



Parkwood Hall
CO-OPERATIVE ACADEMY

JOB DESCRIPTION

School Name:	Parkwoodhall Co-operative Academy, Swanley
Job Title:	Senior Occupational Therapist (Senior OT)
Reports To:	Deputy Principal - Pastoral
Hours	08:30 – 16:30, Mon – Fri (08:30 – 16:45 on Tuesdays), term time plus INSET days plus 2 weeks 36 hours worked per week for 41 weeks per year. 0.9276FTE.
Salary	PO5 to PO7 dependent on qualifications and experience. £48,460 to £54,581 full-time equivalent - broadly comparable to Agenda for Change Band 7
<p>Parkwood Hall is a residential and day school for pupils aged 8-19 years with moderate to severe learning difficulties and other complex needs including autism and language difficulties. We are passionate about creating a culture of wellbeing where all staff and pupils are valued and supported so that we can all 'grow, learn and flourish.'</p> <p>Parkwood Hall aims to provide an outstanding and supportive learning environment which challenges students to achieve success. The core learning values, which are at the centre of the curriculum, focus upon developing the student's resilience and ability to make informed life choices.</p>	
<p>Job purpose: This role involves leading occupational therapy support within the school setting as part of a Trans-Disciplinary Team, with a focus on driving and quality assuring occupational therapy interventions for children and young people. In addition to delivering high-quality interventions, the role includes overseeing the development of personalised support plans, supervising and mentoring therapeutic staff, and fostering a culture of reflective practice. The position plays a key role in service development, contributing to school improvement initiatives, and ensuring the highest standards of practice. This role also involves shaping training programmes, advising on service delivery, and maintaining professional and safeguarding standards across the school.</p> <p>Line Management: To be accountable to the Deputy Principal - Pastoral in all matters relating to the role. To liaise with the Principal, Senior Leadership Team (SLT) and Trustees as required.</p>	
<p>Overall Duties</p> <ul style="list-style-type: none"> As part of the Trans-Disciplinary Team (TDT), you will support educational colleagues to provide therapeutic living and learning environments and based on clinical assessment and formulation offer both individualised and group interventions and engagement to our children and young people. Our therapists work collaboratively within our school, this ensures that therapeutic support permeates every aspect of the education, care and support we offer all of our children and young people. You will facilitate reflective practice and consultation, and provide workshops, training and guidance to the teams around our children. 	

- Ensure the needs and views of our children and young people are at the heart of everything we do: offering evidence based, holistic and child-centred assessments and interventions across the school in line with identified EHCP provision and in response to arising needs.
- Use advanced specialist knowledge and levels of experience appropriately and effectively across a range of work practices which is underpinned by comprehensive and extensive theoretical knowledge and practical experience.
- To use appropriate clinical and professional guidance within practice (e.g. RCOT or NICE guidance)
- Organise and facilitate internal child focused meetings where appropriate in partnership with the transdisciplinary team, ensuring appropriate staff are invited.
- To identify training needs, develop and facilitate training sessions to staff and parents/carers in relation to supporting our children and young people.
- To identify and deliver training to education or care staff teams in relation to supporting our children and young people
- To promote and facilitate reflective practice.
- To work with the Deputy Principal (Pastoral) in helping to promote and develop our service links and work flexibly as may be required by the needs of the service and carry out any other reasonable duties as required.
- To induct, supervise and line manage other PHCA Occupational Therapists, or other therapeutic professionals where appropriate (e.g. Therapy Assistant).
- To advise and participate in service and practice development. This to include contributing to the development of School Improvement Planning.
- To quality assure reports the work and records of the Occupational Team.
- To support in the organisation and chairing of TDT meetings, including managing the allocation of internal referrals.
- To complete external referrals to specialist services as required.
- To role model to all children and young people, education and care colleagues how to promote self-esteem and positive relationships.
- To undertake high quality clinical assessments of children and young people and develop formulations of therapeutic need. To write reports as part of a transdisciplinary team or individually to reflect assessment, progress and outcomes as required.
- To work closely with our children and young people, providing evidence-based occupational therapy interventions and ensuring personalised adaptable plans of support. This will include communicating, reviewing and celebrating children and young people's success and achievement with them.
- To develop evidence-based programmes of occupational therapy intervention and to formally evaluate the impact and outcomes of such interventions.
- To develop professional relationships with the other school staff.
- To keep accurate and contemporaneous online records following professional guidelines and in accordance with legal requirements for maintaining confidentiality and data protection.
- To complete administrative requirements in a timely manner. These include evidencing that you are meeting EHCP requirements, liaison and completion of TDT reports and updating Parkwood Hall Co-operative Academy electronic systems as appropriate.
- To attend regular, clinical supervision and line management supervision.
- To attend and/or inform professional meetings (such as Annual Reviews/TACs/PEPs/CLAs etc) where appropriate.
- To follow the HCPC standards and maintain membership of HCPC.
- To maintain professional registration and memberships relevant to the profession.
- To maintain professional accountability
- To complete a 6-month probation period as well as ongoing annual performance management reviews.
- Parkwood Hall Co-operative Academy is committed to the safeguarding and promotion of the welfare of all children and young people in our care. All staff have a key role and responsibility in this area.
- To follow Parkwood Hall Co-operative Academy policies and procedures.

