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**Life Skills Manor School**

**Job Description**

**Title:** Occupational Therapist (Clinical Lead TBC)

**Grade: NHS Band 6-7 (Equivalent)**

**Contract: 37.5hr pw, Term Time Only**

**Responsible To: Headteacher**

# JOB PURPOSE AND SCOPE:

* To provide clinically effective, person centered, and evidence based occupational therapy assessment and intervention to children at Life Skills Manor School.
* To provide specialist advice, consultation, and training to employees, contributing to in-service training.

# FUNCTIONAL LINKS:

The Occupational Therapist will be expected to work in collaboration with other professionals and will need to maintain links with a variety of bodies. These will include:

Pupils and their parents/carers and advocates, school staff, other professionals working with pupils and community services.

# DUTIES & RESPONSIBILITIES: CLINICAL

* To deliver and oversee occupational therapy and intervention services to the school, focusing on physical and emotional well-being development of the pupils.
* To lead and work as part of the therapy/intervention team, assessing and delivering intervention to pupils OT needs using both standardised and non-standardised assessments.
* To use clinical reasoning skills, to analyse and interpret assessment results to set appropriate therapy goals and outcome measures.
* To create, monitor, evaluate and modify interventions on provision plans to measure progress and ensure effectiveness of intervention.
* To provide therapy based on the Life Skills Manor therapeutic model of universal, targeted, and specific provision as required to meet EHCP allocation and provision plans.
* To ensure that all required therapeutic and intervention offers identified on pupil EHCPs are adhered to and follow best practice and adhere to professional guidance.
* To liaise with all team members and family/ carers to provide a coordinated approach and ensure therapeutic and intervention provision is integrated into children's targets that support learning and skills for daily living. This could include home visits, phone calls and arranging any necessary outreach services.
* To lead, organize and contribute to providing training to both school staff, parents, and external visitors.
* To work closely with the class team to ensure provision is child centered and the environment enables them to realize their potential and maximize their academic, social, physical, and emotional development.
* To assess for, advise and order specialist equipment being aware of financial implications and restrictions in liaison with reporting relationships.
* To monitor new developments in specialised equipment and communicate with the Headteacher, school team and manufacturers.
* To instruct those working with children how to correctly use equipment and set guidelines for its use.
* To contribute to and attend school -arranged meetings for children, including IEP meetings, EHCP meetings and parent meetings.
* To use IT and other alternative methods of communication to overcome barriers to communication e.g., simple clear language, Makaton, symbols, and photographs.
* To prepare for and attend tribunals for children when called by tribunal officers where Occupational Therapy needs are highlighted as significant in the reporting paperwork.

# ADMINISTRATION & MANAGEMENT

* To manage a clinical caseload and therapeutic/intervention service time effectively, prioritising work as required.
* To complete and maintain accurate treatment records in accordance with the BAOT Standards of Practice.
* To write professional reports to be shared at review meetings, and to attend review meetings where appropriate.
* To address issues of confidentiality, consent and sharing information throughout assessment and intervention according to GDPR regulations.
* To update the therapeutic and intervention services website pages and to utilize documentation as required.
* To be responsible for equipment used in carrying out duties, including competence to use equipment and to ensure the safe use of equipment by others through teaching, training, and supervision of practice.
* To be responsible for accessing regular clinical supervision and ensuring supervision sessions are recorded.
* To manage therapy assistants and provide training opportunities to students (e.g. university).

# PROFESSIONAL

* To be accountable for your own professional action and recognise your own professional boundaries, seeking advice where appropriate.
* To respect the confidentiality, individuality, values, and cultural and religious diversity of pupils.
* To undertake induction programmes and on-going training, including child protection and safeguarding, health and safety and risk management training.
* To attend safeguarding meetings as required by the senior leadership team.
* To participate and lead multidisciplinary meetings with other professionals.
* To promote awareness of the role of occupational therapy and wellbeing within the school and home community.
* To represent and feedback on the therapeutic and intervention services of the school as part of governors meetings and liaison with school governors.
* To gather, analyze and provide feedback on the OT service, to continually develop and review the provision provided.
* 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.
* To review and reflect on own practice and performance through effective use of professional and operational supervision and appraisal measures.
* To work within professional standards as stipulated in the Royal College of Occupational Therapy and its Code of Conduct.

# GENERAL

* To be aware and comply with the Life Skills Manor 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 and ensuring that equipment used is safe.
* To comply with and promote the Life Skills Manor School Equality and Diversity Policy.
* To be aware of and comply with all other Life Skills Manor School policies and procedures.
* To undertake such other duties of a similar nature from time to time as may be required by the Headteacher.

# NOTES

Several children have complex emotional or mental health needs and may demonstrate challenging behaviour. The post holder is expected to respond to challenging behaviour in accordance with Life Skills Manor School policy and procedure to minimise potential risk.

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 Headteacher for example, supporting pupils during breaks and lunchtimes.

The 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 postholder.

**Name:**

**Signed:**

**Date**