**Role Profile**

**Occupational Therapist – FT or PT**

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| **Role Summary:** | The role encompasses core Occupational Therapy skills, assessments and development and implementation of individualised programmes. Working as part of a multidisciplinary team within a school setting and delivering evidence-based practice for students using the tiered approach. |
| **Site:** | Main Site and the Arts and Media Centre |
| **Annual Salary:** | Band 5 -6 dependant on experience (term time only) |
| **Hours:** | 8.30am to 4.30pm Monday, Tuesday, Thursday, 8.30am to 5.30pm on a Wednesday and 8.30am to 3.30pm on and Friday including a 0.5 hour unpaid break.  Full Time or Part Time opportunity available |
| **Terms:** | Permanent Full Time of Part Time |
| **Responsible to:** | Head of Therapy |

**Main responsibilities:**

* To provide high quality interventions and assessment with a caseload of students with autistic spectrum disorder, anxiety-based disorders and some physical disabilities, in an educational setting.
* To demonstrate clinical effectiveness by use of evidence-based practice and outcome measures
* To produce meaningful and high-quality written reports and contribute to and attend Annual Review meetings
* Maintain accurate and up to date clinical case records, maintaining standards of confidentiality
* To work collaboratively with the MDT, families and relevant agencies to create a consistent approach between home and school and provide carryover of therapy programmes and targets
* To work as part of the assessment team for prospective students
* Advise and assist staff members on appropriate classroom/break time strategies, in order to give students, support and guidance for their emotional, personal, social and/or educational development
* Implement a proactive approach to educating students, staff and parents on strategies, tools and techniques, as well as being able to signpost to agencies and other health professionals
* To complete written notes in accordance with RCOT’s professional standards, using the SOAP format and ensuring an appropriate audit trail is in place
* To provide CPD training sessions to the school team and to local schools to support their SEN provision and for wider networking

**Safeguarding**

* To comply with safeguarding policies, procedures and code of conduct.
* To demonstrate a personal commitment to safeguarding and student/colleague wellbeing.
* To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy.
* To engage in safeguarding training when required.
* Other reasonable duties at the discretion of the Leadership Team.

**General Commitment to the Role:**

* Willingness to adhere to the school’s aim and policies
* Awareness and understanding of Safeguarding and Child Protection issues
* Awareness of Health & Safety and Equality of Opportunity in the workplace
* Ensure compliance with General Data Protection Regulation (GDPR)
* Promote equality of access to education, training and employment opportunities for people with additional needs, and advocate a positive attitude
* Show awareness of knowledge and display non-discriminatory behaviours at all times in relation to culture, race, ethnicity, disability, gender, sexuality and age
* 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. You will be asked to complete additional tasks in order to meet the therapeutic needs of the students.

Note: this job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but will be reviewed annually.

Occupational Therapist Person Specification

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|  | Essential | Desirable |
| Education and Experience | Occupational Therapy qualification  Professional registration and fitness to practise  To hold current membership to the Royal College of Occupational Therapists (RCOT), plus any other relevant professional bodies, and current registration with the Health and Care Professions Council (HCPC)  Minimum 2 years’ experience working as an OT, ideally in paediatrics  Current HCPC registration | Experience working with children who have Autism Spectrum Disorder, sensory processing difficulties, attachment difficulties.  Completion of relevant specialist training |
| Knowledge, abilities, skills and experience | Ability to work autonomously.  Good communication skills both written and verbal  Awareness of safeguarding and child protection issues  Ability to liaise effectively with colleagues  Ability to think creatively and problem solve  High professional standards, judgment, discretion and ability to maintain confidentiality.  Experience, knowledge, and a strong passion for working with children with SEN  Knowledge of child development | Experience of working in a SEND school environment  Postgraduate training in Ayres’ Sensory Integration or ASI Wise  Experience working within the UK schooling system, including mainstream and special education settings.  Experience of relevant programmes, for example Zones of Regulation, Alert Programme, Speed Up!  Experience contributing to Education Health and Care Plans.  Experience of assessing and recommending specialist seating and postural adaptations |
| Personal Characteristics | A team player willing to step in and help your colleagues  Flexible approach to the task in hand  Willing to undertake training as required  Have a calm approach, and an empathic nature  Good sense of humour  Patient and resilient |  |