



JOB DESCRIPTION

School Name:	Parkwood Hall Co-operative Academy
Job Title:	Occupational Therapist
Reports To:	Therapy Lead/ Deputy Principal

Parkwood Hall is a residential and day school for pupils aged 8-19 years with moderate to severe learning difficulties and other complex needs including autism and language difficulties. We are passionate about creating a culture of wellbeing where all staff and pupils are valued and supported so that we can all 'grow, learn and flourish.'

Parkwood Hall aims to provide an outstanding and supportive learning environment which challenges students to achieve success. The core learning values, which are at the centre of the curriculum, focus upon developing the student's resilience and ability to make informed life choices.

Therapy provision at Parkwood Hall Co-operative Academy

Therapists will work as part of a newly formed, fully integrated multi-disciplinary therapy team, which provide therapeutic input based on current evidence and best practice. The Integrated Therapy Team uses a 3-tiered approach to deliver specialist input. All the therapists work in collaboration with the class team, residential and family to enable our students' engagement and participation in all the school activities and curriculum whilst promoting and developing communication, independence, health and wellbeing.

Key Tasks:

- To provide clinical expertise in the assessment, and management of children with learning disability and autism in school and in the residential setting
- To work closely with other colleagues and families to best meet the needs of individual children/young people
- To be responsible for the assessment, implementation and documentation of all occupational therapy interventions for children/young people with moderate to severe learning difficulties, communication disorders, and complex needs, whilst liaising and communicating effectively to ensure that there is an integrated approach to meeting pupils needs at school and at home.

Specific Responsibilities:

- To work in accordance with Academy safeguarding policies and procedures to ensure the safety and wellbeing of all students
- To be an integral member of the Integrated Therapy Team to include occupational therapists, speech and language therapists, physiotherapists, drama therapists and music therapist and contribute to service development initiatives and service objectives
- To contribute and participate in projects related to the school improvement plan
- To adapt our service to new ways of working (where identified, researching and working with other professionals to adopt new practices) following a universal, targeted and specialist model of delivery with a focus on outcomes and impact
- To provide support to the Therapy Lead when requested
- To use occupation focused interventions
- To develop skills within sensory integration framework

- To comply with professional codes of practice, professional guidelines and organisational policies
- To work seamlessly and collaboratively as an integral member of the multi-disciplinary team contributing to service development projects where applicable
- To carry out Occupational Therapy (OT) assessment of children/young people with consideration of the impact of their difficulties on their functional abilities and wider participation. This may include assessment and provision of specialist equipment that supports occupational engagement
- To work in partnership with other professionals, parents, carers and education staff in the delivery of OT which is sensitive to the needs of this group of students
- To provide high quality, evidence based and cost-effective OT provision for children/young people, with responsibility for integrated clinical educational working
- To select and maintain the specialist equipment required for each client group in consultation with the line manager
- To monitor and evaluate occupational therapy interventions in order to measure progress and ensure effectiveness of the interventions
- To keep accurate case records for each student containing assessment information, aims and objectives of therapy, details of therapy provided and pertinent discussions with staff and parents
- To provide clinical leadership, advice, guidance and supervision to Occupational Therapy Assistant and education staff
- To lead on the development of training to support education staff and parents / carers to implement strategies and approaches devised by the occupational therapist
- To lead and participate in service evaluation, including audit
- To be proactive in own CPD and contribute to the school's performance management program, in relation to your own areas of expertise
- To ensure clinical documentation is maintained and reflects RRCOT standards and is in accordance with the Data Protection Act
- To provide specialist reports both written and verbal in MDT meetings, network meetings and Annual Reviews
- To attend staff meetings, parent days and Annual Reviews as required
- To participate in regular Supervision and Performance Management
- To maintain records, reports and other paperwork
- To demonstrate clinical effectiveness by use of evidence-based practice and outcome measures
- To adhere to Health Professions Council (HPC) and College of Occupational Therapists (RCOT) standards in relation to the post. This will include maintenance of CPD activity in order to meet HPC standards.

General Responsibilities

- To maintain confidentiality in all aspects of Parkwood Hall Co-operative Academy. The nature of the working environment entrusts people with confidential information. Any breach of this confidentiality will constitute gross misconduct
- To be aware of and sympathetic to specific individual student behaviour management strategies. To provide advice when strategies are being planned in order that sensory processing difficulties are identified, and appropriate adaptations are sought
- To help promote positive behaviour, ethos and values
- To be committed to the safeguarding and welfare of all children
- To show commitment to Equal Opportunities to all children and adults at Parkwood
- To work with colleagues in ensuring efficient and responsible use of resources and equipment
- To report any concerns directly to the class teacher, Therapy Lead or any members of the Senior Leadership Team
- To understand and follow all statutory and non-statutory policies
- To work together collaboratively and professionally, being diplomatic and tactful
- To perform any other duties as are within the scope, spirit and purpose of the position as requested by the Principal

- This job description reflects the current requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and is subject to amendment in consultation with the postholder.

