



Job Pack

Band 5/6 Occupational Therapist



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October 2023

Dear Applicant,

I am delighted that you have chosen to apply for a post with SEARCH Education Trust. We are a family of schools focused on positively transforming the lives of our students! We believe passionately in the power of 'stronger together'.

The SEARCH Education Trust is founded upon the following principles:

- **Subsidiarity** - the Central Trust performs only those functions which are better undertaken together to improve quality, efficiency and sustainability;
- **Empowerment** – of schools and young people to overcome the disadvantages resulting from background, personal circumstances or characteristics; helping them to become leaders and courageous advocates of justice, fairness and equity;
- **Autonomy** – which is aligned and accountable within a framework of shared understanding and which balances freedom and independence, with unity of purpose;
- **Resilience** – the ability to adapt and recover quickly from challenging situations and see problems as opportunities to build something better;
- **Community** – a focus on people working together for the good of each other, celebrating difference and diversity and seeing the humanity which unites us all;
- **Honesty** - the quality of being open and transparent which enables good listening, fosters mutual trust and supports good decision making.

This form part of our SEARCH vision which is at the heart of our community, provides a space within the wider education system where schools can come to work together, to grow and flourish.

I have been a proud member of the trust for 14 years and am excited to now have the privilege of leading our group of strengthening and growing schools.

Choosing the SEARCH Education Trust means making the choice to be part of an evolving, ambitious and supportive Trust where you are valued, encouraged and can develop your talents whatever they may be and be looked after in your journey. We look forward to receiving your application.

Yours Faithfully

Mrs Elen Roberts
Executive Headteacher
For and on behalf of SEARCH Education Trust



Job description

Post	Band 5/6 Occupational Therapist
Grade	NJC Pay Scale 6 point 18 £30,699 to 20 £31,731 pro rata, actual £27,906.57 to £28,844.7 OR PO3/4 point 35 £43,815 up until PO4 point 37 £45,834 pro rata, actual £39,829.52 to £41,664.87 (depending on experience)
Contract	Permanent
Hours	full or part-time time, term time only, permanent post
Responsible to	Lead Occupational Therapist/Member of SLT
Start Date	As soon as possible

Purpose

The post holder will provide occupational therapy intervention to children and young adults managing a caseload of pupils with a range of needs in association with autism. The postholder will provide OT across Primary, Secondary and Post-16 departments devising child centered therapy plans using evidence based practice. The postholder will be expected to engage with appropriate support and supervision.

You will work closely with the therapy team and be the central point of reference supporting staff in their daily practice.

You will need to be a flexible worker and to work alongside people to support and develop their knowledge and skills. You will be self-motivated to deepen your knowledge on theory and practice so that you are able to carry out the duties successfully as described in the job description.

SPECIFIC DUTIES & RESPONSIBILITIES:

STUDENT AND SCHOOL WORK

1. To provide specialist, culturally appropriate, evidence based occupational therapy assessments for learners with a variety of needs in order to establish and meet their occupational needs.
2. Through standardised and non-standardised assessments to develop the clinical skills to determine and recommend the best course of intervention, developing comprehensive therapy plans.
3. To interpret assessment results and identify therapy targets as part of an overall individual plan with support where appropriate.
4. To carry out observations of individual pupils within a busy environment.
5. To develop and maintain clinical skills and knowledge in a range of diagnoses to enable the supported management of a caseload of children and young people.
6. To plan appropriate therapeutic intervention, making judgements about type and timing of treatment in collaboration with the therapy team, education staff and school.
7. To plan and implement a range of child-centered individual and/or group interventions, using clinical reasoning skills.
8. To provide feedback to the lead OT so that therapy programmes and progress may be re-



evaluated established intervals depending on the needs of each child and the outcomes expected.

