

**FIVE ACRE WOOD SCHOOL**  
**JOB DESCRIPTION – PAEDIATRIC OCCUPATIONAL THERAPIST**

**Title:** Occupational Therapist

**Salary:** KR 8 (£26,598-£30,333) or KR 9 (£30,485-£34,693) depending on experience

**Responsible to:** Therapy Lead

**Location:** To work across all sites used by FAW

**Hours:** 8.30am-4.30pm, Monday to Friday (this can either be full year or term time only, in which case the salary would be pro-rated)

**JOB PURPOSE**

- To assess, diagnose, treat and manage own specialist caseload of pupils and maintain associated records.
- To provide specialist intervention and evaluate outcomes.
- To train and support the carers of pupils and participate in appropriate specialist training to other colleagues.
- To advise and provide support to other therapists/staff on Occupational Therapy issues, across the timetable and curriculum.
- To work alongside Paediatric Occupational Therapist and other members of the Therapy team
- To assist in supporting the work of assistants, students, volunteers and other staff working with the Therapy Team
- To provide total commitment to the safeguarding of pupils and the provision of opportunities for all pupils to achieve within the 5 areas of Every Child Matters.
- To support with manual handling within the school, including regular training and support for staff and providing suitable manual handling equipment for staff and pupils.

**MAIN PROFESSIONAL DUTIES**

- To provide specialist advice to other parties.
- To deliver Occupational Therapy across the school
- To maintain records, reports and other paperwork.
- To provide training for all staff on manual handling practices.

**REPORTS TO**

- Therapy Lead
- Senior Leadership Team for overall supervision and instruction.
- The Headteacher who has overall responsibility for the school.

**GENERAL DUTIES AND RESPONSIBILITIES FOR ALL SCHOOL STAFF**

- To carry out school policy as documented and/or directed by the Headteacher.
- To present the school in a positive way in the community.
- To respect the confidential nature of all information acquired in the performance of the job either verbally or in writing.

**KEY AREAS OF RESPONSIBILITY**

**Professional**

- To be responsible for maintaining own competency to practice through CPD and maintain a portfolio which reflects personal development in order to maintain up to date HPC registration.
- To be accountable for own professional action and recognise and work within own professional

boundaries, seeking advice and support as necessary.

- To demonstrate knowledge and practice within the specialist area and across the life of the school.
- To demonstrate clinical effectiveness by use of evidence based practice and outcome measures.
- To use knowledge to inform school/policy developments within own specialist area.
- To keep up to date and develop strategies for implementing best practice in clinical areas relating to own caseload.
- To contribute to the interagency/multidisciplinary team at the school.
- To acknowledge and work towards a social model of provision when meeting the needs of children and working with staff teams.

### **Clinical**

- To be professionally and legally accountable for all aspects of own work including the management of patients on a given caseload.
- To write reports for families and relevant professionals that reflect knowledge of occupational therapy needs.
- To attend and provide reports for Annual Reviews, case conferences, other professionals and supporting evidence, as required.
- Based on thorough assessment and evaluation, to develop specialised packages of intervention, in conjunction with teaching staff, parents/carers, and therapists.
- To monitor the progress of treatment programmes and modify as necessary.
- To respect the confidentiality of all school and pupil information.
- To refer to other specialist services as appropriate.
- To make appropriate clinical decisions following assessment and seek advice from other Occupational Therapists where necessary, including recognising potential breakdown.
- To demonstrate the ability to reflect on practice.
- To support and supervise the work of occupational therapy students/assistants and volunteers.
- To assess, monitor and request basic seating and/or manual handling equipment.
- To be responsible for the security, care and maintenance of equipment ensuring standards of infection control and safety are maintained- including equipment loans to pupils.

### **Knowledge/Training**

- To demonstrate understanding of the basic principles of postural management and to facilitate functional ability through the use of postural management equipment.
- To make thorough assessments to support recommendations for provision of basic specialist equipment.
- To prioritise and manage caseload as directed by the school.
- To demonstrate a working knowledge of relevant procedures including: safeguarding children, SEN procedure, vulnerable adult etc., and other legal requirements.
- To manage own time effectively and demonstrate an ability to prioritise tasks.
- To maintain intense concentration in all aspects of patient management and to manage the emotional consequences of working with distressing conditions.
- To participate in the development and delivery of specialist training of school staff.
- To provide specialist advice to other parties as appropriate.
- To explain the role of Occupational Therapy within school.
- To identify training needs within the staff group.
- To demonstrate the ability to reflect on and evaluate training provided.
- To advise on occupational therapy targets and strategies throughout the school day.
- To support with Manual Handling provision across the school, including the satellite sites.

### **Administrative**

- To undertake general administrative and pupil related administrative tasks in line with school requirement and school policies.
- To maintain pupil records in accordance with British Association of Occupational Therapists professional standards.
- To provide accurate statistical information as required.
- To produce reports reflecting specialist knowledge regarding pupil needs and devise care plans.
- To review and update policies.

### **Communication and Working Relationships**

- To work closely, communicate regularly and seek advice from a Specialist Paediatric Occupational Therapist via supervision and other members of the Therapy team.
- To work alongside other Occupational Therapy colleagues providing support and professional exchange of ideas and experience.
- To attend appropriate meetings with the Occupational Therapy Service and school.
- To contribute to specialist clinical teams by discussing own and others input around pupil needs, ensuring a well co-ordinated care plan.
- To communicate findings relating to evidence provided from assessment about pupils to carers, families and members of the multidisciplinary team/other professionals.
- To work closely with pupils, carers and families, agreeing decision making relevant to the pupil's management.
- To demonstrate empathy with pupils, carers and families and colleagues, ensuring that effective communication is achieved, particularly where barriers to understanding exist.
- To demonstrate skills in motivating pupils and carers to engage in the therapeutic process.
- To demonstrate negotiation skills in the management of conflict across a range of situations.
- To employ excellent verbal and written communication skills.

### **Therapy**

- To assess, diagnose and manage pupils needs with regard to occupational therapy.
- To maintain relevant occupational therapy records.
- To produce occupational therapy reports and manual handling training records, as appropriate.
- To have an overview of and review and feedback on pupils' manual handling plans with teachers and members of SLT.
- To attend, when appropriate Annual Review Meetings and multidisciplinary meetings, as and when required.
- To train and support teachers, T.A.'s and other colleagues in occupational therapy and manual handling as appropriate.
- To maintain links with carers/parents in regard to occupational therapy and manual handling issues.
- To liaise and work alongside cover staff, support staff, assistants and volunteers.
- To maintain use of equipment.

This job description describes in general terms the normal duties which the post holder will be expected to undertake. However, specific duties relating to individual pupils or groups cannot be listed. In addition, duties may be varied from time to time, at the discretion of the Headteacher and in consultation with you. All post holders will be expected to work with any age group of children across all sites.