- To maintain professional registration and memberships relevant to the profession.
- To participate in the school's Staff Development Programme.
- To perform any other duties as are within the scope, spirit and purpose of the position as requested by the Deputy Principal - Pastoral.

General Information:

Equality of Opportunity	<ul style="list-style-type: none"> • As a member school staff to take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimisation, harassment, and bullying. • Ensure the development and progression of equality within the sphere of responsibility of this post and the fair and equal treatment of all colleagues, children, parents and visitors.
Confidentiality and Data Protection	<ul style="list-style-type: none"> • To treat all information acquired through employment, both formally and informally, in strict confidence. • To be aware of the school's responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.
To contribute as an effective and collaborative member of the school team	<ul style="list-style-type: none"> • Any other duties as reasonably required by any SLT of the school. • To co-operate with all Parkwood Hall Co-operative Academy staff in maintaining good relationships with outside agencies and the public to promote and uphold the school's image. • Participating in the ongoing development, implementation, and monitoring of the school plans. • Attend regular meetings as required and make a positive contribution during meetings. • To contribute to the overall ethos/work/aims of the school. • Keep yourself fully appraised and aware of educational and other appropriate developments whether national or local and assess their impact on the school.
Child Protection	<ul style="list-style-type: none"> • Attend regular meetings as required and make a positive contribution during meetings. • To be alert to issues of child protection ensuring that the welfare and safety of children attending Parkwood Hall Co-operative Academy is promoted and safeguarded and to report any child protection concerns to the designated Safeguarding Lead using safeguarding policies, procedures, and practice. • Prevent, identify, and minimise risk of interpersonal abuse or violence, safeguarding children and other vulnerable people, initiating the management of cases involving actual or potential abuse or violence where needed. • Be aware of and update colleagues, as appropriate to comply with current legislation and policies affecting practice, e.g., Children's Act, National Service Frameworks, Child Protection Procedures, Health and Safety and Data Protection.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

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

This job description is current at the date below but will be reviewed on an annual basis 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.

Signatures:

Employee_____Date_____

Principal_____Date_____

Person Specification – Senior Occupational Therapist (Senior OT)	
Education & Qualifications	<p>Essential</p> <ul style="list-style-type: none"> • Recognised Course of Study that fulfils the requirements for membership of HCPC • HCPC registered • Trained and able to provide clinical supervision. • Sensory Integration (SI) certified practitioner or a willingness to undertake SI certification to become a qualified practitioner. <p>Desirable</p> <ul style="list-style-type: none"> • Additional qualifications or specialist training that reflects the needs of the children and young people at Parkwood Hall Co-operative Academy • Member of RCOT.
Knowledge, experience and training	<p>Essential</p> <ul style="list-style-type: none"> • Proven ability to communicate effectively with children and young people; their families and professional colleagues. • Experience of producing high quality assessment, reports, and evidence-based intervention. • Experience of individual and group work with young people • Experience of working as part of a multi-disciplinary or trans-disciplinary team • Awareness of Child Protection and Safeguarding procedures • Experience working as a Occupational Therapist, planning and delivering evidence interventions. • Experience of working with people with a range of needs, such as; Special Educational Needs (SEN), Neurodiversity, developmental trauma and Social, Emotional and Mental Health (SEMH). • Experience using Augmentative and alternative communication (AAC) devices and other communication tools. • Experience creating and using resources including social stories, visual timetables etc. <p>Desirable</p> <ul style="list-style-type: none"> • Awareness of the network of children's services & experience of multi-agency inter-professional work • Understanding & experience of school and education systems • Experience delivering training to parents and/or professionals • Experience of line managing. • Experience of providing clinical supervision. • Experience of working in a challenging environment • Experience of working with those who displays behaviours that challenge.
Skills & Abilities	<p>Essential</p> <ul style="list-style-type: none"> • Good leadership skills • Ability to give advice and guidance and direct others. • Ability to work independently and to demonstrate initiative • Ability to work collaboratively as part of a trans-disciplinary team • Excellent social/professional and communication skills • Excellent organisational skills, time management and ability to work

	<p>under pressure</p> <ul style="list-style-type: none"> • Ability to devise and deliver staff training • Interest, experience and commitment to developing projects and/or new initiative <p>Desirable</p> <ul style="list-style-type: none"> • Ability to work in a highly charged environment, demonstrating resiliency and compassion.
Personal Qualities	<p>Essential</p> <ul style="list-style-type: none"> • Readiness to seek help & support to manage professional issues and problems • High level of motivation and commitment to supporting our young people, staff teams and clinical services. • Ability to prioritise work/caseload and the general demands of day to day working. • Flexibility and resilience <p>Desirable</p> <ul style="list-style-type: none"> • Willingness to work in an innovative and creative way.