



Grange Park School  
Borough Green Road  
Wrotham  
Kent  
TN15 7RD

## JOB DESCRIPTION

<b>JOB TITLE</b>	Occupational Therapy Apprentice
<b>SALARY POINT</b>	KSA £26,168 FTE (Sept 26)
<b>LIASION WITH:</b>	The Headteacher and/or Senior Leadership Team
<b>HOURS:</b>	32.5 hours per week, term time, plus 5 inset days
<b>DATE:</b>	June 2026

### Purpose of the Job

To work as an Apprentice Occupational Therapist, under the Occupational Therapy Apprenticeship programme with supervision. The apprenticeship combines academic and work-based learning through the employer and educational provider collaboration. To work under direct and indirect supervision to support staff to develop and maintain a high-quality environment to enable pupils develop their skills to the best of their ability and help pupils to develop their confidence, abilities to self-regulate and independence skills.

To demonstrate commitment to self-directed study, meeting study deadlines and successful completion of the programme, under supervision of Clinical Educators, experienced Workplace Mentors and Practice Assessors.

### Key duties and responsibilities under direction of the Therapy Team Lead

1. Guide and support pupils in their personal, emotional and social development.
2. Support the ethos and aims of Grange Park School.
3. Develop and maintain a high-quality environment within the school to enable pupils to learn to the best of their ability.
4. Liaise closely with all staff to support implementation of appropriate strategies.

5. Use professional and clinical knowledge to make effective decisions based on research and best practice.
6. Analyse and interpret varied and complex information including research, in order to develop and maintain a specialist service to meet the needs of individuals, school/college staff and parents/carers.
7. Use specialist knowledge of standardised assessments and other assessment tools in combination with advanced reasoning skills to provide recommendations to support individual pupils.
8. Develop and implement programmes for individuals and groups using expertise to create innovative and effective ways of working to maximise pupils' potential under guidance from the Occupational Therapist and other members of the therapy team.
9. To manage and prioritise a defined caseload and workload, working with support from senior therapists as appropriate.
10. Supporting with the implementation of SCERTS and contributing to the EHCP process as directed.
11. Assist in the education of colleagues, other organisations and parents/carers to understand the needs of autistic individuals.
12. Contribute to service projects and generate ideas and solutions.
13. Responsible for the care of, accuracy, confidentiality, security and maintenance of all individual's records and related manual/computerised information, including highly sensitive and confidential issues.
14. Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
15. To make a commitment to study during the duration of the apprenticeship course, meeting the timescale & deadlines set by the University.
16. Undertake clinical placements over the 3 years which will aim to be allocated within 1 hr 30 travel from the University.
17. Any other duties or tasks appropriate to the grade of the post assigned by the Senior Leadership Team.

## PERSONAL SPECIFICATION

	<b>Criteria</b>	<b>Essential / Desirable</b>
Qualifications	NVQ Level 3 qualification or equivalent	E
	GCSE in English and Maths grade C/4 or above (or equivalent)	E
Skills	Good ICT skills	E
	Good literacy and numeracy	E
	Good interpersonal and organisational skills	E
	Ability to prioritise	E
	Ability to cope under pressure and work to deadlines	E
	Good attention to detail	E
Personal attributes	Dependable and enthusiastic	E
	An ability to use own initiative, work independently, motivate and inspire with a creative approach to problem solving	E
	Able to work well as part of a team	E
	Good communicator	E
	Display commitment to protection and safeguarding of children and young people	E
	Commitment to CPD	E
Knowledge and experience	Awareness of the need for Child Protection, Confidentiality, Data Protection, Health & Safety legislation and other key policies in schools	E
	Experience of working with autistic children/young people.	D
	Experience of working collaboratively and co-operatively as part of a team.	E
	Experience of working as part of an Occupational Therapy Team.	D
	Experience of working in a school setting	D
	Experience of using Boardmaker	D
Other	Car owner and driver (working on split site) and for access to placements.	E