



Stone Bay School



Occupational Therapist Job Description and Person Specification

Welcome

Welcome and thank you for considering applying for a position at our school and becoming part of our team.

We specialise in providing both day and residential education for pupils aged 4 to 19 years who have a diagnosis of Autism, along with severe and complex learning needs. We currently provide for 112 pupils.

Our school is situated on Stone Bay in Broadstairs in a beautiful Victorian building overlooking the sea. The local coastal environment provides many unique and enjoyable learning opportunities for our pupils.

We believe that every pupil is entitled to the very best possible education, delivered in an environment that is safe, caring and happy. We use an innovative and personalised curriculum which meets the needs of all pupils with a strong focus on communication, engagement and independence.

At Stone Bay School every staff member is involved in ensuring we provide a nurturing learning environment where all our pupils can achieve their full potential and move on to lead happy and fulfilling lives. I would encourage you to come and visit if you want to learn more about us.

We look forward to receiving your application.



Jane Hatwell
Headteacher



Stone Bay School is committed to safeguarding and promoting the welfare of children and young people. Applicants will be subject to recruitment and selection procedures designed to emphasize the school's commitment to the safeguarding of its pupils and staff. Posts are subject to an enhanced DBS disclosure, two satisfactory references, an adequate pre-employment health check, online candidate recruitment check and verification of the right to work in the UK. For more information, please read our Safer Recruitment Statement enclosed within this application pack.

Vision and Values

Our school vision is to provide an **outstanding, nurturing, learning environment**, where all our pupils can achieve their full potential and progress to lead happy and fulfilling lives.

Our mission is to provide each and every pupil with the best possible education, delivered in an environment that is supportive, caring and safe.

“Getting it right for every pupil”

At Stone Bay we focus on **Evolving Excellence** in all that we do, working towards making our school the best it can be for pupils, staff and families. We are creating lasting **Trust** with all our stakeholders, **Empowering** each other to learn and grow. By adhering to policies and clear processes we ensure **Fairness** and transparency in our decision making and actions, whilst ensuring we are **Collaborating** with others and always looking for ways to help each other to deliver excellence for our pupils.

Rights Respecting Schools

The Unicef UK Rights Respecting School Award (RRSA) is based on principles of equality, dignity, respect, non-discrimination and participation. The RRSA seeks to put the UN Convention on the Rights of the Child at the heart of a school's ethos and culture to improve well-being and develop every child's talents and abilities to their full potential. A Rights Respecting School is a community where children's rights are learned, taught, practised, respected, protected and promoted.

Stone Bay has been awarded the Silver Award by UNICEF. This is awarded to UK schools that show good progress towards embedding children's rights in the school's policy, practice and ethos, as outlined in the RRSA Strands and Outcomes



Staff wellbeing

The Leadership Team and the Governing Board of Stone Bay School are committed to promoting positive mental, physical and emotional wellbeing and to providing suitable support for all staff. Taking action to prevent ill health and promote good health makes good educational and business sense, as sickness absence carries high costs both in monetary terms and in terms of the impact upon performance, teaching and learning, morale and productivity, which may disrupt or compromise pupil progress.

All members of staff are entitled to be treated fairly and professionally at all times. The Governing Board of Stone Bay School takes very seriously its duty of care as an employer to all members of staff and a number of policies and procedures have been made in relation to this duty.



 Stone Bay School Job Description and Person Specification	
Job Role:	Occupational Therapist
Grade:	Kent Scheme H (FTE £39,355 - £44,900) + SEN Allowance
Hours:	22.5 hours week
Contract:	Permanent, Term Time Only
Responsible to:	Lead Clinical Therapist

Job Description

Key Responsibilities
• To embody the school's vision and values "Getting it right for every pupil". • Provide needs-led, and evidence-based, assessment and therapy. • Ensure effective joint working practice between the Therapy team, education and residential staff, external professionals and the pupil's family or carers. • Deliver staff training and provide direct support for staff related to OT goals and interventions. • Continually update professional knowledge in line with the evidence base and personal appraisal targets. • Maintain HCPC and RCOT registration and adhere to professional standards.



Job Description

Leadership and Collaboration

- To contribute to the growing ethos and vision of the school, helping to shape its therapeutic culture.
- To contribute towards organisational and Therapy team development plans in the area of Occupational Therapy.
- To ensure effective joint working practice between the Therapy team, education, health, social services, voluntary sectors, and student's families.
- Support and contribute to meetings relating to pupils.
- To supervise staff undertaking OT-related interventions (e.g., Gross/ Fine Motor development programmes).

