

## **JOB DESCRIPTION: OCCUPATIONAL THERAPIST**

<b>REPORTING RELATIONSHIPS</b>	
<b>RESPONSIBLE TO:</b>	Senior Leadership team (Principal and Head of site)
<b>ACCOUNTABLE TO:</b>	Principal Board of Governors

### **CLIENT GROUP**

The Link School provides specialist teaching and therapy for up to 145 children and young people aged 4 to 18 years whose primary needs are speech, language and communication. Many pupils are also on the autistic spectrum and have high level sensory needs and a range of cognitive needs. The School have also developed a specialism in meeting the learning and therapy needs of a group of young people with anxiety and demand avoidant learning behaviour.

The School provides an outstanding education for pupils in terms of effective strategies based on strong practitioner research as well as the holistic curriculum offer that promotes strong personal and social education and cognitive development.

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

The post-holder will join an established team of Occupational Therapists who are jointly responsible for providing a therapy service to The Link School. This will include the assessment, treatment and management of occupational barriers and needs. The post-holder is required to work as part of a multidisciplinary team with teaching and other staff and parents and to provide training of staff.

She/he will also contribute actively to the development of the Occupational Therapy Department.

- To provide clinically effective, person- centred and evidence- based occupational therapy assessment and intervention to learners with communication needs including children on the autistic spectrum with demand avoidant learning behaviour.
- To monitor and evaluate pupils' progress in relation to therapy targets and programmes.
- To provide support and training to all teaching and support staff with regard to effective occupational therapy strategies. This may include training workshops and training specific to individual learners and/or environments.

- To be part of the wider school community contributing to the ethos and values promoted and to be involved in all aspects of school life.

The Occupational Therapist will be expected to work in collaboration with allied professionals and will need to maintain links with a variety of bodies. These will include:

1. Pupils and their parents/carers and advocates
2. School staff
3. Other professionals working with pupils
4. Community Services
5. Relevant Primary Care Trusts

## **DUTIES & RESPONSIBILITIES:**

### ***CLINICAL***

- To provide an Occupational Therapy service to the school, focusing on sensory motor development and functional skills.
- To work as part of the therapy team, assessing pupils OT needs in regards to sensory, physical and self-care using both standardised and non-standardised assessments.
- To use clinical reasoning skills, to analyse and interpret assessment results in order to set appropriate therapy goals and outcome measures.
- To monitor, evaluate and modify intervention in order to measure progress and ensure effectiveness of intervention.
- To provide individual or small group therapy, as required through EHCP allocation and provision maps.
- To liaise with all team members and family/ carers in order to provide a co-ordinated approach and ensure occupational therapy treatment is integrated into children's targets that support learning and skills for daily living. This could include home visits and monitoring phone calls.
- To contribute to and / or provide training to both school staff and parents.
- To work closely with the class team, including the speech and language therapists, to ensure provision is child centred and the environment enables them to realize their potential and maximise their academic, social, physical and emotional development.
- To develop and monitor OT programmes.
- To assess for, advise and order specialist equipment.
- To instruct those working with children how to correctly use equipment and set guidelines for its use.
- To use IT and other alternative methods of communication to overcome barriers to communication e.g. simple clear language, Makaton, symbols and photographs.

### **ADMINISTRATION & MANAGEMENT**

- To manage a clinical caseload and time effectively, prioritising work as required.
- To complete and maintain accurate treatment records in accordance with the BAOT Standards of Practise.
- To write professional reports to be shared at review meetings, and to attend review meetings where appropriate.
- To address issues of confidentiality, consent and sharing information throughout assessment and intervention according to GDPR regulations.
- To utilise standard Academy and School documentation as required.
- To be responsible for equipment used in carrying out duties, including competence to use equipment and to ensure the safe use of equipment by others through teaching, training and supervision of practice.
- To be responsible for accessing regular clinical supervision and ensuring supervision sessions are recorded.

#### Band 7 additions if applicable

- To assess and contribute to the whole school development plan taking the lead on therapy related targets.
- Take a clinical supervision role for other Occupational therapists in the school and outreach service.
- Take a lead in managing action research projects with a therapeutic basis and ensuring discoveries made are cascaded to relevant staff, parents and the wider special needs community both locally and nationally.
- Take a lead on staff and parent training related to OT

### **PROFESSIONAL**

- To be accountable for own professional action and recognise own professional boundaries, seeking advice where appropriate.
- To be aware of the sensitivity required to work closely, effectively and in a professional manner with children, parents/ carers and other professionals.
- To respect the confidentiality, individuality, values and cultural and religious diversity of pupils.
- To undertake school induction programmes and on-going training, including child protection and safeguarding, health and safety and risk management training.
- To participate in staff meetings, department meetings and liaison meetings with other professionals.
- To promote awareness of the role of occupational therapy within the school and home community.

- To maintain personal development through use of off- site and in-house training, contact and involvement with relevant special interest groups, attendance of in-service training, and review of literature as required.
- To maintain own clinical professional development (CPD) by keeping abreast of new developments within the profession and ensure that practice is based on best available evidence.
- To review and reflect on own practice and performance through effective use of professional and operational supervision and appraisal measures.
- To work within professional standards as stipulated in the Royal Collage of Occupational Therapy and its Code of Conduct.

### **GENERAL**

- To be aware and comply with the Academy and School 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.
- To comply with and promote the Academy and School Equality and Diversity Policy.
- To be aware of and comply with all other Academy and School policies and procedures.
- To undertake such other duties of a similar nature from time to time as may be required by the Principal.

### **NOTES**

- **A number of children have complex emotional or mental health needs and may demonstrate challenging behaviour. The post holder is expected to respond to challenging behaviour in accordance with Academy and School policy and procedure to minimise potential risk.**
- **This role requires flexibility and creativity in providing a service to meet the communication challenges of this specific client group.**
- **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.**
- **This 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.**