9. To use a range of evidence based therapy/ management options in formulating programmes
10. To ensure that up to date written electronic records and activity are maintained in accordance with the professional and organisation standards.
11. To provide regular written and verbal advice, to education staff, parents and other health professionals.
12. To contribute to the writing of reports and therapy programmes
13. To evaluate treatment outcomes using a range of therapeutic and educational frameworks.
14. To ensure targets are up to date and are central to the individual targets and planning of each student.
15. To provide families with advice and training to support the management of intervention and ensure generalisation of targets.
16. To make the appropriate referrals to other agencies in liaison with the Therapy team and school based multi-agency team
17. To follow guidelines and policies in place with regards to equipment and practice.
18. To carry out home visits in liaison with the lead OT /LM or under their direction
19. To attend meetings where requested in order to provide advice about the therapy needs of the pupil. To arrange these meetings when appropriate.
20. To participate in the delivery of the therapy development plan.
21. To work with the lead OT/LM to effectively plan the daily management of a caseload of children.
22. To prioritise clinical work and balance other pupil related and professional activities as the department requires.

COMMUNICATION AND RELATIONSHIP SKILLS:

1. To demonstrate excellent written and verbal communication skills
2. To work closely with staff, pupils, professionals and families using empathy, tact, and reassurance at all times.
3. To remain professional at all times and conduct yourself in a professional manner.
4. To communicate successfully with staff, pupils, professionals and families to gather information required and disseminate information appropriately.
5. To provide and receive information of a sensitive nature relating to pupils and carers demonstrating empathy and reassurance. Recording outcomes and disseminating said information where essential.
6. To confidentially handle and liaise regarding sensitive issues and information with other services.
7. To develop skills to enhance collaborative working in the therapeutic process.
8. To form effective therapeutic relationships with pupils who may be under stress and/or presenting with challenging behaviour.
9. To be able to report effectively on student's responses to interventions and needs to supervise therapists, families, class staff, SLT or other professionals.
10. To communicate effectively and clearly with pupils at whatever level of need they have and to use the appropriate resources to support this.
11. To network with external OT colleagues through attending professional forums to support own and service development objectives.
12. To supervise the work of volunteers, assistants, students and junior therapists as required

KNOWLEDGE, TRAINING & EXPERIENCE:

1. In accordance with the Health and Care Professions Council and Royal College of Occupational Therapists:
 - o Assume personal and professional responsibility for maintaining a working knowledge of new statutory guidelines, changes to occupational therapy practice, new developments, evidence



- based practice and research; demonstrate this in everyday practice and through your CPD portfolio.
- Review and reflect on own OT performance through effective use of professional supervision, CPD opportunities and annual appraisal; ensuring own learning and development needs are identified to broaden the knowledge and clinical practice.
 - Apply clinical skills and knowledge to demonstrate professional competence and fitness to practice as an occupational therapist
 - Comply with the RCOT Code of ethics and Professional Conduct, and HCPC Professional Standards and local policies at all times
2. To maintain an awareness and working knowledge of other professionals' ethical guidelines within the team to enable ethical inter professional working.
 3. To use and maintain sound clinical reasoning skills throughout the therapeutic process to ensure best practice and identify risk.
 4. To plan, implement and evaluate own work, seeking advice as necessary.
 5. For newly qualified a commitment to completing the core competencies

ANALYTICAL AND JUDGEMENTAL SKILLS:

1. To adapt intervention/group activities as necessary according to individual need, progress and changes in environment/circumstance with the support of the lead OT/LM where required
2. To work under the direction of the lead OT/LM to develop individual intervention packages for students.

PLANNING AND ORGANISATIONAL SKILLS:

1. To participate in the delivery of the therapy development plan.
2. To manage and prioritise own caseload whilst carrying out the occupational therapy process and acting as a source of clinical expertise and professional advice in liaison with your line manager(s).
3. To prioritise clinical work and balance other student related and professional activities as the department requires.
4. To plan and organise groups/ individual sessions in liaison with your line manager(s).
5. To be involved in planning, organising and delivering training to parents/carers and educational staff, as part of the therapy team.

