

Occupational Therapy Assistant

Job Title	Occupational Therapy Assistant
School	Eden Academy Trust
Grade	Scale 5 (term time only – 39 weeks per year, 7.2 hours per day, 36hrs/wk)
Salary	
Team	Eden Academy Trust Therapies Service Occupational Therapy Team
Accountability	Senior Therapist/Clinical Lead/Head of Service

Main Objective:

The occupational therapy assistant support the delivery of occupational therapy for pupils attending the southern schools of the Eden Academy Trust.

The occupational Therapy assistant is trained by qualified therapists in the delivery of specific therapy programs. These are delivered in class, in 1:1 or in group sessions. Training and support is provided to ensure safe and correct delivery of these programs.

The occupational Therapy assistant delivers therapy programs as instructed and support the therapy service and schools in any tasks required to operate the service and meet the pupils needs.

The occupational Therapy assistant supports the occupational therapy team with administrative task which are required to operate the service.

Main Scope of the Job

- To support and deliver occupational and programs for children and young people with sensory and physical difficulties who have occupational recommendations on their Statements of Special Educational Needs (Education Healthcare Plans / EHC plans) under the guidance of trained therapists.
- To support the development of pupils with activities of daily living under the guidance of an occupational therapist
- To embody the values of the Eden Academy Trust in all aspects of work, showing professionalism, and a commitment to high quality work
- To train and support class teaching assistants to implement and deliver therapy programs as guided by qualified therapists.
- To monitor, maintain, review and set up basic therapy equipment used in session and ensure it is safe for use and well maintained.

- To make therapy resources and write therapy programs for implementation in school.
- To support relevant activities related to the school curriculum and therapy.
- To safeguard and promote the welfare of the pupils and raise any concerns to the designated safeguarding lead
- To work within the guidelines of the therapists and report any issues to appropriate lines of communication.

Specific Aspects of this position

Communication and Relationships

- 1) To communicate in a sensitive manner factual information to pupils, parents/carers and other school staff
- 2) To ensure all work is sensitive to the needs of a range of ethnic, cultural and religious groups is gender sensitive, anti-discriminatory and values diversity.
- 3) To carry out appropriate classroom observations as directed by therapists.
- 4) To work co-operatively with parents, teaching staff and other professionals to support the pupils.
- 5) To participate and contribute to class and staff meetings, parents' evenings, Multi-Professional Team Meetings and regular Therapies Service Meetings, Team Meetings as directed.
- 6) To work in accordance with school and EAT policies and procedures.
- 7) To understand the privileged responsibility that working across the schools provides, and to show professional discretion when providing support or challenge to practice that may require improvement

Knowledge, Training and Experience

- 1) To understand a range of procedures and therapeutic methods requiring a level of theoretical knowledge.
- 2) To be responsible for the management and development of own Continuing Professional Development (CPD), identifying and contributing to evidence-based practice.
- 3) To attend relevant courses, lectures and visits including mandatory school and Eden Academy Trust training.
- 4) To adhere to the CPD requirements of the Eden Academy Trust
- 5) To participate in a Personal Development Review and annual performance management.
- 6) To achieve and demonstrate agreed standards of personal and professional development within agreed timescales.
- 7) To provide relevant training to others.

Analytical and Judgmental

- 1) To assess pupils' response to treatment and to report to therapists.
- 2) To make judgements on modifications to suit pupils' needs and / or circumstances within own scope of practice.
- 3) To identify changes in pupils' response to treatment and seek professional advice when indicated.

