



SHENSTONE SCHOOL



JOB DESCRIPTION OCCUPATIONAL THERAPIST	
Accountable To	The Senior Leadership Team
Scale	Bexley 14 £34,665 - £40,788 <i>(depending on qualifications and experience. This is the full time/per annum salary but this will be paid pro rata based on hours/weeks per year. This post is offered on school support staff terms and conditions).</i>
Duration	Permanent
Appointment From	September 2021
Job Purpose	<p>To be a key member of the school team offer professional support with regards to Occupational Therapy input at Shenstone School. To work with the wider staff team leading on the assessment and support offering strategies and programmes to improve the functional and developmental opportunities of the pupils with severe and complex learning difficulties. The key focus will be around sensory processing with the emphasis on supporting the pupils to self-regulate their emotional and physical needs. To create OT programmes, maintain detailed records, contribute to annual reviews and EHCP outcomes, carry out timely reviews and report outcomes to staff teams and families. To offer training and support to others (parents/carers, staff etc. in appropriate specialist programmes and practices). To work alongside staff and other multi-agency professionals sharing practice and ideas to ensure the most aspirational outcomes for the pupils of Shenstone.</p> <p>To work with the senior leadership team to ensure that the support offered is whole school and child-centred.</p>
Key Areas	Roles and Responsibilities <ul style="list-style-type: none">● To be accountable for all aspects of your work including the management of pupils and caseloads as directed by the school.● To manage your own time effectively and demonstrate an ability to prioritise tasks.● To write timely reports for families and relevant professionals that reflect knowledge of occupational therapy needs.● To produce reports reflecting specialist knowledge regarding pupil needs and support teachers with the creation of OWL (Shenstone's version of an Individual Education Plan) plans and specific OT programmes where required. .● To attend and provide reports/support for meetings such as annual reviews and any other meetings where your expertise/supporting evidence is required.● After thorough assessment to develop individual and specialised support and intervention programmes to allow maximum outcomes for pupils.● To monitor the progress of implemented programmes and modify as necessary.

	<ul style="list-style-type: none"> ● To assess, monitor and order any necessary equipment that is required for the pupils. ● To be responsible for the security, maintenance and overall care of equipment and to keep records of equipment on loan to pupils. ● To work alongside and exchange ideas with other therapists to ensure well coordinated care plans etc. ● To communicate findings relating to evidence provided from assessment about pupils to parents/carers, staff and other relevant members of the multidisciplinary team and other professionals. ● To identify training needs within the wider school community to include staff and families. ● To participate in the development and delivery of specialist training of school staff. ● To refer to and link with other specialist services as appropriate. ● To demonstrate the ability to reflect on practice with other multi-agency professionals and the school's senior leadership team. ● To respect the confidentiality for all school and pupil information. ● To demonstrate a working knowledge of relevant procedures including: safeguarding children, SEND procedures and other statutory requirements.
<p>Review of Job Description</p>	<ul style="list-style-type: none"> ● This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post and the post holder may be required to undertake additional duties as instructed by the Headteacher, governing body and TKAT. It may be subject to modification and amendment at any time after consultation with the post holder.