



## Job Description

<b>Role</b>	Occupational Therapist	<b>School/Department</b>	Oak Tree School/MET
<b>Grade</b>	Grade 8, Spinal Points 30 to 34	<b>Reports to</b>	Director of Inclusion & Safeguarding
<b>Job evaluation code</b>	CEN022	<b>Date of evaluation</b>	March 2023
<b>Purpose</b>	To develop and deliver a high-quality in-house occupational therapy for young people at Oak Tree School		
<b>Scope</b>	<b>Main contacts:</b>	<b>Staff responsibilities:</b>	<b>Financial accountability:</b>
	Trust and school leaders, Trust Inclusion leads and SENCOs Teachers, Teaching Assistants Parents/carers	None	None
<b>Main duties and responsibilities</b>	<p><b>Provision</b></p> <ul style="list-style-type: none"> <li>To set up and develop an Occupational Therapy provision at a brand-new SEN school</li> <li>To provide a high standard of safe, holistic and evidence-based Occupational Therapy within a school setting</li> <li>To undertake specialist assessment, treatment, interventions, education and support for student in a school setting (including advice to parents and carers)</li> <li>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</li> <li>To develop relevant Occupational Therapy methods in relation to the children's needs</li> <li>To liaise with, and foster positive relationships with the SENCO, Headteacher, Behaviour and Pastoral staff, external agencies, students and parents</li> </ul> <p><b>Monitoring and record-keeping</b></p> <ul style="list-style-type: none"> <li>To record all Occupational Therapy interventions in compliance with Maiden Erlegh Trust guidelines and using appropriate management information systems)</li> <li>To evaluate Occupational Therapy interventions and always maintain and develop a high standard of clinical and professional practice</li> <li>To assist with service development and improvement through audit, planning and review</li> </ul> <p><b>Wider participation</b></p> <ul style="list-style-type: none"> <li>To train and work with the multidisciplinary team within Oak Tree School</li> <li>To promote good working relationships and effective and appropriate communication with all disciplines across the Trust and within schools and with all stakeholders</li> <li>To lead and integrate relevant occupational strategies into the teaching and learning of the school and to train staff in Oak Tree School in ensure it is implemented correctly</li> <li>To provide information, advice and guidance for students and parents through newsletters, social media and information evenings</li> <li>To participate in school activity, presentation evenings and attend meetings as directed by Director of Inclusion and Safeguarding</li> <li>To attend Trust and school meetings as directed by the Director of Inclusion and Safeguarding</li> <li>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)</li> </ul>		



	<p><b>Professional development</b></p> <ul style="list-style-type: none"><li>• To participate in regular supervision sessions, and the annual Appraisal process</li><li>• Adhere to HCPC and RCOT Professional and Clinical Standards and maintain appropriate levels of registration</li><li>• 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</li></ul> <p><b>Resource management</b></p> <ul style="list-style-type: none"><li>• To work with financial budgets to provide cost effective and efficient services</li><li>• To advise schools on how to maintain and store all Occupational Therapy equipment safely</li></ul> <p><b>Other</b></p> <ul style="list-style-type: none"><li>• Any other related and reasonable duties as requested, from time to time</li><li>• 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</li></ul>
<b>Other requirements/ responsibilities</b>	DBS check required.
<b>Structure chart</b>	<div><div>Director of Inclusion</div><div>Occupational Therapist</div></div>



## Person Specification

<b>Role</b>	Occupational Therapist	<b>School/Department</b>	Oak Tree School/MET
<b>Grade</b>	Grade 8, SP 30 to 34	<b>Job evaluation code</b>	CEN022
<b>Qualifications, training and education</b>	<ul style="list-style-type: none"> <li>Recognised Occupational Therapy Degree Qualification or equivalent</li> <li>HCPC and RCOT registration</li> <li>Health Professions Council – Licence to Practice</li> </ul>		
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working with children and teenagers with ASD</li> <li>Experience of working with SEND (especially ADHD and SEMH)</li> <li>Experience of working within an educational setting</li> <li>Experience in training staff in occupational strategies to support SEND ensuring the strategies are flexible</li> <li>Experience in completing a sensory profile</li> <li>Knowledge of assessment tools</li> <li>Knowledge of a range of appropriate therapeutic interventions</li> <li>Knowledge and understanding of the principles of clinical audit</li> <li>Experience of working collaboratively and co-operatively as part of a multi-disciplinary team</li> <li>To work and communicate with parents regarding the pupil's therapy provision</li> <li>To participate in the annual review process and be part of setting targets for the sensory/ physical provision of the EHCP</li> </ul>		
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>Commitment to safeguarding and equality</li> <li>Implementing and using different forms and related strategies of Occupational Therapy</li> <li>Excellent interpersonal and team-working skills</li> <li>Resilience and the ability to remain calm under pressure and provocation</li> <li>Good skills of working with parents and implementing strategies to support children at home</li> <li>An understanding of and the ability to work with children with SEN and the variety of behaviours they may present</li> <li>Negotiation and problem-solving skills</li> <li>Good analytical and reflection skills</li> <li>Good written and verbal presentation skills</li> <li>Good organisational skills</li> <li>Ability to prioritise workload</li> <li>Willingness to work flexibly and adapt</li> <li>Ability to use initiative</li> </ul>		
<b>Requirements specific to the role</b>	<p>All staff and volunteers are expected to be committed to safeguarding, equality and promoting the welfare of children and young people.</p> <p>The role will involve travel between our different schools, so a means of transport is essential.</p>		

The Trust retains the right to implement changes in job descriptions and person specifications to reflect changes in the demands of the post. Where this is necessary this will be done in consultation with you.

<b>Signed:</b> Post holder	
<b>Date:</b>	