Student Support and Service Development

- Provide skilled specialist assessment and therapy for individuals and groups.
- To develop and implement appropriate Occupational Therapy interventions.
- To work with Pupil support teams to assess and implement strategies to address distressed behaviours , working within a Positive Behaviour Support and Trauma informed Framework.
- To ensure that all pupils have access to the necessary equipment and learning supports and make onwards referrals to specialist external services.
- To promote pupil choice, self-advocacy, and independence, working under the principles of the Mental Capacity Act (2005) and upholding human rights and dignity.



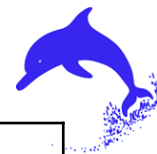
- Use advanced specialist knowledge and levels of experience appropriately and effectively.
- To measure and record outcomes of Occupational Therapy interventions and use evidence-based practice (EBP).
- Initiate and undertake audit and service evaluation aimed at increasing and maintaining clinical effectiveness.
- Highlight gaps and suggest initiatives for service development to line manager.

Community and Family Engagement

- Providing needs-led workshops to parents and carers to support the needs of their children and young people outside the school setting.

Staff Training & Professional Development

- Support pupil access to learning at Stone Bay, including enabling access to the pupils identified provision outlined in their EHCP modelling best practise to colleagues in classrooms and residential flats.
- Provide OT advice and knowledge for relevant staff to include leading on staff training, mentoring in classes and flats and drop-in advice.
- Provide and participate in training workshops/seminars for Stone Bay Staff.



Professional Standards and Accountability

- To be accountable for own professional actions and recognise own professional boundaries.
- To maintain up to date and accurate case notes in line with RCOT and HCPC professional standards.
- To maintain up to date HCPC and RCOT registration and adhere to professional standards and Code of Conduct.
- To access appropriate professional support/supervision, reflect on practice, and continually update professional knowledge in line with the evidence base.
- To identify personal/professional development targets as part of the annual appraisal framework.
- To attend specialist short courses and advanced training (CPD).
- To share information with others, observing data protection guidelines, confidentiality, and appropriate consent.

This job description describes the key duties and responsibilities of the post-holder, but it is not an exhaustive list and may be adjusted as the needs of the school evolve. Such changes may be made at the discretion of the Headteacher, in consultation with you.

Additionally, other reasonable duties may be assigned as necessary to support the objectives of the role.

Stone Bay School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. The post is subject to an enhanced Disclosure Application to the Disclosure and Barring Service and check against the ISA Barred List for children.



Person Specification

Qualifications	Essential	Desirable
A degree or postgraduate diploma in Occupational Therapy.	✓	
Current registration with the Health and Care Professions Council (HCPC) and membership of the Royal College of Occupational Therapists (RCOT).	✓	
Evidence of advanced post-qualification training and CPD relevant to Autism, Complex Learning Needs, sensory integration, or paediatric practice.		✓
Additional training or certification in specialist areas (e.g. Sensory Integration (SI) or specific assessment tools).		✓

Experience	Essential	Desirable
Post-qualification clinical experience as an Occupational Therapist, working with children and young people with autism and complex learning needs.	✓	
Experience in assessing, planning, and delivering OT interventions for individuals and groups with complex needs associated with autism.	✓	
Proven experience of successful multi-agency working (e.g., with health, social care, education, and voluntary sectors).	✓	
Experience in supervising, coaching, and training other staff (e.g., teaching assistants, support staff, junior OTs) in OT-related programmes/ strategies.		✓
Experience in leading clinical policy, pathway development, or service improvement projects within a team or organisation.		✓
Experience in providing training or workshops to parents/carers.		✓



Person Specification

Knowledge	Essential	Desirable
Theoretical and practical knowledge of OT in paediatric and/or special education settings, specifically for children/young people with Autism and Complex Learning Needs.	✓	
Comprehensive knowledge of relevant legislation and guidance (e.g., Mental Capacity Act 2005, Human Rights, EHCP processes, Data Protection/Confidentiality).	✓	
Excellent understanding of Positive Behaviour Support (Proact Scip) and supporting pupils with significant communication and interaction differences using AAC approaches in their application in clinical practice.		✓
Knowledge of local and national clinical pathways and external specialist services for onwards referral (e.g., equipment providers, specialist health teams).		✓

Skills & Abilities	Essential	Desirable
analytical and clinical reasoning skills for complex case management and intervention design.	✓	
Excellent communication skills (written and verbal) to convey complex information clearly, sensitively, and effectively to staff, families, and external professionals.	✓	
Ability to model, and promote a therapeutic and collaborative culture within the school setting.	✓	
Ability to support with personalised learning intentions and if required contribute to EHCP review meetings	✓	



Ability to effectively manage and prioritise a complex caseload, demonstrating strong organisational and time management skills.	✓	
Ability to maintain up-to-date, accurate, and confidential case notes and records in line with professional standards.	✓	
Ability to critically reflect on own practice, proactively seek supervision, and identify personal/professional development targets.	✓	



Safer Recruitment Statement

Introduction

Stone Bay School is fully committed and rigorously follows the most stringent of safeguarding procedures. This is to promote the welfare of all children and young people and we expect all staff, visitors and volunteers to share this commitment to the highest possible standard. *Our commitment is underpinned by robust processes and procedures that seek to minimise risk and continuously promote a culture of safeguarding amongst our workforce.*

Safer Recruitment

Job descriptions and persons specifications refer to safeguarding and child protection and all posts are subject to a Disclosure and Barring Service certificate (DBS). All advertisements include our safeguarding statement and commitment.

