



Job Description

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| Job title | SPECIALIST OCCUPATIONAL THERAPIST WITH SENSORY INTEGRATION |
| Grade | PO4 - Equivalent to Band 7 |
| Directorate | <ul style="list-style-type: none">• Phoenix School |
| Reports to | <ul style="list-style-type: none">• Executive Head of Phoenix |
| Key working relationships | <ul style="list-style-type: none">• School staff and AHP staff at Phoenix School• Occupational Therapy Team at Phoenix School• OT assistant employed by Phoenix School• Clients and their carers/parents |
| Key dimensions | <p>The post holder works as part of the OT team at Phoenix school to provide advice, supervision and training to the OTs and OT assistant to enable them to support the development of children's and young people's functional and social needs.</p> <p>The post holder supports the planning and delivery of training of school staff as well as of the parents/carers of clients.</p> <p>The post holder takes the lead on policy, monitoring and service development</p> |
| Job purpose | <p>The post holder is an autonomous practitioner, providing highly specialist assessment, prognosis and a variety of therapy and intervention programmes in the management of children with Autistic Spectrum Disorders at Phoenix School. S/he provides advice and training to others to enable them to support the development of children's and young people's functional and sensory needs.</p> <p>S/he will work within the wider therapy team at Phoenix School</p> |
| Requirements | <p>Professional qualification in Sensory Integration Therapy that allows for assessment, interpretation, design and delivery of sensory integration therapy.</p> <p>The successful candidate will need to be a registered member of the HCPC.</p> |

KEY RESPONSIBILITIES

CLINICAL EXPERTISE

- To work independently within the school, following the OT guidance, to provide OT assessment and intervention to a caseload of children with Autistic Spectrum Disorders.
- To develop OT assessment and intervention skills specific to children with ASD
- To write accurate reports and case notes detailing complex and sensitive information related to client's functional and sensory skills, development and needs.
- To provide a clear and accurate feedback to parents and key professionals based on the analysis of all the information gathered from assessment and discussion with others.
- To ensure children and their families are involved in all aspects of the planning of care where possible including negotiating targets and overall management of their child. The post holder will attend parent evenings and coordinate parent training sessions
- To develop short and long-term goals, evaluate intervention and child's progress and alter treatment programmes if required to suit the needs of the child.
- To refer child and/or their family to other sources of advice and intervention as appropriate and to liaise with other professionals involved with the family.
- To carry out detailed assessment of child's functional and sensory skills to contribute for EHCP or annual reviews.
- To lead on the design and delivery of an in house training for all staff as well as TA training timetable in line with the whole school timetable. The post holder will prepare, manage and run weekly occupational therapy training sessions with the OT assistant.
- To support other members of staff in the delivery of OT through training
- To support newly appointed OT TAs in setting up and running interventions either 1:1/groups and supporting the needs of pupils in class.
- To support TAs in evaluating the intervention activities and planning further ideas for activity.
- To liaise regularly with the therapy team at Phoenix regarding training and OT TA support.
- To offer drop in/problem solving sessions to OT TAs.
- To meet with teachers and relevant staff to ensure that the functional and sensory needs of pupils are being met.
- To participate in the interviews and employment procedure of new OTs and potential OT TAs.
- To support the record keeping of interventions, its collation and analysis.
- To be aware and adhere to school, local and national policies and procedures eg SEN Procedures, Safeguarding, Child protection etc
- To attend MDT meetings every fortnight
- To attend or ensure appropriate representation for relevant meetings eg annual reviews, safeguarding etc

STAFF MANAGEMENT

- To provide supervision for OT assistant
- To provide line management for OTs
- To demonstrate his/her own duties to student practitioners, less experienced OTs and volunteers.
- To assist in the support of students and new staff from other professional groups as requested by the school's Senior Management Team.

SERVICE DEVELOPMENT

- To lead on the development of policies for use by the OT team at Phoenix.
- To contribute to the development of resources for the OT Team at Phoenix (e.g. clinical forms, advice leaflets, screening tools and observation checklists).
- To contribute to and distribute promotional information such as advice leaflets.

