



Job Description – Occupational Therapist Assistant

Reports to: Occupational Therapists & Head of HEART and Therapy

Location: West Heath School – Sevenoaks

Hours: Term time only 37.5 hours per week/ 39 weeks per year

The School:

West Heath School is a challenging place to work, but our dedicated staff rebuild lives through education. Teaching respect, encouraging responsibility, building relationships and developing resilience in our students is an integral part of the role. Our committed, dynamic and resourceful staff find the work rewarding.

Main Purpose of the role:

Supporting the Occupational Therapy service working with students at West Heath School as part of a multi-disciplinary team, throughout the school and its campus.

- To manage a designated caseload, under the supervision of an Occupational Therapist (OT) who will retain overall responsibility.
- To arrange with agreement from the OT, for provision of equipment and /or minor adaptations to meet students identified needs.
- When following a therapy session, identify any further needs and adaptations the student might require to the attention of the OT. If the needs identified are complex a further assessment may be required from the OT.
- To maintain accurate records, including the use of case notes, assessments, care plans and reviews.
- To liaise with a range of other professionals regarding the needs of the children/ young people on designated caseload, and refer to other professionals as appropriate.
- To assist OT's in complex cases by undertaking tasks that the OT has identified as appropriate to delegate.
- To assist OT's in carrying out equipment reviews and generally monitoring therapy equipment.
- To implement therapy programmes devised and monitored by OT's for groups and individuals.
- To design and create resources for individual student sessions.
- To provide administrative support to the OT as required.
- To support and train school staff, parents/carers on various aspects of therapy programmes as designated by the OT.
- To assist the OT with initial and ongoing assessments of students as required.



- To assist with group activities including the preparation and clearing up of sessions.

Professional / Clinical Responsibilities:

- To maintain confidentiality.
- Accurately record informal observations of student.
- Will have the ability to monitor student's progress during therapy and to record this accurately.
- Recognise when the student's intervention requires adjustment and seek supervision from the OT to change the treatment.
- Carry out equipment checks and minor adjustments to the equipment in the school environment.
- To work independently under the guidance and direct supervision of the OT.
- Deliver content of group and/ or individual sessions based on treatment objectives set by the OT.
- Organise own time and manage an appropriate balance between student contact time and administration time.
- To make therapy resources as requested by the OT and develop the ability to create resources using own initiative.
- To inform the OT if other therapists/members of staff wish to join a student session prior to this session taking place. The OT will ascertain whether it is appropriate for the extra member(s) of staff to join an Occupational Therapy session after discussion.
- To inform the OT if a member of staff requests a student to have an Occupational Therapy session (either for assessment or a block of therapy). The Occupational Therapy Support Worker will discuss this with the OT prior to booking the student into a session.
- Keep an up to date Continuing Professional Development folder and demonstrate this by showing regular in-house or external training or by relevant reading of literature/journals.
- Attend mandatory training as appropriate.
- Attend regular supervision sessions with the OT.
- Promote a positive image of Occupational Therapy to students, members of staff, parents and outside agencies.
- Attend Therapy team meetings and INSET day training as appropriate.

Safeguarding

- To undertake relevant Safeguarding training linked to the post and update as required.
- To ensure that you are aware of Safeguarding practices and policies and understand the escalation processes.



- Ensure that Safeguarding practice and policies are at the forefront of your practice with regard to the current guidelines from Keeping Children Safe in Education.
- Promote best practice safeguarding in all interactions with students.

Health and Safety

- Always working safely and hygienically within Health and Safety and Safeguarding Guidelines and Policies.

Partnership Working:

- Sustain and develop positive working partnerships with all areas of the School.
- Implement/monitor and contribute to joint initiatives as required.
- To create and develop links between the department and wider school community.
- Celebrate and share success with students, colleagues and parents/carers.

Equality and Diversity:

- Ensure equality in the workplace regardless of race, age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex, sexual orientation.
- Support people to express their individuality and uniqueness in all areas of life.

General:

- To act as an ambassador for West Heath School representing the school where necessary at Events and Meetings.
- To undertake ongoing continued professional development.
- To uphold the values and ethos of the school.
- To undertake such duties and responsibilities reasonably consistent with the role as may be required from time to time by the line manager.
- Follow West Heath School Policy and Procedures, paying particular attention to Safeguarding, Confidentiality & Health and Safety.
- To attend regular supervision sessions with Line Manager.
- Attend team meetings as required.
- Undertake any relevant training as identified.
- Ensure that professional standards are always met.
- To complete any tasks that are reasonably requested by your line manager or SMT.



PERSON SPECIFICATION: Occupational Therapist Assistant

Requirement	Essential	Desirable
1. Qualifications	<ul style="list-style-type: none"> • Maths and English GCSE or equivalent attained at grade 4 or above. • NVQ Level 3 or additional qualifications in relevant subjects such as Psychology, Therapy Assistant, Supporting Children and Young People. 	
2. Experience	<ul style="list-style-type: none"> • Experience of working in an SEN school. • Experience of supporting lessons. • Experience of taking accurate notes. 	<ul style="list-style-type: none"> • Experience of working as an Occupational Therapy Assistant in any setting, or generic therapy assistant. • Experience of dealing with secondary school age students with diagnosis including ASD, PDA, Mental Health difficulties, Sensory Processing difficulties
3. Knowledge and skills	<ul style="list-style-type: none"> • Excellent communication skills both written and verbal. • Ability to work independently with supervision/instruction from qualified staff. • Time management skills: • Working under pressure and meeting deadlines • Managing crisis 	<ul style="list-style-type: none"> • Attachment Aware and Trauma Informed Education/ Therapy models.
4. Competence	<ul style="list-style-type: none"> • Organised and driven • Able to work positively within teams and also individually 	



Requirement	Essential	Desirable
5. Personal Qualities	<ul style="list-style-type: none"> • High degree of personal integrity with a commitment to confidentiality • Approachable and aware of self and others • Ability to challenge and influence • Pro-active self-starter • Ability to work in a way which reflects the Schools values/ethos. • Working practice which encompasses equal opportunities. • Ability to work under pressure while recognising it in self and others. 	
6. Other	<ul style="list-style-type: none"> • Personal development - a strong interest in and commitment to continuous personal learning and development. • Enhanced DBS • Commitment to Safeguarding. 	

Note:

This Job Description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify reconsideration of the salary for the post.

West Heath School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.