

Job Description: Service Lead Occupational Therapist

Responsible to: Therapies & Family Support Manager

Salary details: OAT Grade 10. Pro rata salary: £47,036 - £49,653 per annum

Working Hours: 37 hours per week, 39 weeks per year (term time only including training days)

Job Purpose

- To take a lead in coordinating and providing a highly specialist Occupational Therapy service to a case load of autistic children and additional needs attending the Ormiston Queensmill secondary resource base at Fulham Cross Academy.
- To take a lead in service planning, policy and delivery of Occupational Therapy at the Ormiston Queensmill secondary resource base at Fulham Cross Academy in liaison with the Therapies & Family Support Manager.
- To be the lead contact for Occupational Therapy at the Ormiston Queensmill secondary resource base at Fulham Cross Academy and represent the service at relevant meetings and events both within and outside the school.
- To be involved with reviewing consultations for new student admissions to the service and supporting their transition, in liaison with Managers.
- To plan and deliver specialist training to staff, parents/carers and other professionals (as relevant to Occupational Therapy) on supporting autistic children in liaison with Therapies & Family Support Manager.
- To take a lead in ensuring school staff are aware of safeguarding, child protection, and health and safety issues related to using Occupational Therapy approaches and equipment by providing training and writing and updating policies and risk assessments.
- To provide supervision, in collaboration with the Therapies & Family Support Manager, to any occupational therapy assistants or more junior occupational therapists working within your service where relevant.
- To maintain a highly specialist knowledge base including postgraduate training in autism specific occupational therapy approaches and sensory processing through participation in CPD activities.

Main Duties and Responsibilities

Clinical/Communication Requirements

- Provide, maintain and manage an effective Occupational Therapy Service.
- Manage a caseload of autistic children and young people (CYP) and be responsible for their Occupational Therapy assessment under the supervision of the Therapies & Family Support Manager. This includes:
 - Providing appropriate Occupational Therapy assessment and analysing clinical and social information from a range of sources to develop an appropriate support plan.
 - Working alongside teaching staff to ensure the delivery of individualised Occupational Therapy programmes that identify and remove barriers to participation in learning and school activities; meet CYP's sensory needs and facilitate their development of gross and fine motor, visual perceptual/visual motor, play and daily living skills.
 - Collaborating with teachers, along with other professionals, on Education Health and Care Plan outcomes, Personal Learning Plan (PLP) goals and emotional regulation support plans.
 - Supporting access to and differentiation of school activities of CYP on caseload including:
 - Assessment for and provision of specialist equipment/aids to daily living
 - Assessment for and provision of specialist equipment and programmes
 - Site assessment and recommendations regarding adaptation of school environment

- Adapting practice to meet individual needs
 - Referring on to other services as appropriate and acting as professional lead where required.
 - Completing home visits and working closely with families focused on:
 - Transferring Occupational Therapy programmes and strategies from school into the home setting.
 - Adaptations and resources to support children's access to activities at home and in the community.
 - Providing training to parents.
 - Writing baseline and annual review reports reflecting knowledge of Occupational Therapy approaches for autistic individuals.
- Working closely with CYP, carers and families, involving them in decision-making regarding intervention approaches, sharing assessment and condition related information clearly and effectively, particularly where barriers to understanding exist.
 - Demonstrating empathy with and maintain sensitivity at all times to the emotional needs of children, young people and their families when imparting complex or distressing information regarding their condition and the impact of this.
 - Employing excellent communication skills to encourage students and families to undertake therapeutic programmes.
 - Demonstrating established negotiation skills in the management of conflict across a range of situations.
 - Being responsible for making independent decisions in relation to intervention.
 - Providing specialist advice regarding the care and support of CYP with Autism.
 - Using advanced clinical reasoning to review own caseload ensuring that intervention is meeting the needs of children and their families and carers
 - Demonstrating clinical effectiveness by use of evidence based practice.
 - Assisting in the planning and initiation of new/different areas and methods of working.
 - Maintaining own clinical skills in line with current evidence based practice.
 - Attending educational and multidisciplinary assessments and reviews where appropriate.
 - Maintaining up to date and accurate clinical case notes in line with RCOT professional standards.

