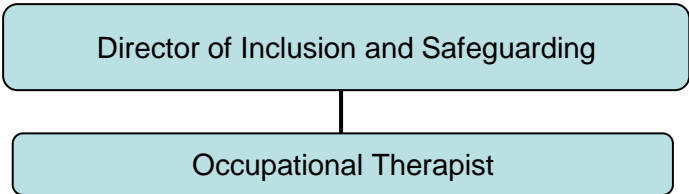




Maiden Erlegh Trust

Job Description			
Role	Occupational Therapist	Reports to	Director of Inclusion & Safeguarding
Grade	MET Grade 8, SP30-34	Hours of work	37 hours per week, term time only, plus all INSET days
Purpose	To develop and deliver a high-quality in-house Occupation Therapy provision for young people in our schools (EYFS to Sixth Form).		
Scope	Main contacts: <ul style="list-style-type: none"> • Trust and school leaders • Trust Inclusion leads and SENCOs • Teachers, teaching assistants • Parents/carers 	Staff responsibilities: NA	Financial accountability: N/A
Accountabilities	<p>Provision</p> <ul style="list-style-type: none"> • To provide a high standard of safe, holistic and evidence-based Occupational Therapy within a school setting. • To undertake specialist assessment, treatment, interventions, education and support for student in a school setting (including advice to parents and carers). • To devise and evaluate Occupational Therapy plans and classroom-based programmes based on the assessment process in consultation with the student, teachers and TAs, family and carers respecting choices and diversity. • To liaise with, and foster positive relationships with, SENCOs, Inclusion Leads, Headteachers, Pastoral staff, external agencies, students and parents. <p>Monitoring and record-keeping</p> <ul style="list-style-type: none"> • To record all Occupational Therapy intervention in compliance with Maiden Erlegh Trust guidelines and using appropriate management information systems). • To evaluate Occupational Therapy intervention and maintain and develop a high standard of clinical and professional practice at all times. • To assist with service development and improvement through audit, planning and review. <p>Wider participation</p> <ul style="list-style-type: none"> • To promote good working relationships and effective and appropriate communication with all disciplines across the Trust, within schools and with all stakeholders. • To lead communication and design and lead training for staff across the Trust on Occupational Therapy. • To provide information, advice and guidance for students and parents through newsletters, social media and information evenings. • To participate in school activity, presentation evenings and attend meetings as directed by Director of Inclusion and Safeguarding • To attend Trust and school meetings as directed by the Director of Inclusion and Safeguarding • To be aware of, and adhere to, all Trust and school, Safeguarding, Equality, Health and Safety, and Human Resources Policies and Procedures (including the Staff Code of Conduct). <p>Professional development</p>		

	<ul style="list-style-type: none"> • To participate in regular supervision sessions, and the annual Appraisal process. • Adhere to HCPC and RCOT Professional and Clinical Standards and maintain appropriate levels of registration. • To take responsibility for maintaining an awareness of current trends in treatment techniques and professional issues and to participating in active learning by appropriate study and professional training and development. <p>Resource management</p> <ul style="list-style-type: none"> • To work with financial budgets to provide cost effective and efficient services. • To advise schools on how to maintain and store all Occupational Therapy equipment safely. <p>Other</p> <ul style="list-style-type: none"> • Any other related and reasonable duties as requested, from time to time. • The above duties are not exhaustive, and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher.
Personal Attributes	<ul style="list-style-type: none"> • Commitment to safeguarding and equality • Excellent interpersonal and team-working skills • Resilience and the ability to remain calm under pressure and provocation • Negotiation and problem-solving skills • Good analytical and reflection skills • Good written and verbal presentation skills • Good organisational skills • Ability to prioritise workload • Willingness to work flexibly and adapt • Ability to use initiative <p>The role will involve travel between our different schools so a means of transport is essential.</p>
Experience and qualifications	<ul style="list-style-type: none"> • Recognised Occupational Therapy Degree Qualification or equivalent • HCPC and RCOT registration • Health Professions Council – Licence to Practice • Experience of working within an educational setting • Knowledge of assessment tools • Knowledge of a range of appropriate therapeutic interventions • Knowledge and understanding of the principles of clinical audit • Experience of working collaboratively and co-operatively as part of a multi-disciplinary team • Experience of working with children and teenagers with SEND (especially ASD, ADHD and SEMH)
Organisational Chart	 <pre> graph TD A[Director of Inclusion and Safeguarding] --- B[Occupational Therapist] </pre>

Maiden Erlegh Trust is committed to ensuring that we promote student health, enjoyment, safety, participation in wider school life, social and economic wellbeing and academic achievement. Employees of the school are expected to show understanding of this agenda and to give expression to it in their work at the school. All posts require an enhanced DBS disclosure.