

The Rise Partnership Trust - Job Description

TITLE: Occupational Therapist

WORKING TIME: 36 hours a week, term time only + 3 weeks

SALARY/GRADE: GLPC Spinal Point 20 – 25 (Actual starting salary (pro rata) £34,258.46)

Base: Manor School, Manor School Early Years Centre, The Avenue School, Wembley Manor; The Rise Partnership Trust

JOB SUMMARY

To contribute to the provision of Occupational Therapy services across The Rise Partnership Trust, participating in the achievement of the OT mission and quality objectives to provide a high quality, efficient and effective Occupational Therapy service.

DUTIES AND RESPONSIBILITIES

Clinical:

- Manage own caseload of pupils/classes within specialist school settings, in accordance with the service delivery model, including:
 - carrying out clinical observations, informal and formal assessments of pupils and analysing the results reflecting on own knowledge and experience and seeking more specialist advice as required;
 - being responsible for devising and implementing pupil-centred, occupation-focused therapeutic intervention plans in association with the pupil's parents / carers and education staff;
 - monitoring and evaluating interventions and adapting accordingly;
 - providing reports and reflecting on own specialist knowledge and experience with reference to established and evidence-based practice within the profession.
- Be a key member of the Multi-Agency Support Team (MAST) and liaise with a wide variety of other professionals, including class-based staff, in order to provide a comprehensive and holistic service.
- Establish trusting and respectful relationships with pupils, their parents/carers, education staff and other professionals ensuring that appropriate boundaries are maintained.
- Be competent and confident in safe manual handling of children and young people in the context of Occupational Therapy.

Administration:

The Rise Partnership Trust (RPT) is a company limited by guarantee which has exempt charity status. RPT is registered in England and Wales (company number 10027322) c/o Manor School.

- Maintain clinical records in line with service policies.
- Contribute to the annual gathering of activity data for information systems and clinical effectiveness measures and undertake audit projects as required.

Training:

- Collaborate in devising, delivering and evaluating training courses for parents/carers.
- Collaborate in devising, delivering and evaluating training courses for education staff.
- Support class-based staff, parents/carers, and other members of the MAST in identifying barriers to pupil's participation and performance in their daily occupations, and determining activity and environmental strategies to minimise these barriers.

Service Provision:

- Delegate work to and provide day-to-day guidance for Occupational Therapy Assistants, administrators, students and volunteers if appropriate.
- Demonstrate knowledge of national legislation, local protocols and professional guidance relevant to the specialty and advise colleagues accordingly.
- Contribute data to or participate directly in service development projects.
- Contribute to the evaluation and future development of the Occupational Therapy service across The Rise Partnership Trust, devising models of care and other service protocols, involving education colleagues and parents/carers as appropriate.
- Contribute to the development of The Rise Partnership Trust, in collaboration with therapy colleagues and other professionals, including creating opportunities for income-generating activities, when appropriate.

Personal and Professional Development:

- Actively engage with clinical/personal supervision and line management.
- Demonstrate the ability to reflect on own practice and identify own strengths and development needs, including using the Royal College of Occupational Therapy (RCOT) Career Development Framework.
- Actively engage in extending knowledge and clinical experience in areas of personal interest and professional relevance.
- Maintain HCPC membership.

Other:

- Adhere to The Rise Partnership Trust Safeguarding policy and procedures at all times.
- Ensure that The Rise Partnership Trust Vision is upheld at all times.
- Adhere to The Rise Partnership Trust Staff Code of Conduct; working positively, flexibly and collaboratively with all.
- Other duties as required.

This job description details responsibilities but is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not necessarily a comprehensive definition of the post, and the post holder may be required to undertake other duties and

responsibilities commensurate with the grade and scope of the post. This job description may be subject to amendment, to meet the changing needs of the Trust, following appropriate consultation and will be reviewed annually.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

I agree to undertake the duties listed above.

Name

Date:

Signed