

JOB DESCRIPTION

JOB TITLE:	Occupational Therapist Lead
NJC PAY POINT:	NHS Agenda for Change Band 7, dependent on experience
LINE MANAGER:	Registrar/SEND CO

The post holder will be responsible for leading occupational therapy across the school ensuring there is high quality and effective support for students and those involved with them.

PRINCIPAL ACCOUNTABILITIES

1. To provide leadership within the therapy team, ensuring that the service seeks to continually develop and improve.
2. To manage the school's clinical caseload taking responsibility for mapping provision and allocating provision.
3. To provide supervision to colleagues, including Band 5 and therapy assistant staff.
4. To manage the physical resources available, including aspects of a budget
5. To have responsibility for your own complex/specialist caseload, delivering OT programmes/provision, according to the needs identified in Education Healthcare plans (EHCPs) and ensure that identified therapy provision is delivered.
6. To advise and lead on the continued embedding of whole school approaches
7. To provide support and training to all education staff with regard to occupational therapy interventions and whole school approaches.
8. To regularly review student(s) progress against agreed outcomes, using appropriate assessment measures and make further recommendations and advise relevant staff.
9. To work alongside teaching staff and families to identify student difficulties within the classroom, school setting, home and community; promoting wellbeing, independence, access to learning, confidence and self-esteem.
10. Advise on specialist equipment to assist with daily activities as well as whole school approaches to intervention and meeting student need.
11. To work as part of a multidisciplinary school team alongside relevant external professionals, including making referrals and writing reports where appropriate.

12. To write and maintain confidential case notes and reports and provide information as required for Annual Reviews.
13. Liaise with parents/carers as required and respond to concerns appropriately in line with school policies.
14. To attend INSET days and relevant CPD as well as provide training for school staff as required.
15. To take responsibility for ensuring that all mandatory training and professional registrations remains up to date.
16. Attend staff meetings, parent evenings and Annual Review meetings where necessary.
17. Prepare and deliver workshops to parents as required.
18. To provide an environment at all times that enables students to realize their potential and maximise their academic, social, physical and emotional development.
19. Promote the protection and safeguarding of learners through the active implementation of relevant school policies and procedures and raise any concerns relating to such procedures which may be noted during the course of his/her duty.
20. To uphold all school policies, with particular regard for policies relating to Safeguarding and Child Protection, Positive Behaviour and SEN and Disability.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required

Your duties will be as set out in the above job description but please note that the school reserves the right to update your job description, from time to time, to reflect changes in, or to, your job in consultation and with the agreement of both parties.

Person Specification

Occupational Therapist Lead

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<p>Diploma/Degree in Occupational Therapy</p> <p>State registration with Health and Care Professions Council</p>	<p>Post Graduate training relevant to Paediatric Occupational Therapy, particularly SI training at level 2/3.</p>
EXPERIENCE	<p>Documented evidence of continued professional development.</p> <p>Appropriate experience working as a clinician for a minimum of three years with children and young people</p> <p>Documented evidence of delivering training to a range of stakeholders</p> <p>An understanding of ASD and possible co-morbid diagnoses</p>	<p>Experience working with children and young people with complex needs including SEMH needs e.g. anxiety</p> <p>Experience supervising junior staff</p> <p>Joint working with education staff in a classroom environment, experience of planning and delivering group/class interventions and supporting others in working with children/ young people e.g. providing (indirect) intervention programmes, advice</p> <p>Experience of delivering on service improvement projects</p>
SKILLS & ABILITIES	<p>Excellent communication and negotiation skills.</p> <p>Good IT skills.</p> <p>Excellent oral and report writing skills.</p>	<p>Effective management of complex caseload, physical and human resourcing.</p> <p>Ability to lead/chair MDT meetings.</p>
PERSONAL ATTRIBUTES	<p>Ability to build good relationships with students, staff and parents and carers.</p> <p>Ability to be well organised.</p> <p>Good timekeeper and ability to prioritise caseload</p>	<p>Ability to motivate others, and promote positive behaviour in a nurturing environment.</p> <p>Willingness to become involved in all aspects of school life</p>

Northeast Manor School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff will be expected to obtain an enhanced DBS Disclosure before starting in post.