLE WILL ALSO BE SUBJECT TO AN ENHANCED DISCLOSURE AND BARRING SERVICE CHECK.**



PERSON SPECIFICATION

This Person Specification sets out the knowledge and / or qualifications, past experience and personal competencies that would be ideal for this particular post.

The **Knowledge/ Qualifications and Experience** sections describe what is required in terms of the technical ability that is needed to do this job successfully.

The **Competencies** section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have. The competencies describe how that person would ideally work with other people and how they would approach their responsibilities.

The **Special Conditions and Professional Requirements** section describes any other qualities appropriate to the particular circumstances associated with this role.

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| **ATTRIBUTE** | ESSENTIAL | **DESIRABLE** |
| KNOWLEDGE /EDUCATION | Accurate use of literacy and numeracy  Welsh Language Level 1 - All employees will be required to undertake a basic Welsh Language Induction to reach this level. Please refer to The Welsh Language Skills Guidance online [www.rctcbc.gov.uk/WelshSkills](http://www.rctcbc.gov.uk/WelshSkills) | Confident use of range of ICT  Welsh Language Level 2 - Level 5. Please refer to The Welsh Language Skills Guidance online [www.rctcbc.gov.uk/WelshSkills](http://www.rctcbc.gov.uk/WelshSkills) |
| EXPERIENCE | Working with children in school or learning settings | Working with children with additional learning needs |
| **COMPETENCIES** | **Community and Social Care Competency Framework** | |
| 1. **Working with Team Members** | * + Asks for support when needed.   + Contributes to a strong team spirit of shared responsibility and cooperation. | |
| 1. **Communicating Effectively** | * + Communicates clearly and effectively.   + Uses style of language that others (e.g. children, young people, community representative, managers, professionals) can clearly understand. | |
| 1. **Earning Service Users' Trust** | * + Is person centred, and empathetic in responding to individuals' emotional and psychological wellbeing.   + Maintains clear professional boundaries whilst demonstrating a clear understanding of the service users' issues. | |
| 1. **Working with Change** | * + Is willing to try new ways of working and is flexible to them.   + Makes changes and ideas a reality, and helps to make them work. | |
| 1. **Achieving Results** | * + Is able to work effectively when under pressure.   + Is flexible, can switch tasks/roles/priorities to deal with new demands changes or new information. | |
| 1. **Encouraging Professional Development** | * + Is open to alternative methods of development e.g. training, coaching, reading, mentoring, experimental learning.   + Participates in regular reviews and supervisions to identify goals and areas for development. | |
| SPECIAL CONDITIONS AND PROFESSIONAL REQUIREMENTS | Commitment to professional development in the field of Additional Learning Needs including accredited specialist training.  Must have regard to all school Safeguarding and Health and Safety requirements. | |