- To lead on the School Development Team related to OT
- To effectively plan and organise own caseload to meet service and client priorities, and adapt management to accommodate changes to the model of service delivery.
- To collate and present statistical information service evaluation purposes.
- To carry out other duties that may arise under the direction of the Headteacher

TEACHING/TRAINING/RESEARCH

- To be responsible for maintaining own competency to practice by actively reflecting on own clinical and professional practice through identifying own strengths and areas for development and discussing with line manager at supervision meetings. This will include participation in appraisal and in an individualised CPD programme.
- To maintain HCPC registration
- To attend relevant and specialist training courses and CEN groups in order to develop specialist knowledge and skills further and maintain a personal development portfolio.
- To participate in audit within the team as directed and contribute to the development and implementation of appropriate audit and clinical governance projects.
- To lead on occupational therapy related in-school training of OTs, TAs, parents and teachers.
- To lead on the development and implementation of evidence based practice and outcome measures
- To explain the role of Occupational Therapists to visitors, students and volunteers.
- To ensure school staff are aware of safeguarding, child protection and health and safety issues related to using Occupational Therapy approaches and equipment by contributing to development and sharing of training policies and risk assessments.

MEASURES OF SUCCESS

- Ensures effective management of designated specialist level caseload.
- Ensures adherence to school OT Team prioritisation.
- Ensures written work including case notes, care plans, reports and programmes are written and delivered in a timely manner and in accordance to COT professional standards
- Ensure that clinical practice is evidence-based and communicate this evidence with Teaching staff, SMT and outside agencies e.g. OFSTED, NAS etc
- Ensure regular reviews of the Occupational Therapy service within Education
- Ensures any issues regarding service delivery are reported to line manager.

ENVIRONMENT

- To work at Phoenix School and Phoenix Upper and give practical advice at Phoenix satellite bases
- To assist the school in ensuring OT equipment and resources are appropriate to needs.
- To have due regard for your own personal safety and that of children and young people and their parents/carers.
- To be flexible to the demands of the environment including deadlines and frequent interruptions.
- To be responsible for the security, care and maintenance of equipment ensuring standards of infection control and safety are maintained.
- To comply with relevant legislation.
- To ensure that all persons using the aids and equipment issued to them understand their function as well as appreciate their responsibility

FURTHER INFORMATION

- The post holder must at all times carry out duties and responsibilities with due regard to the school's equal opportunities policies and procedures.
- The post holder must ensure that personal information for clients, members of staff and all other individuals is accurate, up-to-date, kept secure and confidential at all times in compliance with the Data Protection Act 1998, the Caldicott principles and the common law duty of confidentiality.
- The post holder must follow the record keeping guidelines established by the school to ensure compliance with the Freedom of Information Act 2000.
- Comply with safeguarding children practices as outlined by the School. As such each member of staff is expected to carry out their role and responsibility in relation to a child or children's welfare; for example ensuring they access child protection training in accordance with their role, accessing child protection supervision if they are in a clinical role working with children and being aware of who to contact and what action to take if they are concerned regard the welfare of a child.
- The post holder is expected to take responsibility for self-development on a continuous basis, undertaking on-the-job and other training as required.
- The post holder is required to familiarise him/herself with and comply with the school's policies and procedures.
- The post holder must be aware of individual responsibilities under the Health and Safety at Work Act and identify and report, as necessary, any untoward accident, incident or potentially hazardous environment.
- All staff must ensure that they comply with the school's Infection Control policies and procedures and undertake relevant training for any deficit in their practice and knowledge. Staff must take personal responsibility for their own actions in relation to infection prevention and control practices during their day to day work.
- The post holder is expected to have well developed IT skills.
- The post holder may be required to undertake duties at any location within the school, in order to meet service needs.
- This job description is intended as a guide to the main responsibilities of the post and **not** as an exhaustive list of duties and tasks. The post holder may be required to undertake other duties appropriate to his/her grade, which are not listed above, at the direction of his/her manager. The job description may be amended from time to time after consultation with the post holder.

This is a description of the duties of the post as it is at present. This is not intended to be exhaustive and does not, therefore, form part of your contract of employment. The job will be reviewed on a regular basis in order to ensure that the duties meet the requirements of the service and to make any changes necessary. This procedure will be conducted by each manager in consultation with those working directly with him/her. You will, therefore, be expected to participate fully in such discussions.

LOCATION

The post holder will be based at Phoenix School and may work across sites including Phoenix Upper, and Phoenix satellite bases attached to mainstream schools