PHYSICAL SKILLS:

1. To be able to maintain a level of physical intervention when working with students such as: sensory circuits, deep pressure, delivering heavy workouts with students, showing students how to practice certain skills (e.g. gross motor skills) and using physical equipment as required.
2. To support the school's Team teach physical intervention when required.
3. To have due regard for your own safety and that of students, particularly in regard to moving and handling regulations and restraint policies.

POLICY/SCHOOL DEVELOPMENT AND IMPLEMENTATION:

1. To be aware of and adhere to all school policies and procedures with particular reference to lone working, safeguarding and welfare and health and safety.
2. To report all complaints, incidents and accidents to the line manager immediately, following



- school policy and ensuring follow up records are completed
3. To undertake risk assessments where necessary and follow these.

RESOURCES:

1. To monitor stock quality and levels of resources and advise the OT assistant of any need for replenishment.
2. To be responsible for the security, care and maintenance of equipment whilst in use.
3. To liaise with the OT assistants to ensure students have all the necessary resources for their programmes and ensure these are in good 'working' order.
4. To ensure each class has required baseline core standard resources available to students as outlined within guidance and policy.

DOCUMENTATION:

1. To ensure that timely, accurate and informative records of occupational therapy assessments and interventions are recorded; in line with the standards of RCOT.
2. To provide timely, comprehensive, clearly written occupational therapy reports on learner's assessments, interventions and outcomes.
3. To keep intervention tracker up to date
4. To keep personal caseload information up to date on appropriate IT systems.
- 5.
6. To share information with others, observing data protection/information sharing guidelines.
7. To keep and produce accurate data where required.
8. To keep online resources up to date for all staff to access.

CLINICAL GOVERNANCE

1. To apply national, local and RCOT guidelines/standards of practice
2. To work with the Educational Accredited Bodies guidelines and implement frameworks to achieve competencies required to OFSTED standards.
3. To maintain and observe confidentiality of all information relating to learners as detailed in The Grove School Policy and adhere to the RCOT standards of practice.

RESEARCH AND DEVELOPMENT:

1. To participate in clinical audits as required.
2. To participate in research projects as required.

EMOTIONAL EFFORT:

1. To work with children with challenging behaviours as a result of their sensory needs or other factors related to function that can influence the behaviour.
2. To identify and manage own stress and levels of emotion and be able to seek support if necessary.

OTHER:

1. To actively support the effective functioning of the Therapy Service throughout the school.
2. To undertake any other duties as required by the senior leadership team, multi-disciplinary team or LM as required, providing it is within your abilities and commensurate with your post.
3. To work in accordance with school policies and guidelines at all times.
4. To maintain confidentiality at all times of any information concerning students or staff which you have to access during the course of your work.



5. To ensure fair and equality for all and the appropriate measures are taken to ensure fair access to all.
6. To undertake lunch and break duties as required e.g. to supervise students during their lunch breaks

Key Organisational Objectives

The postholder will contribute to the SET objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed.
- Ensuring compliance with Data Protection legislation.
- At all times operating within the Trust's Equalities policies, demonstrating commitment and contribution to improving standards of attainment.
- Adopting Customer Care and Quality initiatives.
- The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.
- The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned.

Safeguarding Children

SET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

Conditions of Service

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the Trust.

Special Conditions of Service

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions and are expected to disclose such information at the appointment interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

Equal Opportunities

The postholder will be expected to carry out all duties in the context of and in compliance with the Trust Equalities policies.



