



## Job Description

# Part Time SEND School Occupational Therapist

The Elmley Dray School are dedicated to appointing the best possible candidates.

The successful candidate for this position will have the ability to motivate and inspire those that they work with, break through the barriers of expectations and harness all opportunities to create a climate of success and achievement for all.

### **Purpose and Scope:**

1. To provide clinically effective, person-centred and evidence-based occupational therapy assessment and intervention to learners with communication needs including children on the autistic spectrum with demand avoidant learning behaviour.
2. To monitor and evaluate pupils' progress in relation to therapy targets and programmes.
3. To provide support and training to all teaching and support staff with regard to effective occupational therapy strategies. This may include training workshops and training specific to individual learners and/or environments.
4. To be part of the wider school community contributing to the ethos and values promoted and to be involved in all aspects of school life.

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

1. Pupils and their parents/carers and advocates
2. School staff
3. Other professionals working with pupils
4. Community Services
5. Relevant Primary Care Trusts

### **As a Part Time SEND School Occupational Therapist your duties and responsibilities will include:**

- To provide an Occupational Therapy service to the school, focusing on sensory motor development and functional skills.
- To work as part of the therapy team, assessing pupils OT needs in regards to sensory, physical and self-care using both standardised and non-standardised assessments.
- To use clinical reasoning skills, to analyse and interpret assessment results in order to set appropriate therapy goals and outcome measures.
- To monitor, evaluate and modify intervention in order to measure progress and ensure effectiveness of intervention.

- To provide individual or small group therapy, as required through EHCP allocation and provision maps.
- To liaise with all team members and family/carers in order to provide a coordinated approach and ensure occupational therapy treatment is integrated into children's targets that support learning and skills for daily living. This could include home visits and monitoring phone calls.
- To contribute to and / or provide training to both school staff and parents.
- To work closely with the class team, including the speech and language therapists, to ensure provision is child centered and the environment enables them to realise their potential and maximise their academic, social, physical and emotional development.
- To develop and monitor OT programmes.
- To assess for, advise and order specialist equipment.
- To instruct those working with children how to correctly use equipment and set guidelines for its use.
- To manage clinical caseload and time effectively, prioritising work as required.
- 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 utilise standard school documentation as required.
- To be responsible for equipment used in carrying out duties, including competence to use equipment and to ensure 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.
- Safety Compliance: Adhering to COSHH (Control of Substances Hazardous to Health) regulations and health and safety, fire, and safeguarding policies.
- Commitment to safeguarding and prioritising the welfare of children and young people.



## **Safeguarding**

- Demonstrate a commitment to keeping children safe and young people safe.
- Report any disclosure made to the appropriate person.
- Report any safeguarding concerns in the workplace to the appropriate person.
- Maintain an awareness of the Elmley Dray policies in relation to safeguarding.

## **Supporting the School**

- Contribute to the reviews of pupil's progress
- To attend relevant in-service training
- To be aware of Elmley Dray School policies and procedures
- Contribute to the overall ethos/work/aims of the school
- Establish constructive working relationships and communicate with other agencies/professionals, including the SENDCO & SLT, to support achievement and progress of pupils.
- To participate in the performance and development review process, taking personal responsibility in discussion with the line manager.

## **General**

- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure duties and services provided are in accordance with the trust's Equal Opportunities Policy
- To remain confidential on all matters at all times

Signed \_\_\_\_\_

Dated \_\_\_\_\_

Print Name \_\_\_\_\_