

BROOMHILL BANK SCHOOL
JOB DESCRIPTION

Position: Occupational Therapy Assistant

Reports to: Therapy Team Lead

Location: **West and North Site, Tunbridge Wells and Hextable**

Grade: Kent Range 6

1. Job Purpose:	
	Support the Occupational Therapy service provision for students within the School.
2. Main duties/ Specific OT duties:	
2.1	To work as an integral member of the OT team and wider Therapy team within the school environment.
2.2	Administrative duties to support the Occupational Therapy Team provision.
2.3	Research, order and coordinate therapy resources.
2.4	Plan and deliver OT targeted interventions with the Occupational Therapy Team that are of equitable standards across both sites.
2.5	Manage classroom activities and groups of students safely ensuring that the physical learning space and the resources in it are conducive to student learning.
2.6	Act as a role model within the school environment, modelling strategies that support and meet students' occupational therapy, and self-regulation needs.
2.7	Provide training activities within the school setting as required. Share expertise and provide learning experiences for others, as required, both within school and for the benefit of the wider school community.
2.8	Carry out routine observations to support the engagement, learning and self-regulation of children and young people with difficulties as appropriate and required, carrying out record keeping and reporting to inform planning, progress and next steps.
2.9	Liaise with other professionals, as a source of advice, information and guidance regarding interventions and provision made.
2.10	Communicate very effectively and positively with parents/ carers to support their role in their child's learning.
2.11	Communicate very effectively with the wider teaching and learning community about occupational therapy provision and intervention.
2.12	Assist the Occupational therapists in: <ul style="list-style-type: none"> • Providing support to learners in the classroom and at unstructured times e.g., breaktimes - employing specialist support strategies as required. • Planning and organising intervention activities linked to OT • Plan, organise and run O/T activities and groups – e.g., sensory circuits
2.13	To liaise with school staff, the Therapy team and other professionals to contribute to and raise the profile of occupational therapy provision throughout the school.
2.14	Reflect on and evaluate the effectiveness of the Occupational Therapy delivery to students and be able to modify these accordingly with guidance from an Occupational Therapist
2.15	Demonstrate an active interest in improving provision for students with Occupational Therapy needs, via commitment to personal research and activity.
2.16	Understand and comply with key school policies and procedures relating to child protection, health, safety, security, confidentiality and data protection; reporting all

	concerns to an appropriate person to ensure students' wellbeing.
2.17	Contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professionals to enable the school to fulfil its development plans etc.
2.18	Undertake training and other learning activities and attend relevant meetings (within contracted hours) as required to ensure own continuing professional development.
2.19	To move and organise OT equipment between spaces, in accordance with manual handling guidelines.
3	STANDARDS AND QUALITY ASSURANCE
3.1	Support the aims and ethos of the school.
3.2	Set a good example in terms of presentation, punctuality and attendance and behaviour.
3.3	Attend and participate in 'special' school events and student performances.
3.4	Actively uphold the school's behaviour code, school rules and uniform regulations.
3.5	Participate in development of whole school Occupational Therapy offer across both school sites.
3.6	Undertake any other reasonable and related duties for Occupational Therapy.

The governors are committed to safeguarding and promoting the welfare of children and the successful candidate will therefore be subject to an Enhanced Check with the Disclosure Barring Service.

Broomhill Bank School recognises diversity and welcomes applications from anyone with relevant qualifications and knowledge.