Date signed:

Signature of postholder:

Name Of postholder:



Person specification For Band 5

	Essential	Desirable
Experience and Knowledge		
Experience working with children and young people with autism	✓	
Experience of using formal and informal assessment tools	✓	
Experience of recommending and implementing occupational therapy strategies	✓	
Experience of completing assessments and planning therapy goals at undergraduate or postgraduate level	✓	
Experience of working in a multi-disciplinary team	✓	
Documented Evidence Of CPD	✓	
Knowledge of a range of approaches to assessment, intervention and outcomes relevant to children and young people with autism	✓	
Knowledge of current policies relating to health, social care and education	✓	
Knowledge of standards of recordkeeping	✓	
Knowledge Of Safeguarding policies and procedures	✓	
Knowledge of child development	✓	
Awareness of a range of therapeutic approaches	✓	
Awareness of relevant assessment tools	✓	
Awareness of evidence -based practice relevant to children and young people with autism	✓	
Previous experience of working with Children in the field of Occupational Therapy and / or other fields.		✓
Evidence of successful completion of specialist short courses relating to the post.		✓

Experience of training parents, other therapists and other professionals		✓
Experience of working with SEMH		✓
Skills		
Technical Skills and Attributes		
Working knowledge of areas of need affected by autism	✓	

Strong IT skills	✓	
Strong organisational skills and prioritising.	✓	
Strong Ability to use initiative.	✓	
Good communicator	✓	
Excellent time keeping	✓	
Working knowledge of supporting young people with autism and their families	✓	
Personal Skills and Attributes		
Ability to relate well to all adults and young people with autism.	✓	
Ability to maintain confidentiality	✓	
Ability to work effectively within a team	✓	
Able to work towards working independently across the whole school	✓	
Able to inspire confidence and influence and motivate others through example	✓	
Excellent recordkeeping skills and the ability to communicate and feedback clearly to others.	✓	
Accuracy and attention to detail.	✓	
Ability to adapt to the changing needs of students	✓	
Ability to adapt to the changing needs of situations	✓	
Ability to work under pressure	✓	
Ability to demonstrate empathy and patients	✓	
Exercise tact and diplomacy where relevant	✓	
Demonstrate a flexible approach to working	✓	

Ability to work autonomously		✓
Qualifications and Training		
Recognised Occupational Therapy Degree/Qualification	✓	
HCPC Registration	✓	
RCOT Membership	✓	
Relevant training in the field of SEN, therapy and autism	✓	
Willingness to take on any required training e.g. sensory integration	✓	
Evidence of CPD		✓
Member of relevant Specialist Sections		✓

Other Requirements		
The post holder must respect the confidentiality of all matters relating to the students, staff and families.	✓	
Willingness to be flexible with working hours to respond to the needs of the school.	✓	

Person specification For Band 6

	Essential	Desirable
Experience and Knowledge		
Experience working with children and young people with autism	✓	
Experience of using formal and informal assessment tools	✓	
Experience of recommending and implementing occupational therapy strategies	✓	
Experience of completing assessments and planning therapy goals at under graduate or postgraduate level	✓	
Experience of working in a multi-disciplinary team	✓	
Documented Evidence Of CPD	✓	
Knowledge of a range of approaches to assessment, intervention and outcomes relevant to children and young people with autism	✓	

Knowledge of current policies relating to health, social care and education	✓	
Knowledge of standards of recordkeeping	✓	
Knowledge Of Safeguarding policies and procedures	✓	
Knowledge of child development	✓	
Awareness of a range of therapeutic approaches	✓	
Awareness of relevant assessment tools	✓	
Awareness of evidence -based practice relevant to children and young people with autism	✓	
Previous experience of working with Children in the field of Occupational Therapy and / or other fields.	✓	
Evidence of successful completion of specialist short courses relating to the post.		✓
Experience of training parents, other therapists and other professionals		✓
Experience of working with SEMH		✓
Skills		
Technical Skills and Attributes		
Working knowledge of areas of need affected by autism	✓	

