Grade: C

JOB DESCRIPTION

Job Title: **Occupational Therapist**

Department: **High Close School**

Section: **South East & Anglia**

Reports to: **Principal and Head of Therapeutic Care**

Line Manager and Budgetary Responsibilities:

Direct reports: Occupational Therapy Assistant
Indirect reports: None
Budget managed: None

Context:

Occupational Therapist is a key role in the provision for the young people at the school

Key working relationships:

Internal contacts: All staff
External contacts: Parents, carers, local authorities and external professionals.

Job Purpose:

To work with the children, young people and staff across campus.

- To provide OT assessments, treatments, group work, work in the classrooms as well as direct work with children and young people providing programmes of OT (sensory diet).
- To represent the OT profession as part of the wider therapy team.
- Delivering training across campus and to parents as required.

Key Responsibilities:

1. The Occupational Therapist responsibilities:

- To plan and deliver, a pupil-centred occupational therapy service to a personal caseload of pupils and their families/ carers. This will include seeing students individually and/or in groups as appropriate.
- To assess and treat pupils with various conditions/disabilities and complex social and functional needs, within occupational therapy performance guidelines.

- Through assessment and analysis of findings, develop individual goal oriented treatment and intervention plans in collaboration with pupils (as appropriate), family/ carers and colleagues. This will include the application of skills to assess motor, sensory and cognitive function in the context of the student's social and physical environment.

- To utilise specialist occupational therapy skills in the assessment of the pupil and to gain valid informed consent for interventions and to work within a legal framework where consent issues are complex.

- To assess, prescribe, arrange provision and installation of specialised equipment and adaptations including seating.

- To monitor, evaluate and modify treatment in order to measure progress and ensure effectiveness of intervention.

- To ensure pupil's reviews demonstrate clinical reasoning and problem solving techniques to determine agreed outcomes.

- To undertake risk assessments to determine appropriate management, specifically related to the OT room and safe use of equipment. To ensure safety for self and others during all occupational therapy interventions.

- To apply an advanced level of understanding of factors influencing pupil development and of the effect of disability upon the pupil's occupational performance and provide training and advice on adaptations to the pupil's social and physical environment.

- To demonstrate professional skills and standards consistent with a specialist in the field and to ensure that services provided comply with professional and departmental standards of practice.

- To communicate and liaise effectively with other professionals, students, family/carers and other agencies to ensure an integrated pattern of service delivery. Use formal and informal reporting mechanisms to ensure effective communication.

- To attend and contribute to department meetings, including multi-disciplinary- and Therapy team meetings, and progress meetings relating to clinical caseload.
- To record students' treatment and other related activity in accordance with professional and departmental guidelines.

- Build and sustain relationships as an independent practitioner and collaboratively as a member of the team.

- To remain informed on developments and trends in occupational therapy practice by study of the current literature available and to adapt own working practices accordingly.

- To develop clinical, managerial and teaching skills via continuous professional development (CPD), including maintenance of an up-to-date CPD portfolio.

- To attend and contribute to regular supervision sessions and participate in performance reviews.

- To attend and contribute to TCI and Safeguarding training and other identified training.

- To contribute to the planning and co-facilitation of group with the wider therapy team to meet the needs of the children and young people.

- To conduct a comprehensive children and young people sensory processing needs and to be able to create sensory diets in collaboration with the children and young people.

- To support children and young people self-regulation skills, using approaches such as zone of regulation and or the alert program. Sharing and helping to embed these approaches in a whole school approach throughout the school.

- To contribute to the referral process of HCS looking at OT provision, identified needs and provision laid out in the EHCP and also identify children who will need OT assessments and prioritizing accordingly.

- To be responsible for the day-to-day supervision and management of the OT Assistant, including supervision work and providing regular clinical supervision and managerial supervision session.

- To be responsible for their performance and growth review process, individual goal setting and identifying training delegation of task according to the OT Assistant level of experience to post.

- To offer OT students placement, when possible, in order to promote and develop the profession.

- To be able to recognize and prioritise and respond to any safeguarding concerns as part of the daily work.

Health & Safety

Follow safe systems of work at all times in accordance with your responsibilities as an employee of Barnardo's in line with Health and Safety and Fire policies and procedures. Inform the line manager of any defects in Health and Safety arrangements in the workplace or in workplace activities, so that remedial action can be taken to prevent an accident or ill health.

This Job Description and Person Specification reflect the duties of the post as they exist at this time and may be subject to changed based on the needs of the Department Programme. The post-holder may be required to undertake other duties commensurate with the salary and competence requirements of this post from time to time as required.

