



MacIntyre
Academies



Occupational Therapy Assistant

Endeavour Academy, Headington, Oxford

Recruitment Pack

Recruitment Advertisement

Occupational Therapy Assistant

Job Title: Occupational Therapy Assistant

***Salary:** Scale C £23,588 - £25,946 (Actual £20,375 - £22,411.60)

Hours of Work: 38 hours per week, Term time only

Interview Date: week commencing 15th July 2024

Reference No(s): 000000237

Location: Headington, Oxfordshire

Closing Date: Friday 12th July

Start Date: To be negotiated

The Role

Reporting to the Occupational Therapist, you will be responsible for supporting the development of and providing a specialised occupational therapy service to children and young people aged 8 to 19 who have autism and / or Severe Learning Disabilities with the support of the OT. This will include delivering OT programs, groups, clinical observations, note taking, team meetings, ordering equipment and supporting class staff. You will also support and enhance the young person's ability to perform every day activities and participate in multiple environments as part of the therapy team.

You will work with the leadership and staff teams in both the education areas of the academy and the Children's Home. You will support our ethos, vision and direction which enables a sustained improvement in the young people's spiritual, moral, social, cultural, mental and physical well-being.

Your role will be to work with the OT to support young people in preparation for the opportunities, responsibilities and experiences of adult life. This is an exciting time to join this academy and really make your mark whilst developing your career. If this challenge inspires you then we are waiting to hear from you.

About You

You will have the relevant experience, the knowledge and experience of working with young people with autism and associated learning difficulties. You will be a fast learner and team player. Knowledge of sensory processing is essential.

You will also need to be a clear and effective communicator in both writing and verbally to enable you to build links with all internal and external stakeholders. A full job description is included in our application pack.

Benefits

- Cycle to Work Scheme upon successful completion of probation period
- Pension scheme with generous employer contributions
- Access to the Employee Assistance Programme to support health and wellbeing
- The support of a trained line manager and dedicated senior leaders
- Investment into your personal development including annual appraisal and training opportunities
- Trust-wide engagement activities throughout the year
- Wellbeing initiatives in your setting
- MAT Life Day
- Free flu jabs
- Full induction
- Whole Trust CPD day
- Enhanced Sick Pay Policy
- You are awesome awards
- Whole trust CPD day
- Big Thank You day

Safeguarding

MacIntyre Academies Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All positions will require an enhanced Disclosure and Barring Service check and registration with the DBS Update Service together with all other relevant recruitment checks including obtaining references. This post includes engaging in regulated activity relevant to children and is exempt from the Rehabilitation of Offenders Act, 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. Further information about filtering offences can be found in the DBS filtering guide: DBS filtering guide - GOV.UK (www.gov.uk) It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. Referees will be asked to assess suitability of candidates to work with vulnerable adults, children or young people and will be verbally

verified. Individual Safeguarding Policies for our Academies can be found on our website under 'Essential Information' and candidates will be asked about this as part of the recruitment process.

In line with the update to KSCIE 2022 MacIntyre Academies will carry out an online search of the candidate once the shortlisting process has been completed as part of their due diligence. This may involve a google search of the candidate's name, looking at the top three search results over the past three years. If any incidents or issues are identified that are publicly available online this will be explored with the candidate at interview stage.

*Salaries are based on full-time equivalent (FTE) per annum and are dependent upon experience

Information for Candidates

Endeavour Academy is an exciting Academy School for children and young people with autism and associated Severe Learning Disabilities aged from 8 to 19 years old.

MacIntyre, a national charity founded in 1966 by the parents of a disabled child, is delighted to have been chosen as the sponsor for this new Academy. With over 40 years of experience in providing specialist provision for over 1,000 children and adults with learning difficulties and autism across the UK, MacIntyre has developed a strong reputation both nationally and locally in Oxfordshire, as a high quality, person centered organisation.

The school building and residential facility is located in Headington and has capacity for 32 students and the availability of 6 residential and up to 6 respite placements. The residential home provides some 52-week placements and the opportunity for day placements and some shorter stays (e.g. weekly, weekend, term- time boarding or holiday residential periods).

All young people have Education, Health and Care Plans and the majority have allocated social workers. In addition, pupils may be supported by Learning Disability CAMHS, the Virtual School and respite providers.



Our Vision and Ethos

We believe all young people, regardless of disability, deserve the best education possible. We want our students to be ambitious for themselves and we need to be ambitious on their behalf. Therefore, our aim is to deliver an 'outstanding' school with outstanding outcomes. A school which is truly family centered with education individualised to each child/young person. The academy provides a healthy, safe and enjoyable environment, with excellent teaching and learning with a focus on high quality personalized education and support. Parents/carers are encouraged to be fully involved and connected from the outset.