Management & Administration

- Being an effective member of the multidisciplinary team at Ormiston Queensmill Academy and Resource Bases Therapy Service.
- Representing the Therapies service within Senior and Middle Management Team meetings as required and when the Therapies and Family Support Manager is unavailable.
- Undertaking managerial tasks as agreed with the Therapies and Family Support Manager, Manager of the Resource Base or Principal.
- Developing and updating policies related to the Occupational Therapy Service.
- Attending or ensuring appropriate representation for relevant meetings.
- Promoting awareness of and explaining the role of Occupational Therapy to colleagues, parents/carers and other services.
- Providing clinical education and fieldwork placements to Occupational Therapy students as agreed by the Therapies and Family Support Manager.
- Writing and updating risk assessments related to use of Occupational Therapy resources, equipment, spaces and programmes and disseminate within the service.
- Autonomously managing own time and prioritising caseload.
- Being familiar and complying with the contents and impact of relevant legislation related to the health, education and social welfare of children/young people and their families.
- Being responsible for the Occupational Therapy budget for Ormiston Queensmill secondary resource base at Fulham Cross Academy in collaboration with Therapies & Family Support Manager including monitoring spending and budget planning.
- Conforming to the policies and practices of the trust.
- Being aware of and adhering to Academy, Trust, local and national Child Protection procedures.
- Maintaining familiarity with the Royal College of Occupational Therapy's practice and clinical guidelines and be an active member of relevant professional groups.
- Sharing information with others, observing information sharing and data protection guidelines.

- Providing evidence and information as required for Ofsted, NAS accreditation and other inspections.
- Contributing to development of information and advice for parents or carers through leaflets or on the school website.

Supervision & Training

- Maintaining up to date HCPC registration.
- Developing and maintain the skills and knowledge required of an Occupational Therapist working with autistic children and young people.
- Receiving regular supervision to ensure clinical best practice, use of reflective practice and appropriate decision making.
- Identifying personal/professional development within an appraisal framework, including setting realistic objectives related to professional specialism.
- Maintaining CPD by attending relevant courses and meetings and by reading appropriate literature.
- Sharing new information with and providing training feedback to other staff.
- Participating in the in-service training sessions.
- Reflecting on and evaluating training provided.
- Acting as a source of clinical expertise and advice regarding Occupational Therapy practice within the Ormiston Queensmill Resource Bases.
- Planning and providing specialist training packages to Ormiston Queensmill resource base staff, parents/carers and external providers. Training to be adapted appropriately to meet the needs of course participants.
- Developing and implementing evidence-based practice and client outcome measures.
- Contributing to the clinical training of Occupational Therapy undergraduates, when required, according to guidelines provided by the higher education institutes.
- Ensuring school staff are aware of safeguarding , child protection and health and safety issues related to using Occupational Therapy approaches and equipment by contributing to development and sharing of training policies and risk assessments.

Environment

- Working at Ormiston Queensmill secondary resource base at Fulham Cross Academy as the main base; Ormiston Queensmill and Ormiston Kensington Queensmill Academies or satellite provisions and other environments at times, including local nurseries and schools, using public transport as and when necessary.
- Assisting the school in ensuring Occupational Therapy equipment and resources are appropriate to needs.
- Having due regard for your own personal safety and that of children and young people and their parents/carers. In particular, to have regarding to moving and handling policies, restraining policies and ensure the safe positioning of self and others.
- Being flexible to the demands of the environment including deadlines and frequent interruptions.
- Being responsible for the security, care and maintenance of equipment ensuring standards of infection control and safety are maintained.
- Complying with relevant legislation and guidelines relating to variety of work environments.
- Ensuring that all persons using the aids and equipment issued to them understand their function as well as appreciate their responsibility.

