

BROOMHILL BANK SCHOOL

JOB DESCRIPTION

JOB TITLE: Highly Specialist Paediatric Occupational Therapist

REPORTING TO: Senior Leadership Team/ Therapy Lead, as directed by the school

Location: North and West Sites

SALARY RANGE: KSI Entry

EFFECTIVE DATE OF JOB DESCRIPTION: July 2026

DIRECTED HOURS: 5 days per week (37.5 hours per week), 39 weeks per annum

1	JOB PURPOSE
	To provide highly specialist paediatric Occupational Therapy for students at Broomhill Bank School's North and West Sites. The postholder will assess, plan, deliver and review individualised therapy programmes for students with complex developmental, communication, sensory and learning needs, while contributing to an integrated whole-school therapy service.
2	KEY RESPONSIBILITIES
2.1	Undertake specialist assessment of students and identify appropriate intervention, equipment and support strategies.
2.2	Develop, deliver, monitor and review individual Occupational Therapy.
2.3	Embed therapy approaches within classrooms, the curriculum, life skills, independence work and unstructured times.
2.4	Provide advice, modelling, coaching and training to staff, parents and carers to support consistent implementation of therapy programmes.
2.5	Maintain accurate student records and provide written and verbal reports for Annual Reviews and other school systems.
2.6	Assess and manage risk, including the safe use of equipment and moving and handling requirements, in line with professional and school guidance.
2.7	Work collaboratively with education, therapy and external professionals to support students' holistic needs.

3	LEADERSHIP AND SERVICE DEVELOPMENT
3.1	Contribute to the development, planning and evaluation of the school's Therapy Department.
3.2	Support training, research, service improvement and the sharing of good practice across the school.
3.3	Coordinate and support the work of Occupational Therapy staff as required, including coaching, mentoring and appraisal.
3.4	Oversee the provision, safe use, storage and maintenance of specialist equipment, reporting concerns promptly.
4	PROFESSIONAL STANDARDS and CONDUCT
4.1	Work in accordance with relevant professional, legal, safeguarding, health and safety and clinical governance requirements.
4.2	Maintain up-to-date knowledge of Occupational Therapy legislation, guidance, research and professional practice.
4.3	Communicate effectively with students, families, staff and professionals, adapting approaches for students with communication and learning difficulties.
4.4	Maintain high standards of professionalism, attendance, punctuality and contribution to the wider life and ethos of the school.
4.5	Develop positive professional relationships with colleagues, parents and carers, governors, the Local Authority, other schools and the wider community.
5	OTHER DUTIES
5.1	Take responsibility for continuing professional development and maintain an appropriate CPD portfolio.
5.2	Attend and contribute to professional, team and school-related meetings, including Annual Reviews, as required.
5.3	Contribute to school planning, policy development, improvement activity and staff training days.
5.4	Undertake any other duties reasonably required by the Headteacher or Senior Leadership Team that are commensurate with the post.

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Broomhill Bank School is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be expected to share this commitment and comply with all relevant safeguarding policies, procedures and statutory requirements.