Planning and Organisation

- 1) To set up and contribute to timetables for therapy sessions.
- 2) To liaise with other agencies, including ordering, referral and/or joint assessments and following appropriate after care protocols, as directed.
- 3) To undertake risk assessments in relation to the work, children, environment and equipment when working in the school setting.
- 4) To arrange and actively contribute to regular supervision with line manager.
- 5) Coordinating various clinics and liaison with equipment services

Responsibility for pupil Care and Safeguarding

- 1) To work with pupils with varying degrees of learning and associated difficulties in 1; 1 sessions and in groups settings.
- 2) To work with students who display challenging behavior.
- 3) To implement therapy interventions as outlined in therapy programs.
- 4) To monitor, evaluate set goals to measure the effectiveness of the intervention.
- 5) To report any incidents, harm or near risk in line with Eden Academy Trust Policies.
- 6) To promote and safeguard the welfare of the children and young people in therapy at all times, and to maintain good standards of and personal professionalism to provide an effective therapeutic environment.
- 7) The Eden Academy Trust is committed to providing equality of opportunity and to safeguarding and promoting the welfare of children and young people. There is an expectation that all staff share this commitment. The post holder will be required to adhere to the school's safeguarding procedures and policies and be seen to actively promote them in all aspects of their work.

Manual Handling

- 1) To maintain a specific responsibility for Manual Handling, keeping own practice and accreditation up to date, providing quality assured training, keeping up-to-date and accurate training and re-accreditation records, providing guidance, advice and support to staff as required, and acting swiftly when service delivery of manual handling falls below the required standard
- 2) To ensure senior leaders and line managers are fully aware and informed in person of any issues arising, particularly concerns around health and safety
- 3) To create and maintain risk assessments for pupils in relation to manual handling, ensuring accurate and detailed transitional information for any new staff who work with the child, ensuring accurate record keeping and timely review.

Additional Aspects or the role

Therapy assistants are expected fulfil a training role within the school. For example, this can be a role as manual handling trainer or physical intervention trainer. Such roles will be discussed with the post holder prior to allocation and supported with the required training and EAT support.

Responsibility to hygiene and infection control

- 1) To ensure a clean and safe environment is provided for the areas of work.
- 2) To operate at all times within the professional standards and schools' operating procedures relating to infection control and hygiene.

Contribution to Service Development

- 1) To work within a changing environment and actively contribute towards service development.
- 2) To liaise closely with the therapy team and allocated supervisor on the role within the school and comment on practice and procedures within service.
- 3) To undertake delegated tasks which contribute to service development which may not be directly pupil related, for example service audits and data collection.
- 4) To support the service in delivering training sessions for pupils in staff.

Responsibility for Financial and Physical Resources

- 1) To use resources efficiently.
- 2) To consider value for money when allocating or sourcing equipment for children.
- 3) To maintain and upkeep equipment in accordance with departmental guidelines.
- 4) To contribute towards the security, care and maintenance of equipment ensuring standards of infection control and safety are maintained

Contribution to staff and others

- 1) To support and advise less experienced staff.
- 2) To contribute towards the support and the induction of new staff within the clinical area and new members of the team and school as a whole.
- 3) To train and support others to carry out therapy techniques and programs.
- 4) To model good practice to teachers and LSAs.
- 5) To support LSAs to understand set targets.

Responsibility for Information Resources

- 1) To keep up to date records of clinical intervention within the codes of practice and professional guidelines, Health & Care Professions Council (HCPC) and school policy.

- 2) To ensure that all paperwork is followed up to completion e.g.: equipment orders.

Contribution to Research and Development

- 1) To participate in specific projects as agreed and contribute to discussions in the therapy team.
- 2) To participate in the collection of data using outcome measures for departmental audits or service development projects.

Freedom to Act

- 1) To work as a supervised practitioner within the standards of professional practice and HCPC.
- 2) To comply and work within codes of practice, professional guidelines and standards of the Health & Care Professions Council (HCPC) and Eden Academy – including those relating to Equal Opportunities, Health and Safety, Confidentiality of Information and Data Protection Act, as guided by the therapists.
- 3) Work is supervised.

DBS

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of the Eden Academy Trust's pre-employment checks.

This list is only an indication of the main tasks required to be performed. It is not an exhaustive list of duties and responsibilities and may be subject to amendments to take account of changing circumstances.

The Eden Academy Trust reserve the right that you may be required to undertake such other duties and/or hours of work as may reasonably be required of you commensurate with your grade at your normal place of work or from another location within the Trust.