



Job Description and Person Specification

Job title: Developmental Therapist

Reports to: Operations Manager/CEO

Job purpose: To carry out assessments of children with developmental delays and learning difficulties, and teach families individualised therapy programmes; to write a comprehensive Therapy Report for each child; to interact with other professionals and to participate in the delivery of training and promotional events

Key tasks

1. Carry out developmental assessments using our approved methods
2. Analyse and interpret assessment results to create individualised Therapy Programmes
3. Participate in casework meetings with other Therapists to assist the writing of their programmes
4. Escalate any child protection concerns that occur
5. Write a comprehensive report on each child, using our approved format
6. Maintain dialogue with families in between appointments
7. Assist with processing referrals and undertake telephone interviews
8. Design and deliver materials for training events such as seminars and conferences, support development of promotional materials
9. Maintain accurate and sufficiently detailed records, both on the database and on paper
10. Input data into the Clinic Database, and analyse test results to generate outcomes data
11. Continuous Professional Development (CPD), and attend mandatory training
12. Attend and participate in allocations meetings, team meetings, supervision, annual appraisal and complete actions within agreed timescales.
13. Undertake research in related subjects
14. Interact with the Fundraising and Finance teams as required to help them meet their objectives
15. There will be the requirement to deliver training, therapy or seminars across the country

Additional duties

1. To carry out other duties as may be required from time to time
2. To act at all times within bibic's policies and procedures
3. To promote bibic's good name, and an effective working relationship, with outside organisations
4. To work outside office hours, travel, and make overnight stays when required

5. To observe Health and Safety procedures in the work place to ensure personal safety and to safeguard the interests and safety of colleagues and visitors

Personal specification ('Essential' unless otherwise stated)

Education and qualifications

Essential Successful study at 'A' level or equivalent
5 GCSE's or equivalent, including English and Maths (grade 4 to 9/C and above)
Competence in the use of IT including MS Office and mobile technology
The ability to organise own study time and manage conflicting priorities

Desirable Training courses related to children or developmental difficulties
Formal qualifications relating to child development, Special Educational Needs and/or developmental difficulties

Experience

Working with, and taking responsibility for, children with developmental difficulties
Empathising with parents/carers about their child whilst maintaining professional boundaries
Analysing and interpreting complex customer data, and making productive use of the results

Characteristics

General understanding of the charity's objectives
Good communication skills, and the confidence required to talk to groups of people including teaching staff, parent groups, social workers and others
Problem solving
Calm under pressure, and able to remain effective when dealing with people in distress
Ability to work independently and as part of a team

Circumstances

Clean driving license and willing to travel
Passport holder, and the ability to travel abroad
Ability to work out of core hours
There will be times when you will be required to travel to deliver training, therapy or seminars this may involve an overnight stay

Terms and conditions

Salary: £21,000 rising to £23,000 on completion of training.
Holiday: 20 + 3 mandatory days between Christmas and New Year, plus B/H's
Hours: 37.5 per week, core hours 9-5
Pension You will be eligible for bibic's auto-enrolment scheme