Strong IT skills	✓	
Strong organisational skills and prioritising.	✓	
Strong Ability to use initiative.	✓	
Good communicator	✓	
Excellent time keeping	✓	
Working knowledge of supporting young people with autism and their families	✓	
Personal Skills and Attributes		
Ability to relate well to all adults and young people with autism.	✓	
Ability to maintain confidentiality	✓	
Ability to work effectively within a team	✓	
Able to work towards working independently across the whole school	✓	
Able to inspire confidence and influence and motivate others through example	✓	
Excellent recordkeeping skills and the ability to communicate and feedback clearly to others.	✓	

Accuracy and attention to detail.	✓	
Ability to adapt to the changing needs of students	✓	

Ability to adapt to the changing needs of situations	✓	
Ability to work under pressure	✓	
Ability to demonstrate empathy and patients	✓	
Exercise tact and diplomacy where relevant	✓	
Demonstrate a flexible approach to working	✓	
Ability to work autonomously	✓	
Qualifications and Training		
Recognised Occupational Therapy Degree/Qualification	✓	
HCPC Registration	✓	
RCOT Membership	✓	
Relevant training in the field of SEN, therapy and autism	✓	
Willingness to take on any required training e.g. sensory integration	✓	
Evidence of CPD		✓
Member of relevant Specialist Sections		✓

Other Requirements		
The post holder must respect the confidentiality of all matters relating to the students, staff and families.	✓	
Willingness to be flexible with working hours to respond to the needs of the school.	✓	



The Grove School, part of the SEARCH Education Trust, is committed to safeguarding and promoting the welfare of our students and young people. The successful applicant will therefore be required to complete checks in line with the requirements of Keeping Children Safe in Education with regard to DBS and other pre-employment checks.

We encourage applications from all sectors of the community to reflect our diverse student population.

Band5/6 Occupational Therapist

Salary: NJC Pay Scale 6 point 18 £30,699 to 20 £31,731 pro rata, actual £27,906.57 to £28,844.7

OR PO3/4 point 35 £43,815 up until PO4 point 37 £45,834 pro rata, actual £39,829.52 to £41,664.87 (depending on experience)

Location: Haringey

Contract Term: Term time only, 36 hours per week

Closing Date: 9 a.m. on Monday 30th November 2023

Interview date to be confirmed

The Grove School is a brand new special school for young people with autism opened in September 2018 in Haringey as part of the SEARCH Education Trust. We have a dedicated staff team who work hard to ensure our pupils are supported to achieve their full potential. Community values and partnership are at the heart of what we do and we are all immensely proud to be part of this successful school.

We are looking to appoint an enthusiastic, dynamic and motivated Occupational Therapist who has an outstanding track record and is ready for an exciting new challenge to join our expanding team.

This is a rare and exceptional opportunity to be involved in the continued development of the OT provision within The Grove School. As a member of the multidisciplinary team, you will be part of the development and planning process and work alongside staff planning and implementing therapy programmes.

The successful candidate will make an important contribution to the school ethos and promote occupational therapy practice across the school.

The successful candidate will have:

- Experience of designing and planning a range of resources that support learners with autism at classroom level
- Experience and understanding of effectively communicating with parents
- Working knowledge of areas of need affected by autism
- Strong organisational skills and prioritising
- Strong ability to problem solve and shows self-initiative
- A flexible and proactive approach to supporting students
- Ability to communicate well with students, teachers and adults



- A commitment to safeguarding children.
- A commitment to maintaining up to date knowledge and skills around Occupational Therapy
- Have good ICT skills

You can access some virtual tours and our prospectus on our website at www.thegroveschool.co.uk

Completed application forms should be submitted via TES by **9 a.m. on Monday 30th November 2023.**
Interview date to be confirmed.

NB: Please note that in line with the new Keeping Children Safe in Education updates, an online search will be conducted as part of our due diligence checks on all shortlisted candidates. CV's or incomplete application forms will not be considered. Only those that are shortlisted will be contacted by the school. Applications may be considered whilst the posts are being advertised. SEARCH Education Trust reserves the right to close adverts earlier than the stated deadline. We advise early applications are submitted.