

## **Job Description**

### **Music Therapist**

#### **REPORTING RELATIONSHIPS**

**Responsible to:** Head of School, Bedelsford School  
Senior Manager, Learning and Additional Support

**Accountable to:** Lead for Therapy  
Principal  
Board of Governors

#### **CLIENT GROUP:**

Bedelsford School is an outstanding special school, based within the Orchard Hill College Academy Trust (OHCAT). It aims to provide innovative education and a challenging environment for pupils aged 2 to 19, who have a wide range of physical disabilities, including profound and multiple learning difficulties and complex health needs.

#### **JOB PURPOSE AND SCOPE:**

- To provide specialist Music Therapy sessions for students attending Bedelsford School. This includes assessing students and carrying out the sessions using psychotherapeutic reflective skills.
- To provide support and training to all teaching staff with regard to Music Therapy approaches.
- To work collaboratively with other therapists and teaching staff at Bedelsford School with the aim of providing a holistic therapeutic approach to their work with students.

#### **FUNCTIONAL LINKS:**

The Music Therapist will be expected to work in collaboration with other therapists within the school and in the wider OHCAT community, and will need to maintain links with a variety of bodies. These will include:

1. Students and their parents/carers and advocates
2. School staff
3. Other professionals working with students.
4. Community Services

## **DUTIES & RESPONSIBILITIES:**

### **Clinical**

1. To provide Music Therapy sessions for individual students attending Bedelsford School. After referral and assessment, to evaluate the work involving psychotherapeutic reflection and analysis.
2. To hold responsibility for own clinical judgements within the sessions and for clinical groupings with reference to managers at the School.
3. To work therapeutically with highly complex sensitive information in the clinical sessions in a highly emotive atmosphere with students with a range of needs including students with challenging needs and mental health needs.
4. To ensure theory and practice is ethically appropriate.
5. To adjust communication strategies with students to ensure understanding.
6. To provide verbal and written feedback on students' progress to the Head of School and Senior Manager, Learning and Additional Support regarding the work when requested.
7. To relay clinical information to colleagues. This involves communicating sensitive information in an appropriate way.
8. To provide specialist advice on students, using a psychodynamic perspective, via analysis and interpretation of students' non verbal communications.
9. To ensure confidentiality procedures are adhered to, including use of audio and video resources.
10. To maintain up to date records of sessions, write reports, attend clinical review and EHCP meetings where possible.
11. To liaise with curriculum and therapy staff at the School regarding waiting lists.
12. To maintain up to date records and data in order to provide information, and to adhere to and implement administration procedures, as required by the Head of School and Senior Manager, Learning and Additional Support.
13. To keep instrumental skills of a high professional standard involving high manual dexterity, speed and complex eye hand co-ordination. To manipulate objects and be involved in some delicate handling of students and to support students with challenging needs.
14. It is necessary for occasional to frequent, moderate physical effort to be used for short periods, involving pushing students in wheelchairs, manoeuvring

therapy equipment e.g. keyboard, xylophones, piano. Also involves sitting in a constrained position in sessions.

### **Policy and Service Development**

15. To ensure compliance with the School's statement of intent, Core Principles, policies and procedures.
16. To comment on guidelines and protocols.
17. To have input into setting objectives in liaison with lecturers.
18. To assess clinical risks and take clinical responsibility for decisions regarding the sessions.

### **Resources**

19. To run training workshops and talks for curriculum and therapy staff at the School, developing their understanding of Music Therapy.
20. To provide advice and guidance to staff within the sessions.
21. To be responsible for maintaining good working order of the instruments and equipment.
22. To support the administration systems within the School.
23. To provide suggestions regarding the purchase of equipment and instruments.

### **Research and Development**

24. To receive regular managerial supervision from the Head of School.
25. To receive regular external clinical supervision in accordance with good practice guidelines.
26. To take part in clinical audits and clinical effectiveness measures.
27. To ensure up to date attendance on mandatory courses.
28. To keep up to date with current Music Therapy practice by taking advantage of other clinically based courses and conferences, to maintain a high level of clinical effectiveness in line with the CPD process.

## **Communications and Working Relationships**

29. To maintain good working relationships with all colleagues at the School.
30. To be aware of and comply with Bedelsford School's Health and Safety Policy and Procedures and implement any policies that may be required to improve the safety of the work area, including the prompt recording and reporting of accidents and ensuring that equipment used is safe.
31. To ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity.
32. To comply with the requirements of the Data Protection Act.
33. To comply with and promote the School's Equality and Diversity Policy.
34. To be aware of and comply with all other School policies and procedures.
35. To undertake such other duties of a similar nature from time to time as may be required by the Head Teacher

**This is not an exhaustive list of duties and responsibilities and the post holder may be required to undertake other duties that fall within the grade of the job, in discussion with the manager.**

**The content of the job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder.**

**The post holder is expected to comply with all relevant Bedelsford School policies, procedures and guidelines, including those relating to Equal Opportunities, Safeguarding Vulnerable Children, Health and Safety and Confidentiality of Information.**