

Occupational Therapist - Job Description

Job Title	Occupational Therapist – school based
Faculty	SEN
Line Management	Deputy Headteacher/Therapies Manager
Supervises	None
Work Location	Dove House School
Salary	Grade F £34,242 - £38,539 fte / £4,751 - £5,347 actual
Hours:	1 day per week (6 hours – 8.45am – 3.15pm, including 30 minute unpaid lunch break)

Job Purpose

To work as a member of a multi-disciplinary team to identify and respond to the needs of pupils with SEN, enabling them to live as independently as possible while maximising their learning outcomes.

To carry out assessments, provide treatment, prescribe equipment, advise on adaptations, independence training of pupils, promotion of wellbeing and advice to parents and school staff as necessary.

To coordinate specific programmes of intervention in the school.

To work within the context of current legislation and policies while adhering to the School Improvement Plan.

Responsibilities

Assessment

- Assessment of pupils to identify therapy needs.
- Working towards meeting identified needs through treatment so that pupils can achieve maximum personal independence, confidence and wellbeing.

Reporting

- Written recording in line with guidelines.
- Maintaining case records and reports and contributing to the Individual Education Plans.
- Inputting and amending computer records.

Advising

- Providing information to multidisciplinary teams.
- Advising on appropriate choice of special equipment, adaptations, techniques and programmes.
- Advising on appropriate sensory integration intervention.
- Advising on remedial occupation, activities and exercises.
- Advise on manual handling as necessary.

Communication

- Verbal and written communication with other professionals and parents/carers.
- Representative at Multidisciplinary meetings.

Technical

- Read and adapt plans for adaptations and advise on the needs of the pupils with a view to developing independence, maximise learning and promote wellbeing.

Training

- Provide on-going training to Occupational Therapy Assistants/Staff.
- Training in use of equipment.
- To maintain and update level of knowledge.

Support for the school

- Ability to establish and maintain good relationships and rapport with other colleagues in the school and beyond.
- Physically and emotionally suited to working in an environment involving manual handling, challenging behaviour.
- Complete tasks related to your area of responsibility effectively.
- Follows the A to Z of working at Dove House.

Safeguarding

- All staff are responsible for the safeguarding of children in line with the schools safeguarding (Child Protection) policy.

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: 1 April 2022

Next review date: Performance Management Meeting 2022-2023

Postholder's signature: _____

Date: _____

Occupational Therapist Person Specification	Essential	Desirable
Qualifications and Skills		
Degree in Occupational Therapy	✓	
Sensory Integration Qualification	✓	
Registered with Health Care Professions Council	✓	
Evidence of extensive experience in relevant area of clinical practice	✓	
Experience		
Experience of working within a school environment		✓
Evidence of CPD including attendance at recent post graduate courses commensurate with post	✓	
Evidence of raising standards and successful delivery of therapy within a collaborative setting	✓	
In depth knowledge of autism and sensory impairments	✓	
Skills and Attributes		
Excellent written and verbal communication skills	✓	
Ability to motivate and inspire	✓	
Ability to liaise with external agencies as required	✓	
Awareness of and sensitivity to diversity and equality	✓	
Able to remain calm when working under pressure	✓	
Pro-active, methodical and well organised	✓	
Able to work on own initiative dealing with unexpected problems that arise.	✓	
Friendly and works well as a team	✓	
Willingness to undergo relevant training	✓	
High standards of professional conduct	✓	
Trustworthy, flexible, reliable and punctual	✓	
Ability to respect confidentiality	✓	
Confident and able to challenge and accept challenge in a professional way	✓	
Working with Young People and SEND		
Demonstrate empathy and kindness	✓	
Ability to deal calmly and compassionately with difficult situations	✓	
Ability to understand pupils' emotional and social needs	✓	
Experience with SEND setting or working with children or young people with SEND	✓	
Ability to develop and maintain appropriate relationship boundaries at all times	✓	
Show a commitment to the safety and welfare of all children and young people at the school	✓	