

## **Job Description**

### **Band 6 Occupational Therapist**

#### **REPORTING RELATIONSHIPS**

##### **Responsible to:**

- Principal
- Vice Principal

##### **Accountable to:**

- Principal
- Board of Governors

#### **CLIENT GROUP:**

Addington Valley Academy (AVA) is a provision for students with complex needs. All our students have autism and associated social communication, cognitive, sensory, social, emotional, and behavioural needs. They come under the broad description of 'Severe Learning Difficulties' (SLD).

The OT service is an integrated model which is focused on supporting students to access the class based curriculum by working on core barriers to learning. The aim is to maximise a child's potential to access learning, and to optimise their ability to function in class and home. You will work closely with teaching and support staff, which is made up of a Speech and Language Therapist, Senior Teaching Assistants and a Behaviour Specialist.

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

- To provide clinically effective, person centered and evidence based occupational therapy assessment and intervention to learners attending AVA.
- To lead on the planning, development and evaluation of a high quality Occupational therapy service for children with Autistic Spectrum Disorders (ASD), Attention Deficit Hyperactivity Disorder (ADHD), Developmental delay and Severe Learning Difficulties including challenging behaviour.
- To provide support and training to all teaching staff with regard to occupational therapy interventions.
- To comply with the College of Occupational Therapists Code of Ethics and Professional Conduct

- To take appropriate action to deal with any emergencies identified including identifying and responding to risk or safeguarding situations in accordance with guidance, policies and procedures

### **FUNCTIONAL LINKS:**

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:

- Students and their parents/carers and advocates
- Curriculum staff
- Other internal and external professionals working with students.
- Community Service
- Primary Care Trust & other relevant PCTs

### **DUTIES & RESPONSIBILITIES:**

#### **CLINICAL**

- To accept clinical responsibility for a varied caseload of students, and to organise this efficiently and effectively with regard to clinical priorities and use of time.
- To be able to work autonomously and demonstrate an ability to manage clinical risk including safeguarding. To select and implement relevant assessment tools including standardised and non-standardised assessments, to gather information in relation to dysfunction and environmental barriers to identify occupational and functional needs.
- To demonstrate and apply sensory integration theory and practice in the diagnosis, assessment and treatment of children with complex sensory processing and attachment difficulties.
- To be actively involved in compiling activity programmes with therapeutic aims, including sensory diets, fine and gross motor and visual perceptual programmes.
- 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 learner's objectives that support learning and skills for daily living.
- To monitor, evaluate and modify intervention in order to measure progress and ensure effectiveness of intervention
- To report to other team members regarding occupational therapy intervention.
- To write professional reports (for example Educational Health Care review reports) to be shared at review meetings, and to attend review meetings where appropriate.

- To attend College/school meetings for learners, including Parents' Evenings and Open Days etc as required.
- To contribute to and carry out risk assessment and risk management plans, including moving and handling and prescription of equipment
- To keep up to date with current and new manual handling techniques and TEAM TEACH techniques (Training can be provided).
- Provide supervision (professional and clinical) of junior therapists and therapy assistants as appropriate.
- To use IT and other alternative methods of communication to overcome barriers to communication e.g. simple clear language, PECs, Signalong, 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 HCPC and BAOT Standards of Practice.
- To prepare and submit written reports including contributions to the interdisciplinary team reports.
- To address issues of confidentiality, consent and sharing of information throughout assessment and intervention and clearly record in learners' files.
- To utilize standard College/school documentation as required e.g. equipment ordering documentation.
- To be responsible for maintaining stock, advising on resources to carry out the job, including the responsible use of petty cash.
- To participate in clinical audit.
- To be responsible for accessing regular formal clinical supervision, and ensuring supervision sessions are recorded.
- Implement policies and procedures for specialist area and propose changes to practises and procedures for own area.
- To be accountable for own professional action and recognise own professional boundaries, seeking advice as appropriate.
- To represent Orchard Hill College and Academy Trust as appropriate.

### **PROFESSIONAL**

- To be aware of the sensitivity required to work closely, effectively and in a professional manner with learners, parents/carers, advocates, the multidisciplinary team, College/school staff, Community Services, PCTs and other professionals working with students
- To respect the confidentiality, individuality, values, cultural and religious diversity of learners and to contribute to the provision of a service sensitive to these needs.

- To undertake school induction programme and ongoing training, including Safeguarding, Data protection, PREVENT.
- To participate in staff meetings, and liaison meeting with other professionals.
- To promote awareness of the role of occupational therapy within the multidisciplinary team, all team meetings and with outside agencies.
- To contribute to the induction, training and education of AVA staff both formally and informally.
- 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 and that learning outcomes are recorded in a portfolio.
- To review and reflect on own practice and performance through effective use of professional and operational supervision and appraisal, audit and outcome measures as necessary to own work.
- To comply with the College of Occupational Therapists' and Health Professions Council's Code of Ethics and Professional Conduct.

## **GENERAL**

- To be aware and comply with Orchard Hill College's and the Academy'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, safeguarding and ensuring that equipment used is safe.
- To be aware of and comply with all other College policies and procedures.
- To undertake such other duties of a similar nature from time to time as may be required by the Principal

## **NOTES**

- Many of the learners have complex needs, including health. These include challenging behaviour and mental health issues.
- 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.
- The post holder is expected to comply with all relevant Orchard Hill policies, procedures and guidelines, including those relating to Equal Opportunities, Health and Safety and Confidentiality of Information.