**Job Title:** Therapy Coordinator

**Location:** FHL

**Position Type:** Full-time

**Reports to:** Admissions and Transitions Manager

**Salary:** £26,290 – £28,290

**About FHL**

FHL is an Independent Specialist College and Adult Social Care provider for students who are 19+. We provide learning and enrichment opportunities for students with diverse needs. We are committed to putting young people with complex learning and communication difficulties at the centre of everything we do. Our values drive our commitment to do this, we:

Enable our learners to achieve;

Empower them to communicate and advocate for themselves;

Include them in their local communities.

We offer a range of Programmes and services tailored to meet the unique requirements of each student, including therapeutic activities delivered both on site and off campus.

**Job Summary:** The Therapy Coordinator at FHL plays a pivotal role in enhancing the overall well-being and progression of our students. Working closely with the Curriculum team, Therapists and other key stakeholders, the Therapy Coordinator is responsible and accountable for coordinating and implementing comprehensive therapy programmes to support students with a variety of needs. This position requires a compassionate, highly organised, and proactive individual who is passionate about helping students thrive whilst at college and as they transition into life beyond our provision.

**Key Responsibilities:**

1. **Therapy Programme Coordination:** Collaborate with multi-disciplinary team to develop, implement, and evaluate therapy programmes that align with the needs of students. To ensure all students who have a therapy need identified on their EHCP, receive therapy as required at a frequency agreed in their plan. To be responsible and accountable for the smooth running of the therapy provision to all students.
2. **An ambassador for all Therapy disciplines including SaLT, OT & Physios** To work closely with the therapists to ensure that all plans and guidance are adhered to and embedded across college (both sites). To regularly work with the Therapists to ensure that plans are up to date, meaningful, understood and used by all staff and students.
3. **Timetabling and Organisation of FHLs Therapy offer:** Ensuring that all students have access to the therapeutic interventions which are stated on their outcomes on their EHCPs. Coordinate all practical aspects of students access to external therapy activities including Rebound, Hydro etc.
4. **Risk Assessment, therapy programmes and review**: Ensuring that the risk assessments are in place, the correct staff and ratios are insitu, transport is booked including a bus driver etc. Ensuring that all staff are appropriately trained and each learner has a clear package of intervention for any therapeutic activities, including a pictorial guide to provide clear instructions and understanding for all stakeholders.
5. **Student Assessment:** Conduct initial assessments and ongoing evaluations to identify students' therapy needs and track progress over time.
6. **Individualised Therapy Planning:** Develop Individualised therapy plans for students, in collaboration with therapists, tutors, and other relevant professionals, ensuring alignment with individual targets and personal goals.
7. **Therapist Liaison:** Serve as the primary point of contact for internal and external therapists working with students, facilitating communication, scheduling, and coordination of services. To ensure that referrals are made in a timely manner and any specialist equipment is provided by the NHS/CIC dependent on needs of the individual. Sourcing other available bursaries or support services for equipment, devices etc.
8. **Staff Training and Support:** Provide training and support to college staff on strategies for supporting students' therapeutic needs within the pathways and other settings.
9. **Parent / Carer Communication:** Communicate regularly with parents/carers to provide updates on students' therapy progress and collaborate on strategies for support.
10. **Data Management:** Maintain accurate records of therapy assessments, progress reports, and other relevant documentation, ensuring compliance with confidentiality and data protection regulations. Ensuring that all students have relevant and meaningful targets related to both their EHCP outcomes and the curriculum course offer and that these are consistently worked towards and recorded on Databridge (in close collaboration with the Education Team).
11. **Resource Development:** Identify and develop resources, tools, and materials to support therapy initiatives and enhance student engagement and progress.
12. **Multi-disciplinary Collaboration:** Collaborate with off-site professionals and stakeholders such as NHS Physio’s to ensure a holistic approach to student therapy requirements. Signposting students and their families if required to offsite provision and resources.
13. **Continuous Improvement:** Stay informed about best practices, research, and developments in therapy and special education fields, and integrate new insights into Programme planning and implementation.

**Qualifications and experience:**

* Demonstratable experience in Special Educational Needs and Disabilities / Adult Social Care or related field
* Full UK driving licence & willingness to drive a minibus/MIDAS training – willingness to complete
* Prior experience working in a similar role, preferably in an educational or therapeutic setting.
* Strong understanding of therapeutic interventions and techniques for supporting students with diverse needs.
* Excellent communication, interpersonal, and organizational skills.
* Ability to work collaboratively with a multidisciplinary team.
* Commitment to maintaining confidentiality and safeguarding the welfare of students.

**Benefits:**

* Competitive salary commensurate with experience.
* Professional development opportunities to support ongoing learning and growth.