With a curriculum that focuses on developing life skills, communication, wellbeing and on the achievement of each child's full potential, the academy offers flexible arrangements that meet the needs of individual children and families. Key to the academy's success is be the recruitment and development of a highly skilled, flexible workforce that delivers outstanding education and support, and benefits from MacIntyre Academies Trust's in-depth understanding and experience of how to design bespoke education solutions for children who require specialist support strategies to achieve excellent outcomes.

We have a holistic approach to supporting behaviour that empowers the child or young person to engage in education.

To achieve this vision, partnership working will be crucial. MacIntyre Academies Trust works alongside parents/carers, Local Authority SEND, social care, CAMHS and Children We Care For (LAC) teams and other stakeholders to ensure that the academy is successful in delivering the best outcomes for our young people.



Occupational Therapy Assistant Job Description

Reporting to

Principal via the Occupational Therapist

Purpose:

- To provide paediatric occupational therapy support to children and young people aged 8 to 19 years of age who have autism and/or associated complex needs. You will support the OT with all aspects of OT provision with the school and across the residential setting.

Key Responsibilities:

1. To deliver individual and group OT program as per OT advice.
2. To provide a specialised paediatric occupational therapy service as per OT advice.
3. To work alongside other specialist and support staff to support pupils in class so that they can access their lessons, working within the therapy team.
4. To develop, plan and implement specialist OT treatment programmes and strategies to enhance the young person's ability to perform everyday activities and participate in multiple environments.
5. To establish realistic goals and meaningful outcomes with the young person, parent/carer and classroom staff.
6. To support that young people and their parents/carers are involved in the planning and prioritisation of their care plans wherever possible.
7. To monitor and review the progress of the young person against set targets providing feedback to OT.
8. To monitor and measure progress and ensure effectiveness of intervention as per OT advice
9. To work closely with young people and their parents/carers agreeing decision making relevant to individual care management as per direction of OT.
10. To demonstrate appropriate physical management of young people with disabilities.
11. To attend relevant multidisciplinary meetings where relevant.
12. To undertake any other duties as required by the OT
13. To keep up to date and reflective clinical notes
14. To run groups as part of therapy team
15. To order and maintain equipment as requested by OT team.

Strategic Direction and Development of the Academy:

1. To contribute to the ethos, vision and direction which provides sustained improvement in their spiritual, moral, social, cultural, mental and physical well-being in preparation for the opportunities, responsibilities and experiences of adult life.
2. To ensure high standards of quality in the delivery of Occupational Therapy requirements.

Leading and Developing People:

1. To exemplify and evaluate excellent practice with continual learning.
2. To provide support and mentoring to all staff and other relevant stakeholders to ensure that they are able to support the daily delivery of occupational therapy programmes.
3. To ensure that all staff are working in accordance with relevant Codes of Practice relating to OT requirements.
4. To promote the health and safety of employees at work and of people supported through the implementation of MacIntyre Academies Trust Policy for Health, Safety and Welfare at Work in accordance with all relevant statutory requirements.

Accountability:

1. To demonstrate clinical effectiveness by use of evidence-based practice and outcomes measures.
2. To ensure that people we support are treated with respect, dignity and equality.
3. To be aware and observe legal requirements, policies and procedures relating to occupational therapy.
4. To be personally responsible for the standard and quality of your practice.
5. To safeguard and promote the welfare of the people we support.
6. To maintain the confidentiality of information.
7. To adhere to the academies policies and procedures.
8. To be responsible for your own personal and professional development and undertaking learning and development activities as required.
9. To participate in regular supervision sessions and annual appraisals.
10. To work in accordance with relevant codes of practice and governing legislation.

Strengthening Community:

1. To promote a culturally inclusive ethos which actively values and promotes diversity, unity and community cohesion, and support students to become successful citizens.
2. To work in liaison with all relevant agencies in order to adequately safeguard and protect the students. To be part of a team that provides outreach to other providers

Additional Duties:

1. To safeguard and promote the welfare of all children and young people in the school by being familiar with and aware of the School's Safeguarding and protection issues, procedures and guidelines and to adhere to them at all times.
2. To bring to the attention of a senior colleague any matter of concern over the wellbeing, safety or safeguarding of a person we support.
3. To be aware of your responsibilities in accordance with the current Health and Safety at Work Act.
4. To be aware of your responsibilities in accordance with the General Data Protection Regulations (GDPR) and be familiar with the content of the MAT Data Protection Policy, Acceptable use of ICT Policy, Password Policy and any other associated policies and procedures.

