



**JOB DESCRIPTION**

**Position:** Occupational Therapy Assistant

**Your Line manager will be:**  Senior Occupational Therapist

**You will be accountable to:** Head Teacher

**Location:** Heathermount School

**PayScale: £18,500**

Heathermount is a non-maintained special school in Ascot, Berkshire, owned byThe Disabilities Trust. We specialise in providing a broad and balanced education for children and young people aged 4-19 years with Autistic Spectrum Conditions, including Asperger Syndrome. We are a “Good” school (Ofsted Feb 2019) and hold Autism Accreditation status. We are currently seeking an Occupational Therapist Assistant to work closely and support the Occupational Therapy input at Heathermount School and join our multi-disciplinary team. The successful candidate will be required to work on a full-time basis. (40 hours a week)

**JOB SUMMARY**

Working closely with certified Occupational Therapist, the OTA (Occupational Therapy Assistant) will implement programs to develop gross and fine motor skills, life skills, visual perceptual skills and functional skills during 1:1 work or small group input.

The OTA will work closely with the Occupational Therapist to compile, implement and follow up on sensory diets and sensory circuits. Working with the Occupational Therapist they will also look at adaptive equipment to support independence. OTA’s also help manage client notes and files as well as develop therapy plans and goals for individual students.

**MAIN TASKS AND RESPONSIBILITIES**

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| **1.** | Assessment procedures:  The OTA supports the OT during the assessment process by providing feedback  about student functioning in the classroom and other settings (e.g. lunch hall,  break time), arranging questionnaires, completing classroom observations and  liaising with staff to gain feedback. |
| **2.** | Therapy input:  The OTA follows a treatment program developed in collaboration with the Occupational Therapist. This may involve 1:1 therapy input (e.g. teaching specific techniques, working on developing specific skills), small group input (e.g. implementing handwriting programs, sensory circuits, Zones of Regulation) or in- class support.  The OTA supports the implementation of sensory diets, follow up on input within classrooms and brings treatment that is not having the intended effect to the attention of the OT.  The OTA plans, conducts and reviews one-to-one and group therapy sessions, ensuring activities and interventions continue to meet the needs of the student and are consistent with the provisions detailed in the student’s therapy plan.  The OTA has frequent liaison with class teachers and teaching assistants regarding difficulties and challenges students have within the classroom or school setting.  The OTA works closely with other members of the multi-disciplinary team such as Speech and Language Therapy and Psychology, sharing knowledge, supporting therapy input or working jointly where applicable. |
| **3.** | Admin:  The OTA manages, monitors and reviews an assigned caseload through regular consultation and liaison with professional and/or clinical colleagues.  Maintains accurate and up-to-date records in the form of case notes, case files, clinical reports and other associated documentation presenting and sharing relevant information and knowledge concerning assigned clients with professional and/or clinical colleagues at regular case conference meetings or during supervision.  Keeps an up to date audit of student needs (EHCP outcomes) and provision (therapy input)  Oversees equipment orders and allocation of sensory or adaptive equipment for students. Keep supplies ready by inventorying stock, placing orders and verifying receipt  Develops resources for use within Heathermount school during individual, group or class-room settings.  To |
| **4.** | Other Role requirements:  Maintains safe, secure and healthy work environment by establishing, following and enforcing standards and procedures, complying with legal regulations.  Serves and protects the Occupational Therapy practice by adhering to professional standards, policies and procedures.  Updates job knowledge by participating in educational opportunities, reading professional publications, maintain personal networks, participating in professional organizations.  Maintain discipline in accordance with the school’s procedure and encourage good practice with regards to appearance, behaviour, punctuality and standard of work.  Attend open days, parent’s evenings, review days and event meetings as required.  Evaluate own practice in relation to student progress, targets and feedback from senior staff monitoring.  Undertake any self-development identified in Performance Management Review, personal training and development plans.  Contribute to the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.  Critically evaluate own teaching and performance to improve effectiveness.  Provide a role model for students and other staff through consistent professional conduct.  To undertake any other duties as may from time to time be specified by the Trust, that is within the level and responsibility appropriate to the grade of post  Completes relevant annual obligatory training (e.g. Safeguarding/Prevent training).  Good interpersonal, oral and written communication skills – listening, understanding, ability to express self clearly.  Understand data protection/confidentiality and need for accurate and timely recording. |
| **5.** | Vetting process  This post is subject to an enhanced DBS check |

**KNOWLEDGE AND SKILLS**

It is preferred that the role holder has adequate experience or qualifications in education, school settings as well as a sound knowledge and understanding of ASC and sensory integration.

As an OTA, you need to be

* able to motivate people
* patient
* happy to talk to and work with small groups and during individual sessions
* flexible
* able to work in a team but use your own initiative
* able to follow procedures
* able to manage students with challenging behaviour
* Able to communicate clearly with staff and students
* Have good organisational skills.

**PERSONAL DEVELOPMENT, SUPERVISION AND TRAINING**

* Participate in regular support, appraisal and review meetings with line management
* Continuously develop professional knowledge and expertise, attending and participating in learning and development events, meetings, conferences, and events (as requested/approved by line management) to ensure up to date knowledge relevant to the role
* Attend and participate in regular team and other meetings, both internal and external

**POLICIES AND PROCEDURES**

* The post holder will be expected, at all times, to be familiar and comply with the written policies, procedures and guidelines for good practice, issued by The Disabilities Trust
* Ensure the Health & Safety policy and procedures are adhered to at all times
* Take personal responsibility for own health and safety and report incidents and potential hazards as necessary.

**CHILD PROTECTION**

All employees have a duty for safeguarding and promoting the welfare of children and young persons. Staff must be aware of the school’s procedures for raising concerns about children's welfare and must report any concerns to the Designated Safeguarding Lead without delay. Staff must also ensure they complete the appropriate level of safeguarding children training identified by the school as relevant to their role.

**ETHICS AND CONFIDENTIALITY:**

The Disabilities Trust operates in a constantly changing environment and as such work priorities and objectives may change. The Trust reserves the right to make reasonable changes to the job purpose and accountabilities.

All staff are required to respect the confidentiality of all matters they may learn relating to their employment, other members of staff and the general public.

*This job description is intended to be a dynamic document, subject to agreed alteration and development in line with the evolution of the role.*

Staff members name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_