



JOB DESCRIPTION  
**OCCUPATIONAL THERAPIST**

**Hours:** Flexible

**Contract:** Full-Time / Part-Time

**Reporting To:** Headteacher

**Location:** Serenity School Maidstone

### **Moral Purpose:**

At Serenity Education Group we are dedicated to meeting the academic, therapeutic, and vocational needs of our students. Our mission is to raise the standard of educational support offered to vulnerable young people in the UK. We keep the team around the child, and you will be supported throughout every placement by our team of SEN / SEND Support Specialists. Our mission is to create, adapt, and implement functional curricula necessary to meet the diverse individual needs of our student population and increase current and future independence.

### **About the Service**

The Occupational Therapist Service is part of Serenity Schools SEND offer, working collaboratively in the Therapy Team as part of Serenity Education Group Central Services.

We aim to deliver the right support at the right time, through assessment and intervention, and equipping families and staff with the skills and resources to work together to help and support children with SLCN. We follow the set models to offer universal, targeted and specialist support for children, families, and the school workforce, and work with children and young people with EHCPs (Education, Health & Care Plan).

### **JOB PURPOSE AND SCOPE:**

- To provide clinically effective, person centred and evidence-based occupational therapy assessment and intervention to learners with profound/multiple learning disabilities as well as physical disability/complex physical health needs
- To assist the Therapy Lead in the planning and delivery of occupational therapy services to the students and their family/carers, complying with Serenity School's professional and departmental standards of practice.
- To provide support and supervision for junior staff
- To assist in the management, development and research of occupational therapy services, including service reviews. To hold responsibility for defined projects.
- To provide support and training to all teaching staff with regard to occupational therapy interventions.
- To comply with the College of Occupational Therapists Code of Ethics and Professional Conduct
- To work flexibly and travel to multiple sites as required, to include Serenity School sites.

## **FUNCTIONAL LINKS:**

The Occupational Therapist will be expected to work in collaboration with allied professionals and will need to maintain links with a variety of bodies. These will include:

1. Students and their parents/carers and advocates
2. Staff of Serenity School and SED Group.
3. External and internal professionals working with students
4. Community Services
5. Primary Care Trust & other relevant PCTs

## **DUTIES & RESPONSIBILITIES:**

### **Clinical**

- To provide clinical assessment and intervention to learners in the service.
- To undertake risk assessments to determine appropriate management, specifically related to moving and handling, safe use of equipment. To guide and support teaching staff on manual handling procedures in the classroom.
- To plan and implement person-centred individual and/or group interventions which aim at improving functional abilities and participation in school-related learning activities as well as everyday life.
- To liaise with all team members and family/carers in order to provide a co-ordinated approach and ensure occupational therapy treatment is integrated into pupil's objectives that support learning and skills for daily living.
- To monitor, evaluate and modify intervention in order to measure progress and ensure effectiveness of intervention
- To report to other team members regarding occupational therapy intervention.
- To assess, advise and order specialist equipment being aware of financial implications and restrictions. Liaise with PCT/social services/ external agencies/ parents/ carers regarding the provision and use of such equipment. To monitor new developments in specialised equipment and communicate with manufacturers. To instruct those working with the learner how to correctly use the equipment and set guidelines for its use.
- To conduct upper limb assessments and make the necessary referrals or fabricate splints as required by individual students.
- To write professional reports to be shared at review meetings, and to attend review meetings where appropriate.
- To attend an or write reports for EHCP's
- To attend school meetings for learners, including Parents' Evenings and Open Days etc.
- To contribute to and carry out risk assessment and risk management plans, including moving and handling.
- To keep up to date with current and new manual handling techniques.
- To be actively involved in compiling activity programmes with therapeutic aims.
- Provide day to day supervision (professional and clinical) of therapy assistants as appropriate.
- To use IT and other alternative methods of communication to overcome barriers to communication e.g. simple clear language, Makaton, symbols and photographs.

### **Administration & Management**

- To manage a clinical caseload and time effectively, prioritising work as required.
- To complete and maintain accurate treatment records in accordance with BAOT Standards of Practise.
- To prepare and submit written reports including contributions to the interdisciplinary team

reports e.g. Transition reports, EHCP's and review summaries.

