

**Ripplevale School  
Occupational Therapist  
Job Description**

**Name of Post Holder:**

**Post Title:** Occupational Therapist (Equivalent Band 6)

**Post Purpose:** To support pupils or specified individual pupil with Special Educational Needs in all areas of the curriculum under the guidance of the class teacher

**Reporting to:** Occupational Therapy Lead, Deputy Headteacher and Headteacher

**Responsible for:** OT Assistant

**Liaising with:** Senior Leadership Team (SLT), SENCo, Teachers and Therapists

**Working Time:** Monday –Friday 8:30 am – 3:45 pm

**Disclosure level:** Enhanced

**Summary of main duties of the Occupational Therapist:**

- To provide therapy with children with complex communication, motor, and sensory needs at universal, targeted and specialist levels.
- To complete assessments and produce reports to contribute to annual review and Educational Health and Care Plan meetings.
- To ensure the therapy service is provided in close collaboration with education staff and other professionals to meet the needs of the child or young person.
- To provide all staff with regular training and updates in line with universal provision

**Operational/Strategic Planning:**

- To work with and be available to other therapists for support and joint consultation regarding clinical practice as required and accept support from designated colleagues in order to develop reflective practice.
- To reflect on and evaluate training provided by the therapy service and to monitor the impact across the provision.
- To provide a strategic plan that is regularly updated and actioned for the therapy service.

**General Duties:**

- Assessing and diagnosing a wide range of motor, perceptual, sensory and functional difficulties.



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- Planning appropriate therapy interventions, making fine judgements about type and timing of treatment negotiated with education staff and parents.
- Delivering group and individual therapy as required.
- Providing advice, training and therapy programmes to education staff, parents and other health professionals.
- Managing parental and/or school anxieties regarding intervention and prognosis.
- Evaluating the impact of interventions and to escalate/de-escalate pupils as appropriate between the universal, targeted and specialist levels
- To demonstrate clinical effectiveness by use of evidence-based practice and outcome measures. 11. To be responsible for managing own time appropriately and prioritise tasks accordingly in order to carry out clinically related administrative duties, relevant to the caseload and operation of the school.
- To independently manage a complex caseload whilst recognising own professional boundaries and access supervision, advice and support when necessary.
- To work closely with relevant parties about individual students and practically demonstrate therapeutic approaches where appropriate.
- To use specialist knowledge to inform service/policy developments as appropriate.
- To care for and maintain equipment ensuring standards of infection control and safety are maintained.
- To be responsible for maintaining up to date and accurate case notes in line with professional standards and school policies
- To collect clinical data and write reports for Annual Reviews and Educational Health and Care Plans.
- To adhere to local and national standards and guidelines relating to Professional Practice and maintain registration with the Health Care Professional Council. To recognise and demonstrate commitment to personal development and acquisition of further skills and knowledge relating to clinical areas and evidenced by CPD and Professional Log as specified in the job purpose and the application of these skills to clinical practice.
- To undertake other duties as reasonably directed by Head teacher
- To undertake the professional duties of the post.
- To ensure that all activities are carried out in accordance with Equal Opportunities legislation and the school's Equal Opportunities Policy.
- To undertake your personal Health and Safety responsibilities within the HASAWA 1974.
- To work in accordance with the school's policies and procedures
- To undertake any other duties which are reasonably assigned to you commensurate with the level of the post.

**Staffing:**

- To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- To monitor and evaluate the work of staff who deliver physical education/life skill lessons, advising on good practice and suggesting appropriate programs for individual pupils.



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- To continue personal development in any relevant areas/updating & adding own appraisal objectives to appraisal process.
- To work as a member of a designated team and to contribute positively to effective working relations within the school.
- To attend and support whole staff meetings as required.

**Child Protection:**

- To make yourself aware of all relevant school policies and ensure that you abide by Ripplevale School's Child Protection Policy which contains the names and points of contact for all relevant agencies.
- To participate in all Child Protection training required by the school.
- To immediately report any incidents of a child protection nature to the school's Designated Safeguard Lead or the Directors. NB Failure by a member of staff to report actual or suspected physical, sexual or emotional abuse or neglect of a pupil is a disciplinary offence and in certain circumstances could be a criminal offence.

**Quality Assurance:**

- To help to implement school quality assurance procedures and to adhere to those.
- To take part, as may be required, in the review, development and management of activities relating to the organisation and pastoral functions of the school.

**Communications and Liaison:**

- To communicate effectively with the parents of pupils as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the school. 37. To follow agreed policies for communications in the school.
- To take part in liaison activities such as reviews, Open Day, Parents Evenings etc.

**Management of Resources:**

- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and the students.
- To monitor stock levels in own service area and request new equipment as appropriate.

**School Ethos:**

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.
- To promote actively the school's corporate policies.
- To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate.



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### Pastoral System

- To promote the general progress and well-being of individual pupils.
- To liaise with the Parent Support Advisor to ensure the implementation of the school's Pastoral System.
- To evaluate and monitor the progress of pupils and keep up-to-date pupil records as may be required.
- To alert the appropriate staff to problems experienced by pupils and to make recommendations as to how these may be resolved.
- To communicate as appropriate, with the parents of pupils and with persons and bodies outside the school concerned with the welfare of individual pupils, after consultation with the appropriate staff.
- To apply the school's behaviour management systems.

**The above outlines the main duties and responsibilities of the post but may not identify each individual task to be undertaken.**

### Signatures:

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

This job description is current at the date below but will be reviewed on an annual basis (or as need arises) 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.

Signed	Name	Designation	Date
		Occupational Therapist	
		Headteacher	