



THE HOLMEWOOD
SCHOOL

**THE HOLMEWOOD SCHOOL: OCCUPATIONAL THERAPIST
JOB DESCRIPTION**

JOB TITLE	Occupational Therapist
REPORTS TO	Senior OT or SLT (to be agreed)
SALARY range	£18,400 to £22,109 - Band 6 equivalent (FTE £30,666 to £36,849)
HOURS	Part time. 8.30 - 4.30. 3 days a week
START DATE	September 2021

DUTIES AND RESPONSIBILITIES:

- To facilitate long-term and short-term Occupational Therapy interventions to a defined caseload, working with an agreed degree of autonomy and independence, with regular support/supervision from the Senior Occupational Therapist.
- Plan, prepare, deliver and evaluate support programmes for pupils.
- To organise and conduct initial parent/carer meetings to determine case history
- To facilitate initial assessment sessions, employing appropriate assessment methods to determine needs
- Provide targets for integration into the curriculum as part of each pupil's IEP in consultation with parents and teaching staff.
- Assess, record and report on the development, progress and attainment of pupils and maintain records of interventions.
- To keep confidential clinical case-notes for each student, in line with the standards of the relevant professional association of which the therapist is a part.
- To write annual progress reports to contribute to Annual Review meetings, as well as an end of year brief summary of engagement, progress and areas of continued need
- To meet regularly with parents and teaching staff to support breadth of thinking around students, contributing to appropriate strategies while maintaining boundaries of confidentiality
- To contribute to multi-disciplinary team meetings
- To contribute to whole staff training, including Occupational Therapy induction for new staff

PROFESSIONAL REQUIREMENTS:

- You must hold a relevant qualification in Occupational Therapy from an approved training institution

- You must be registered with the Health and Care Professions Council (HCPC), and be a registered practicing member of the professional association related to your therapy discipline.

EXPERIENCE:

- Relevant experiences of therapy as a qualified Occupational Therapist
- Prior experience working with Autism and complex special educational needs is a benefit
- Knowledge of competencies/standards framework required for the relevant therapy discipline.

CONTRIBUTION TO THE SCHOOL

- Help to maintain order and discipline among the pupils and safeguard their health and safety both on the school premises and when engaged in other authorised school activities.
- Participate in regular staff and Multidisciplinary team meetings.
- Attend and participate in whole school events that may occur outside normal working hours, such as parent evenings.
- Help to provide cover when other members of staff are not available.
- Participate in arrangements for providing appropriate adjustments to facilitate pupil participation in examinations.

HEALTH AND SAFETY:

It is the duty of all school employees to ensure that a safe working environment and safe working practices are maintained at all times. Any specific duties you are required to fulfil as part of the job you are employed to undertake will be detailed as part of your job description. All employees must comply with the duties imposed on them by the Health and Safety at Work Act and follow the school's Health & Safety Policy.

DATA PROTECTION:

The post holder must be familiar with and comply with the General Data Protection Regulations (GDPR) (May 2018).

In line with GDPR and The Holmewood School policies, all personal data is processed fairly and lawfully, for the specific purpose(s) it was obtained and not disclosed in any way incompatible with such purpose(s) or to any unauthorised persons or organisations, unless a lawful exemption applies.

The post holder must be familiar with and comply with all of The Holmewood School Policies on Data Protection, Confidentiality and Information Security and Access to children and young people's records and know how to deal with a request for personal information.

CONFIDENTIALITY:

The Holmewood School attaches the greatest importance to confidentiality and to the

confidentiality of personal health data, personal data and other data held and processed by the School. All data should be treated as confidential and should only be disclosed on a need-to-know basis.

Some data may be especially sensitive and is the subject of a specific organisation policy, including information relating to the diagnosis, treatment and/or care of children and young people and individual staff records. Under no circumstances should any data be divulged or passed on to any third party who is not specifically authorised to receive such data.

Due to the importance that the school attaches to confidentiality disciplinary action will be considered for any breach of confidentiality. All members of staff are expected to comply with national legislation in respect of confidentiality and data protection.

All employees should be mindful of the **six Caldicott principles** when dealing with person identifiable information.

- Justify the purposes of using confidential information
- Only use it when absolutely necessary
- Use the minimum that is required
- Access should be on a strict need to know basis
- Everyone must understand his or her responsibilities
- Understand and comply with the law

POLICIES AND PROCEDURES:

All staff should comply with the School's Policies and Procedures. It is the employee's responsibility to ensure that they are aware of the relevant Policies and Procedures for their area of work. Key Policies and Procedures will be explained as part of induction training.

EQUALITY, DIVERSITY AND RESPECT:

All employees must comply with the Equality, Diversity and Respect Policy and must not discriminate either directly or indirectly on the grounds of race, colour, nationality, religious belief, ethnic or national grounds, sex, marital status, sexual orientation, disability or any other grounds which cannot be shown to be justifiable. We encourage diversity in our staffing in order for children and young people to see themselves represented in society.

CLINICAL SUPERVISION:

It is mandatory for all professionally qualified therapists and clinical support staff to actively participate in clinical supervision as an integral part of their professional development. It is your responsibility to arrange this. Clinical Supervision will be monitored via agreed review and appraisal mechanisms.

SAFEGUARDING CHILDREN AND ADULTS:

The Holmewood School takes the issues of Safeguarding Children and Adults seriously. All employees have a responsibility to support the School in its duties by:

- Attending mandatory training on Safeguarding children
- Being familiar with individual and the school's requirements under relevant legislation

- Adhering to all relevant national and local policies, procedures, practice guidance and professional codes
- Reporting any concerns to the appropriate authority