

Name: Job Description

Position	Occupational Therapist
Location	Undershaw (Tower Road & Undershaw Sites, Hindhead)
Working Hours	Full-Time (Part-time hours considered) – Term time only
Responsible to	Head of Health & Therapies – Nanci Doyle

Job Purpose:

The successful candidate will be responsible for identifying and delivering appropriate and relevant treatments and interventions within the field of occupational therapy, in order to promote and develop the mental, emotional, physical, educational and social well-being of students.

Key Accountabilities:

Duties for the Occupational Therapist position will also include, but will not be limited to:

- To carry out assessments of students with high functioning autistic spectrum disorder, anxiety based disorders and mild physical disabilities, in an educational setting, leading to appropriate diagnosis and treatment plans
- To provide a high quality therapy service to the students at Undershaw
- To work as part of a multidisciplinary school team
- To work with the Head of Health & Therapies to coordinate and deliver staff training and induction, relevant to therapy
- To meet regularly with the therapy team and multidisciplinary teams in school
- To contribute to IEPs and EHCPs
- To work as part of the assessment team for prospective students
- To assess the students postural, functional, social, and educational needs
- To assess the students' development of personal and domestic independence skills
- To devise and implement an appropriate program of intervention to meet individual need
- To jointly assess, devise and oversee delivery of sensory integration programmes
- To work with students towards transition to the next steps
- To monitor and review progress
- To demonstrate clinical effectiveness by use of evidence-based practice and outcome measures
- To produce meaningful and useful reports when required
- Work collaboratively as part of an integrated multi-disciplinary team and through the use of professional skills enhance students' access to their curriculum
- To take an active role in supporting the inclusion of specific occupational therapy interventions into the learning situation
- To monitor therapy resources including assessment resources and request new equipment as appropriate
- Provide specialist help, support and advice to students, and other members of the School community

- Co-ordinate and lead multi-disciplinary team meetings where appropriate which include all relevant stakeholders and maintain the appropriate communication, involvement and support of all parties concerned
- Advise and assist staff members on appropriate classroom/playground strategies, in order to give students, support and guidance for their emotional, personal, social and/or educational development
- Provide written reports on the activities and services provided during the school year and contribute to and attend Annual Review meetings
- Implement a proactive approach to educating students, staff and parents on Occupational Therapy issues;
- Maintain accurate clinical case records on the computerised system Nookal, data monitoring and evidence of work done and to provide termly reports on numbers of students seen and the support hours provided, for the Head of Health & Therapies and the Headteacher when required.
- Maintain standards of confidentiality whilst keeping clinical notes and filing up to date

Qualifications, experience and skills required for the Occupational Therapist position:

- To hold current membership to the appropriate professional body and current registration with the Health Professions Council
- To comply with the College of Occupational Therapists (COT) professional standards, the HCPC's current Standards of Conduct, Performance and Ethics and the latest standards for professional practice in occupational therapy
- To complete written notes in accordance with College of Occupational Therapists (COT) professional standards and to ensure an appropriate audit trail is in place
- To keep up to date with new techniques and developments to ensure effective practice.
- To carry out continuous professional development in line with your professional body, evidenced by Performance Development Review, appraisal and a Portfolio
- To keep up to date with relevant Acts, policies and procedures including Safeguarding, SEN procedures and Mental capacity
- Experience working within a school/college setting
- Able to work independently and with initiative
- Have exceptional communication skills, listening skills and assessment skills
- Demonstrate excellent communication skills at all levels, with children, staff, parents and external agencies
- Have a calm and approachable manner, able to exercise qualities of tolerance, patience and sensitivity
- Demonstrate up to date, professional knowledge and judgement on Safeguarding, Child Protection Policy and related issues
- Demonstrate up to date, professional knowledge and judgement on Occupational Therapy techniques and strategy
- Good sense of humour
- Can do attitude

General Commitment to the Role:

- Willingness to conform to the School's aim and policies
- Flexibility in the approach to deal with emergency situations
- Awareness and understanding of Safeguarding and Child Protection issues

- Awareness of Health & Safety and Equality of Opportunity in the workplace
- Actively support in the Safeguarding and Wellbeing of all stakeholders
- Ensure compliance with General Data Protection Regulation (GDPR)
- All personal information about students to which you have access should be treated as confidential. Information about the student's needs, progress and assessment should only be shared with the team to aid support.
- Promote equality of access to education, training and employment opportunities for disabled people, and advocate a positive attitude
- Recognise that disabled people are individuals who have specific needs
- Employ support strategies that will empower students
- Show awareness of knowledge and display non-discriminatory behaviours at all times in relation to culture, race, ethnicity, disability, gender, sexuality and age
- Recognise the importance of inclusion by using appropriate means of communication at all times
- Be flexible, trying to meet the changing needs of both students and environment

Equal Opportunities and School Vision:

- ✓ Ensure and display commitment to the implementation of the school vision and ethos.
- ✓ Always remain committed to the school's policies and ensure these are followed.
- ✓ Support and participate in raising of levels of achievement for all our students.

Additional Information:

Undershaw is committed to safeguarding and promoting the welfare of children and young people in accordance with DFE Safeguarding Children and Safer Recruitment regulations. The school expects all staff and volunteers to share this commitment.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation in the light of changing school needs. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's responsibilities and duties.