This is a description of the duties of the post as it is at present. This is not intended to be exhaustive and does not, therefore, form part of your contract of employment. The job will be reviewed on a regular basis in order to ensure that the duties meet the requirements of the service and to make any changes necessary. This procedure will be conducted by each manager in consultation with those working directly with him/her. You will, therefore, be expected to participate fully in such discussions.

Location

The postholder will be expected to work at any trust establishment at any time throughout the duration of his/her contract.

Equal Opportunities

It is the aim of the trust to ensure that no job applicant or employee receives less favourable treatment on grounds of gender, marital status, religion, race, colour, sexual orientation, nationality, ethnic or national origins, or on the grounds of disability. Selection for training, development and promotion will be on the basis of an individual's ability to meet the requirements of the job.

Dignity at Work

All staff should treat other staff, patients and the public with dignity and respect.

Personal/Professional Development Planning

All staff should have a personal development plan and in conjunction with their manager, should actively determine and pursue agreed training and development needs and opportunities.

Confidentiality

The post holder must at all times maintain the complete confidentiality of the material and information that they handle.

Person Specification

FACTORS	ESSENTIAL	DESIRABLE
Education/ Qualifications	<ul style="list-style-type: none">• Degree or equivalent Diploma in Occupational Therapy.• Additional training in the specialist field of paediatrics and autism incorporating a wide range of theory and evidence-based practice• Registration with the Health and Care Professions Council (HCPC).• Registered member of College of Occupational Therapists.• Completion of post-graduate training in autism specific approaches including sensory based interventions.• An up to date professional portfolio demonstrating reflective learning.	<ul style="list-style-type: none">• Member of relevant professional body/special interest group; COTSS:CYPF, SINET.
Experience	<ul style="list-style-type: none">• Experience as a specialist Occupational Therapist: Minimum 4 years of which is required to be in Paediatrics.• Experience of working with autistic children and young people and of using neurodiversity affirming approaches and strategies.• Specific experience of working within a Special Needs School or resource base for children with Autism and learning disabilities.• Experience of psychosocial aspects of working with families of children with severe disabilities• Experience managing complex cases	<ul style="list-style-type: none">• Experience of reviewing consultations/providing assessments for potential new student admissions to a school.• Understanding and experience of cultural differences and their impact on Occupational Therapy provision.• Direct experience or involvement with the research process• Experience of initiation or involvement in service development/projects.• Experience of supporting autistic children and young people to learn about their own diagnosis using a

	<p>using clinical reasoning and evidence based practice.</p> <ul style="list-style-type: none"> • Experience of providing clinical supervision to other therapists or therapy assistants. • Experience providing specialist advice and training to parents and professionals. • Experience contributing to EHC plan assessments and reviews. 	neurodiversity affirming approach.
Knowledge	<ul style="list-style-type: none"> • Comprehensive knowledge of the developmental stages of children and young people. • Knowledge of the role and boundaries of the Occupational Therapist within the multidisciplinary team • Knowledge of national policies relating to health and education provision for children and families. • Knowledge and critical awareness of current developments in Occupational Therapy practice. • Comprehensive specialist knowledge of autism and Occupational Therapy approaches relevant to this cohort. 	<ul style="list-style-type: none"> • Knowledge of Educational Legislation and the National Curriculum
Skills/Aptitudes	<ul style="list-style-type: none"> • Ability to organise and prioritise workload and delegate task to others. • Ability to work independently and collaboratively in a team, with a range of professionals and statutory bodies. • An ability to use clinical and ethical reasoning skills to analyse and interpret assessment findings, plan and evaluate intervention programme • Ability to undertake physical activity involved with therapeutic handling of children and young people on caseload including equipment adjustments and manual handling. • Ability to reflect on clinical practice and experience • Clear & concise written skills with competency in IT skills for reports, advice/activity suggestions and internet use to access Occupational Therapy related information. • Ability to communicate clearly and sensitively with parents, carers and professionals. • Ability to recognise and manage difference of opinion in both student related and inter-professional situations. 	