Occupational Therapy Assistant Person Specification

	<u>ESSENTIAL</u>	<u>DESIRABLE</u>
Education, knowledge and experience	<ul style="list-style-type: none"> • Knowledge and experience of working with Children and young people with Learning Disabilities and/or autism. • Demonstrative written and verbal communication skills. • Experience of building successful relationships with internal and external stakeholders • Ability to effectively manage change • Good IT skills 	<ul style="list-style-type: none"> • Professional Membership of COT • Sensory processing knowledge • Team working skills • Fast Learner
Personal Attributes	<p>The candidate must have:</p> <ul style="list-style-type: none"> • Emotional resilience in working with behaviour that challenges • Commitment to a high-quality transparent service to children and their families • Balance prospective • Drive to see things through • A commitment to professional and personal development • Capable of performing a wide variety of tasks • Have initiative • Fast learner • Adaptable • Follow instructions 	
Special Knowledge and Skills	<p>The candidate must be able to demonstrate:</p> <ul style="list-style-type: none"> • Understanding of the principles and practice of special schools. • Knowledge of effective ways of working with young people who have autism and/or Learning Disabilities. • Critical thinking skills 	

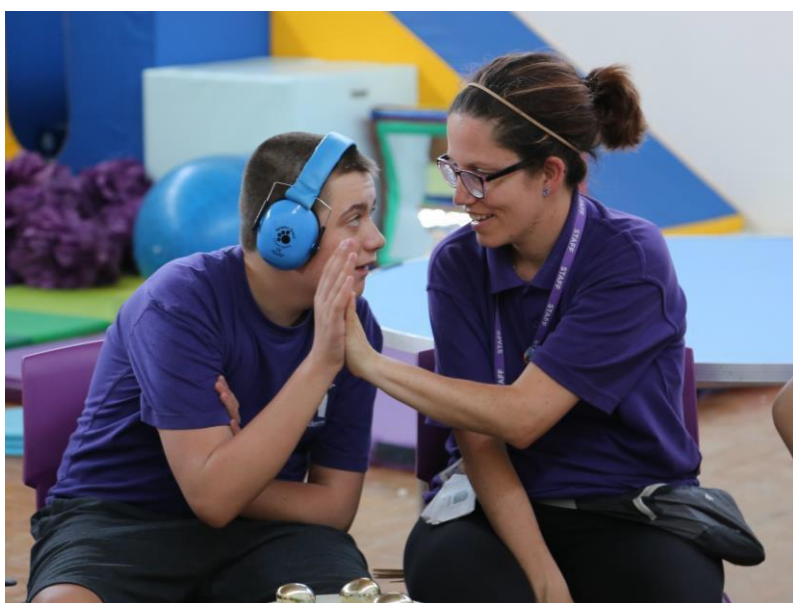
Competencies

Respecting and Understanding Others	<ul style="list-style-type: none"> • Reacts sensitively to other people and recognises different viewpoints, beliefs, values and opinions. • Treats children and young people we support and colleagues with respect, dignity, honesty and equality. • Adapts their working style and level of support to an individual's needs or wishes. • Work cooperatively with colleagues and assist when they need support. • Value the different contributions that people can make within a team.
Influential Communication	<ul style="list-style-type: none"> • Use a variety of verbal and non-verbal communication techniques. • Listen actively and display enthusiasm in their communication. • Use and present information in a manner which is persuasive, logical and understandable to the receiver.
Facilitating Success and Improvement in Others	<ul style="list-style-type: none"> • Use encouragement, praise and appropriate direction as necessary. • Support, motivate and inspire others to try new tasks or activities. • Seek assistance appropriately and receive feedback from others. • Is ambitious, has consistent and high expectations of staff and pupils • Provides appropriate support intervention based upon a detailed knowledge of individual pupils.

Problem Solving and Decision Making	<ul style="list-style-type: none"> • Is able to collect and evaluate information • Able to be considered in decision making • Creative ways of problem solving
Resilience to Change and Challenges	<ul style="list-style-type: none"> • Is open to change and embracing new developments / initiatives • Adapts well in new and unfamiliar situations responding to changing plans quickly • Works independently without direction • Is resilient and copes well in emergency situations.
Personal Development	<ul style="list-style-type: none"> • Is committed to achieving high standards for their own self-development • Is able to reflect on self-development needs and address them. • Meets agreed development action plans as agreed with OT.

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MacIntyre Academies is an equal opportunities employer. Our policy on the Recruitment of Ex-Offenders is available to applicants on request and is also available on our website under 'Work for Us.'



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