



Job Description Occupational Therapist

Place of Work: West Heath School, Sevenoaks, TN13 1SR

Hours of Work: 08:00 – 16:00
37.5 per week Monday to Friday
Term Time, 39 Weeks Per Year

Accountable to: Head of HEART and Therapy

Direct Reports: SLSA/Occupational Therapist Assistant(s)/Therapeutic Facilitator

Main Purpose of the role:

To provide occupational therapeutic support and deliver interventions to a caseload of our students with social, emotional, and mental health difficulties

Main Duties and Responsibilities

- Be responsible for their own caseload
- Plan and deliver appropriate interventions to referred students
- Carry out assessments
- Write appropriate reports
- Provide staff training
- Supervise OT Assistant
- Liaise with school staff and parents/carers
- Contribute to multi-disciplinary meetings
- Maintain relevant records

Health and Safety

- Working safely and hygienically at all times within Health and Safety Guidelines and Policies.

Partnership Working:

- Sustain and develop positive working partnerships with all areas of the Faculty and School
- Implement/monitor and contribute to joint initiatives as required



- To create and develop links between the department and wider school community
- Celebrate and share success with students, colleagues and parents/carers

Equality and Diversity:

- To promote equality and reduce discrimination of the protected characteristics within the school on both a student and staff level.
- Promote British values
- Support people to appropriately express their individuality and uniqueness in all areas of life

General:

- To act as an ambassador for West Heath School representing the school where necessary at Events and Meetings
- To undertake ongoing continued professional development
- To uphold the values and ethos of the school
- To undertake such duties and responsibilities reasonably consistent with the role as may be required from time to time by the LINE MANAGER
- Follow West Heath School Policy and Procedures, paying particular attention to Safeguarding, Confidentiality & Health and Safety.
- To attend regular supervision sessions with Line Manager
- Attend team meetings as required
- Undertake any relevant training as identified

Qualifications and experience required for this role:

See - Person Specification

PERSON SPECIFICATION: Occupational Therapist

The successful candidate will be a strong, forward thinking and inspirational leader who demonstrates commitment to the school's values and ethos, and has the robustness, unwavering enthusiasm and tenacity to meet the needs of this demanding post.

Requirement	Essential	Desirable	Testing Method
1. Qualifications	<p>HCPD Registered</p> <p>Degree/equivalent qualification in OT</p> <p>Member of the Royal College of Occupational Therapy</p>	<p>Member of a specialist OT group e.g. CYPF.</p> <p>PG Certificate in Sensory Integration</p>	<p>Certificate</p> <p>Application form</p>
2. Experience	<p>Working with adolescents/young people as an OT.</p> <p>Use of functional assessment and activity analysis.</p> <p>Sound knowledge of OT process within paediatrics.</p> <p>Understanding of professional ethics and their application into practice.</p> <p>Basic knowledge of clinical governance.</p> <p>Evidence of CPD.</p>	<p>Working in a SEMH environment.</p> <p>Working with challenging behaviour.</p> <p>Experience of adolescent mental health.</p> <p>Experience of working in a physical paediatric setting.</p> <p>Experience of working within a school setting.</p>	<p>Application form</p> <p>Interview</p>
3. Knowledge and skills	<p>Ability to work closely with young people in a professional and empathetic manner.</p> <p>Good verbal and written communication skills.</p>	<p>Good record keeping.</p> <p>Touch typing experience.</p> <p>Good knowledge of paediatric assessments.</p> <p>Up-to-date and regular CPD.</p>	<p>Application form</p> <p>Interview questions</p> <p>Presentation</p>
4. Competence	<p>Efficiency, high levels of integrity and professionalism.</p> <p>Strong communication skills.</p>		<p>Interview questions</p> <p>Presentation</p>

5. Personal Qualities	<p>Reliability, honesty, flexibility, a positive attitude.</p> <p>Ability to work on own initiative as well as being part of a team.</p>		<p>Interview questions</p> <p>Presentation</p>
6. Other	<p>The post holder will be required to move and handle therapy equipment around the OT base and around school.</p> <p>Ability to work in a shared office where interruption and distraction will be commonplace.</p> <p>The post holder will be required to deal with stressful and sometimes confrontational situations related to the delivering services to our students and their families.</p> <p>Post holder may be exposed to working with children with highly complex needs.</p>	Full Driving License	Document verification

Note:

This Job Description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify reconsideration of the salary for the post.

West Heath School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.