Pre-employment checks required for the role:

- This post is subject to an enhanced disclosure check via the Disclosure & Barring Service.
- This post is subject to satisfactory pre-employment checks

Grade: C

PERSON SPECIFICATION

All criteria are essential unless indicated as desirable (D).

Job Title: Occupational Therapist

Please note:
Applicants must demonstrate in their application form that they currently use the skills outlined below or have used them previously in employment, education, training, volunteering etc.

Education/Knowledge

- Degree/Diploma in Occupational Therapy
- Health and Care Professions Council (HCPC) Registered
- Member of Royal College of Occupational Therapists (RCOT)
- Evidence of recent training relevant to specialism
- Knowledge of legislation around Education, EHCP's and SEN.
- Post Graduate Training in Sensory Integration/Sensory Processing
- Knowledge of attachment and trauma

Experience

- Current experience of working at Band 6/7 in a relevant setting
- Experience of supervising and managing an OT Assistant/junior staff member (D)
- Experience of working with children and young people from Primary school age and into adolescence
- Experience of working with children and young people with a range of SEN
- Experience of working with schools, directly or indirectly, and providing OT services in a school environment
- Experience of writing assessment, review and multi-professional reports
- Experience of facilitating, planning and running group sessions with young people.
- Experience of delivering training to school staff and/or parents/carers about the role of OT and Sensory Processing.
- Experience of working with young people to make Sensory Diets
- Experience of working with whole school self-regulation programmes, such as The ALERT programme and The Zones of Regulation
- Experience of delivering Sensory Integration treatment sessions.
- Experience of working as part of a multi-disciplinary team

Skills/Abilities

- Able to apply Barnardo's safeguarding and child protection procedures
- Able to work independently as the sole OT in the school setting
- Confident in representing the OT Profession in team meetings, when meeting with parents/carers and other professionals
- Able to manage own caseload and own diary, meeting deadlines.
- Able to work flexibly with children and young people who themselves find it difficult to be flexible and to regulate their emotions.
- Able to cope in emotionally draining situations and to be able to support other staff to cope when faced with emotionally challenging situations.
- Able to adapt assessment and treatment plans as needed when a child/young person is struggling to cope
- Able to use a variety of assessment methods, standardised and non-standardised, observations, questionnaires, to gather the necessary information to inform an OT Formulation/Treatment plan.
- Creativity in making treatment sessions fun, playful, occupation focused and engaging for children and young people.
- Good supervision skills – able to confidently delegate to and supervise the work of the OT Assistant and also to regularly undertake own clinical and managerial supervision.
- Responsible for own CPD – sourcing appropriate courses and discussing own development with Head of Therapy.
- Able to manage the OT department budget effectively.
- Can demonstrate competent and safe use of specialist Sensory Integration equipment (e.g. suspended equipment)

Circumstances

- Accepts requirement to work in a non-smoking environment consistent with Barnardo's statutory obligations and guidelines on our working environment in all other respects
- Flexibility in working hours and location, as per contract of employment, with a reasonable consideration for personal circumstances and planning of arrangements.
- From time to time, the role may require attendance at meetings, training and other events outside of normal working hours

Competencies

Team Leadership

The need to lead groups of people to work effectively together. The intention to take a role as leader of a team/group. 'Team' is understood as any group in which the person takes on a leadership role.

Team Working

Ability to working collaboratively and share information within and across the organisation and contribute to the effective delivery of Barnardo's services. Builds and maintains good working relationships with colleagues to foster team spirit, commitment to the team and achievement of shared goals.

Striving for Excellence

Desires to improve performance, do a task better (faster, more effectively or at lower cost) by committing self in accomplishing challenging objectives/targets or competing against more stretching self-defined standards of excellence.

Concern for Accuracy

Acts to minimise errors and inaccuracies, maintaining high standards of accuracy and correctness in dealing with information and data. Adopting an orderly and precise approach to work paying careful attention to following standard procedures and ways of working

Barnardo's Basis and Values

(EDI) Code of Conduct

Actively demonstrate Barnardo's Basis and Values and EDI Code of Conduct in all areas of work:

- Respecting the unique worth of every person
- Encouraging people to fulfil their potential
- Working with hope
- Exercising responsible stewardship

Leadership and Management Behaviours

Act as a role model for the Barnardo's Leadership and Management behaviours:

- Driven to deliver
- Leading and engaging
- Strategic thinking

- **To be completed by the People Team / Pay and Reward Team**

Job Title	Occupational Therapist
Grade	C
Job Family	Clinical Health
Job Type	Manager/Senior Professional
Compensation Region	Rest of UK
Job Function (NI only)	