- The post is subject to an Enhanced Disclosure Application to the Criminal Records Bureau and checked against the ISA Barred List for Children.
- Candidates must apply through Kent Teach by completing in full and returning a signed application form. CVs will not be accepted.
- When applying, candidates must provide a full employment history, including periods of unemployment, with dates (to the nearest month) and the names and addresses of previous employers. Any gaps in employment will be discussed.
- Candidates must provide two satisfactory references. These should be from the candidate's current or most recent employer. Where a candidate is not currently working in a school or childcare setting but has done so in the past, one reference should be from their most recent children's workforce referee.
- All references will be applied for in writing prior to interview and referees contacted to verify their authenticity. A reference pro-forma will be used without exception meaning that open or letter references will not be accepted. Referees will be asked



- specific questions about a candidate's suitability to work with children and young people and for the post.
- Stone Bay School reserve the right to request alternative referees where felt appropriate to fulfil safer recruitment requirements.
- The post for which the candidate is applying for is exempt under the Rehabilitation of Offenders Act, so all criminal convictions must be stated, with dates. Failure to do so will disqualify the candidate from the appointment and, if appointed, may render the individual liable to immediate dismissal without notice.
- Only those candidates meeting the criteria outlined in the person specification will be shortlisted.
- Candidate's commitment to the safeguarding and welfare of children and their motivation to work with children will be explored at interview.

Interview

Shortlisted candidates will take part in an in-depth interview and selection process. Candidates will be asked to address any discrepancies, anomalies or gaps in employment in their application form this includes their employment history. Candidates at the end of their interview will be reminded of their responsibility to disclose criminal convictions that are subject to DBS check if they have not already done so on the application.

Proof of right to work in the UK must also be provided at interview.

All offers of employment will be subject to and conditional upon:

- Enhanced DBS and Barred List check
- Verification of identity
- Verification of entitlement to work in the UK
- Verification of any relevant qualifications
- Receipt of two satisfactory references
- Receipt of Criminal Convictions Self-Disclosure Form (for regulated activity with children posts)
- Satisfactory pre-employment health clearance
- Prohibition checks for teachers and those with previous teaching experience
- Section 128 checks for governors or members of the Senior Leadership Team
- Online recruitment checks
- Overseas checks as appropriate
- Meeting the requirements for Disqualification by Association as where appropriate



If these are not satisfactory an offer of employment may be withdrawn or where an individual has commenced work, employment may be terminated.

Recruitment of Ex-Offenders

If you are successful at interview then we will require you to obtain an Enhanced Certificate of Disclosure from the Disclosure and Barring Service (DBS) and we administer this process. Most roles within Stone Bay School will also require a Barred List check. We will ensure that an open and measured discussion takes place on the subject of any offences or other matters that might be relevant to the position.

Probation

All new staff will be subject to a probation procedure for a period of six months. The probation period is to enable the assessment of an employee's suitability for the job for which they have been employed. This includes the monitoring and reviewing of the performance of new staff in relation to duties, skills, qualifications and experience outlined in the job description and person specification. This will also include an employee's suitability to work with children and young people and their commitment to safeguarding and child protection.

Equal Opportunities

Stone Bay School recognises the value of, and seeks to achieve, a diverse workforce which includes people from all backgrounds. Stone Bay School takes positive steps to create an employment culture in which people feel confident of being treated with fairness, dignity and tolerance irrespective of their individual differences. This commitment extends beyond the relationship between and conduct of employees and potential employees, to the whole community.

Stone Bay School is committed to the elimination of unlawful discrimination and to the promotion of good relations between all.

General Data Protection Regulation

Stone Bay School is committed to ensuring that staff member's privacy is protected. By signing a contract of employment, staff members will agree for Stone Bay School, to process their personal data, including "sensitive personal data" as defined in the General Data Protection Regulation (GDPR), for the purposes of the operation, management, security and/ or administration, as well as, complying with applicable laws, regulations and procedures. The information staff members provide (except Equality Monitoring Information) may be shared with partner organisations that provide services to Stone Bay School. A full list of these organisations is available upon request. Further information about how and why we collect staff member data can be found in the Stone Bay School Privacy Notice.