- To address issues of confidentiality, consent and sharing of information throughout assessment and intervention and clearly record in learners' files.
- To utilize standard school documentation as required e.g. equipment ordering documentation.
- To be responsible for equipment used in carrying out duties, and to adhere to departmental equipment policy, including competence to use equipment and to ensure the safe use of equipment by others through teaching, training and supervision of practice.
- To be responsible for maintaining stock, advising on resources to carry out the job, and including the responsible use of petty cash.
- To be responsible for accessing regular formal clinical supervision and ensuring supervision sessions are recorded.
- Implement policies and procedures for specialist area and propose changes to practises and procedures for own area.
- To be accountable for own professional action and recognise own professional boundaries, seeking advice as appropriate.
- To represent Serenity School as appropriate.

### **Professional**

- To be aware of the sensitivity required to work closely, effectively and in a professional manner with learners, parents/carers, advocates, the multidisciplinary team, school staff, Community Services, PCTs and other professionals working with students
- To respect the confidentiality, individuality, values, cultural and religious diversity of learners and to contribute to the provision of a service sensitive to these needs.
- To undertake Serenity School induction programme and ongoing training, including Good Practice training and Protection of Vulnerable Adults and Child Protection training.
- To participate in staff meetings, individual planning meetings, department meetings and liaison meeting with other professionals.
- To promote awareness of the role of occupational therapy within the multidisciplinary team, all team meetings and with outside agencies.
- To contribute to the induction, training and education of staff both formally and informally.
- To maintain personal development through use of off site and in-house training, contact and involvement with relevant special interest groups, attendance of in-service training, and review of literature as required.
- To maintain own clinical professional development (CPD) by keeping abreast of new developments within the profession and ensure that practice is based on best available evidence and that learning outcomes are recorded in a portfolio.
- To review and reflect on own practice and performance through effective use of professional and operational supervision and appraisal, audit and outcome measures as necessary to own work.
- To comply with the College of Occupational Therapists' and Health Professions Council's Code of Ethics and Professional Conduct.

## General

- To be aware and comply with Serenity School's Health and Safety Policy and Procedures and implement any policies that may be required to improve the safety of the work area, including the prompt recording and reporting of accidents and ensuring that equipment used is safe.
- To be aware of and comply with all other policies and procedures.
- To undertake such other duties of a similar nature from time to time as may be required by the Chief Executive Officer

## Notes

- Regular manual handling is an integral part of this post.
- Many of the learners have complex physical disabilities and complex health needs. These include challenging behaviour and mental health issues.

*This is not an exhaustive list of duties and responsibilities and the post holder may be required to undertake other duties that fall within the grade of the job, in discussion with the manager.*

*This content of the job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder.*

*The post holder is expected to comply with all relevant Orchard Hill policies, procedures and guidelines, including those relating to Equal Opportunities, Safeguarding Children and Vulnerable Adults, Health and Safety and Confidentiality of Information.*

## **Person Specification**

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form. If you are selected for interview you may be asked also to undertake practical tests to cover the skills and abilities shown below.

<b>QUALIFICATIONS/EXPERIENCE</b>	<b>Priority</b>
Degree or Graduate Diploma in Occupational Therapy	1
UK HPC Registration	1
Experience with children who have severe/profound and multiple learning disabilities	1
<b>ABILITIES, SKILLS &amp; KNOWLEDGE</b>	
Ability to review, write and contribute to policies and procedures for specialist area and in other areas of impact	1
Ability to demonstrate effective management of clinical caseload of adults/children with severe/profound learning difficulties and/or disabilities.	1
Ability to provide effective occupational therapy assessments and interventions relevant to adults with learning difficulties.	1

Skilled in carrying out both individual and group interventions.	1
Ability to communicate effectively with learners, carers and other professionals.	1
Ability to operate effectively as part of a multi-disciplinary team.	1
Ability to instruct and support teaching teams in a range of techniques to support learners within the class environment and in the use of specialised equipment	1
Ability to co-ordinate and implement programmes of staff development internally and externally.	1
Ability to work closely with teaching staff in the identification of integrated learning and therapy-related individual objectives.	1
Ability to assess and prescribe appropriate specialist equipment	1
Knowledge of evaluating outcomes of intervention and ability to critically appraise own performance.	1
Understanding of how to access other services and agencies.	1

Ability to demonstrate a commitment to and responsibility for own CPD (continuous professional development)	1
Ability to communicate a commitment to the view that students with severe/profound and multiple disabilities can and do achieve.	1
A commitment to promote the Equality and Diversity Policy, Safeguarding policies, Health and Safety Policy and other school policies.	1