General Responsibilities:

<p>Equality of Opportunity</p>	<ul style="list-style-type: none"> • As a member school staff to take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimisation, harassment and bullying. • Ensure the development and progression of equality within the sphere of responsibility of this post and the fair and equal treatment of all colleagues, children, parents and visitors.
<p>Confidentiality and Data Protection</p>	<ul style="list-style-type: none"> • To treat all information acquired through employment, both formally and informally, in strict confidence. • To be aware of the school's responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.
<p>To contribute as an effective and collaborative member of the School team</p>	<ul style="list-style-type: none"> • Any other duties as reasonably required by any manager of the school. • Participating in the ongoing development, implementation and monitoring of the school plans. • Attend regular meetings as required and make a positive contribution during meetings.
<p>Child Protection</p>	<ul style="list-style-type: none"> • Attend regular meetings as required and make a positive contribution during meetings. • To be alert to issues of child protection ensuring that the welfare and safety of children attending Parkwood Hall Co-operative Academy is promoted and safeguarded and to report any child protection concerns to the designated Safeguarding Lead using safeguarding policies, procedures and practice. • Prevent, identify and minimise risk of interpersonal abuse or violence, safeguarding children and other vulnerable people, initiating the management of cases involving actual or potential abuse or violence where needed. • Be aware of and update colleagues, as appropriate to comply with current legislation and policies affecting practice, e.g. Children's Act, National Service Frameworks, Child Protection Procedures, Health and Safety and Data Protection.

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

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which

are commensurate with the job title and grade.

The postholder is expected to comply with all relevant Parkwood hall policies, procedures and guidelines, including those relating to Safeguarding, Equal Opportunities, Health and Safety, and Confidentiality of Information

Declaration

As an Occupational Therapist, I will be committed to the rights of pupils and promote their wellbeing and safeguarding at all times; making this my priority. It will be my duty to adhere to all safeguarding policies and share relevant information.

As part of the risk by association legislation I will inform my line manager immediately if anyone in my household has been cautioned or convicted of a sexual assault or violent offence; my own children are subjected to a court order; or if I have been disqualified from private fostering.

Signatures:

Employee _____ Date _____

Principal _____ Date _____

Person Specification - Occupational Therapist

Education & Qualifications

Essential

- Degree in Occupational Therapy recognised by the Royal College of Occupational Therapists.
- Registered with the Health and Care Professions Council (HCPC).
- Evidence of successful completion of Sensory Integration training e.g. Module 1 Sensory Integration Network
- Evidence of recent and relevant personal / professional development around ASD, Children and Young People, learning disability, COOP, OPC, AMPS, School-based OT

Desirable

- PGCert in Sensory Integration

Knowledge, experience and training

Essential

- A minimum of 2 years' experience working as an occupational therapist with children, including some experience of working with children with learning disabilities.
- Experience of applying principles of sensory integration and implementing programmes.
- Experience of working in a multi-disciplinary team.
- Experience of providing training.
- Knowledge of specialist assessment tools, treatment approaches and techniques relevant to the client group.
- Specialist knowledge of principles of sensory integration.
- Knowledge of specialist equipment and seating of pupils.
- The ability to prioritise, make sound clinical judgements and organise own workload

	<ul style="list-style-type: none"> • Knowledge of national policies and procedures relevant to the client group. • Awareness of standards of record keeping. • Evidence of involvement in service development/improvement. • The ability to communicate effectively orally and in writing to a variety of audiences. <p>Desirable</p> <ul style="list-style-type: none"> • Using communication aids such as PECS, Makaton
Skills & Abilities	<p>Essential</p> <ul style="list-style-type: none"> • Excellent interpersonal skills - including observation, listening, empathy, conflict resolution with children, parents and staff. • Excellent written presentation • Well-developed ICT and word processing skills • The ability to independently manage a caseload. • Evidence of collaborative practice within multidisciplinary teams and education. <p>Desirable</p> <ul style="list-style-type: none"> • Training/experience in positive behaviour support.
Personal Qualities	<p>Essential</p> <ul style="list-style-type: none"> • Willingness to learn and develop specialism • The ability to offer positive contributions to the development of the school. <p>Desirable</p> <ul style="list-style-type: none"> • Ability to work flexible hours in order to work in class and on house
Special Requirements	<p>Essential</p> <ul style="list-style-type: none"> • Excellent communication skills • The post holder should expect exposure to saliva and bodily fluids within the course of their work