



## **OCCUPATIONAL THERAPIST JOB DESCRIPTION**

**Post:** Occupational Therapist

**Responsible to:** Occupational Therapist Lead and Assistant Principal

### **Purpose**

To deliver Occupational Therapy across the curriculum using the wave provision of universal, targeted and specialist levels within a multi-disciplinary blended approach to improve outcomes for students.

### **Key Accountabilities:**

- **To be accountable as a member of a multi-disciplinary team for students outcomes.**
- To be responsible for maintaining and improving school standards
- To ensure that students have the fullest possible access to the whole curriculum
- To aim to ensure students achieve their full potential
- To further the holistic development of the students including functional life skills

### **Main Duties and Activities**

To operate under the direction of the Head of School to carry out professional duties in accordance with requirements of the Trust and to be responsible for:

### **Student related:**

- To manage and prioritise a complex and specialist caseload, accessing supervision within an individual performance review framework, and to map the therapy provision for clinical, social and learning needs for pupils and students.
- To work collaboratively with colleagues using the wave model of universal, targeted and specialist levels
- To devise, develop and implement treatment for students using the wave provision model, differentiating the work according to individual pupils' changing needs.
- To demonstrate a high level of clinical effectiveness by use of evidence-based practice and outcome measures and participate in the development of guidelines informed by evidence for clinical specialism.

- To demonstrate knowledge and experience of Sensory Integration difficulties in school aged children.
- To use clinical reasoning skills to analyse and interpret complex assessment findings from both standardised and non-standardised assessments to establish an accurate diagnosis and prognosis and to formulate appropriate therapy goals and making onward referrals to external agencies as appropriate.
- To assess pupils on admission using formal assessment and clinical observation, interpreting, evaluating and explaining the relevance of assessment outcomes in order to establish the nature of the pupils' difficulties in relation to their performance.
- To maintain contemporaneous and accurate case notes in line with professional standards and the Academy's policy. Due to the sensitive information, distribution of information must be carefully managed.
- To provide and monitor therapy programmes delivered by other members of school staff.
- To work on challenging behaviour resulting from poor social understanding or sensory difficulties by supporting the pupil in understanding why problems / difficulties have occurred, to liaise with staff and to support pupils through process of repairing communication breakdown in line with Academy Policy.
- To attend and contribute to pupil's annual reviews where requested and appropriate, providing reports for annual and interim reviews reflecting highly specialist knowledge.
- To provide end of term reports for parents, and other reports as required.

**Department and Academy related:**

- To take the lead role in disseminating specialist knowledge to the wider staff group and parents through training, case conferences, seminars and informal meetings.
- To work collaboratively within the Academy environment with other therapists, education, nursing and pastoral staff and other professionals who are involved with the students.
- To contribute to the clinical discussion and the management of individual pupils within the therapy, care and teaching teams across the curriculum and within the wave model of blended provision.
- To communicate clinical observations and assessment of complex specific learning difficulties to parents, carers and relevant professionals.
- To attend and contribute to staff meetings.
- To attend Parent Afternoons, Open Days and other events as requested by the Principal.
- To contribute to the development of the therapy objectives and projects across the Trust to further promote effective practice within an educational setting, including clinical audit, as directed by the Head of School
- To liaise with and work collaboratively with colleagues in other Trust schools, meeting together at least once a term.
- To assume delegated tasks as requested by the Head of School including participating in working groups, policy development groups etc. across the Trust.
- To contribute to the whole Academy and Trust wide development by providing input into curriculum planning and initiatives for change as directed by the Academy Leadership Team and Trust Executive Team.
- To undertake any other duties that may be required which are consistent with the grade and responsibility of the post
- IT skills are required for aspects of therapy and training. This includes modification of materials and production of individualised therapy materials and training packages and presentations for staff and parents.

**Organisation responsibilities:**

- To help develop, comply with policies and procedures relating to child protection, health and safety, confidentiality and data protection, freedom of information and report all concerns to the appropriate person.
- To be aware of and support difference and ensure equal opportunities for all.
- To contribute to the development and implementation of the overall ethos, work and aims of the academy.
- To develop positive relationships and communicate with other agencies and professionals.
- To develop constructive relationships and liaison between managers, teaching staff and associate staff.

This job description sets out the key outcomes required. It does not describe in detail the tasks and activities to be done to achieve these outcomes. It is subject to reasonable review.

***Venturers' Academy is part of E-ACT and is committed to safeguarding and promoting the welfare of young people and vulnerable adults, and all appointments are subject to enhanced Disclosure & Barring Service (DBS) checks and satisfactory references.***

## OCCUPATIONAL THERAPIST PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE	EVIDENCE
<b>Qualifications</b>	Degree in Occupational Therapy or equivalent with licence to practice. Member of the College of Occupational Therapists, Member of the Health Care Professions Council (HCPC).	Post-graduate qualification and experience in Sensory Integration, Levels 1 & 2.	<ul style="list-style-type: none"> <li>• Application</li> </ul>
<b>Experience</b>	At least three years post registration experience. Clinical experience including individual and group work. Experience of working as part of a multi-disciplinary team.	Experience of working within an educational environment. Experience of working with school aged children with complex learning difficulties. Experience of working with ASC pupils with challenging behaviour. Experience of supervising/teaching staff/students/volunteers.	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
<b>Professional Learning</b>	Commitment to continuing personal and professional development.	Evidence of Professional Development relevant to the role.	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
<b>Knowledge &amp; Skills</b>	Understanding of the role of therapeutic intervention within an ASC school. Understanding of wide range of physical, perceptual and sensory difficulties associated with autism and their impact on learning. Knowledge of a range of standardised and functional assessment tools relevant to client group. Sound knowledge of the standards of record keeping. Knowledge of the principles of clinical governance/audit and ability to operate within them. Can demonstrate highly developed auditory and perceptual skills for the assessment, diagnosis and treatment of pupil clients.	Knowledge of the National Curriculum across all Key Stages. Knowledge of national policies and procedures relevant to client group. Understanding the roles of other professionals relevant to the client group. Knowledge of a range of therapeutic interventions relevant to the client group.	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• Assessment</li> </ul>

	An understanding of the management of conflict across a range of challenging situations.		
<b>Personal Attributes</b>	Flexibility to cope with diverse needs of the post. Resilience to work under pressure. Positive, personable and optimistic. High level of commitment and attendance in current role.		<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• Assessment</li> </ul>

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