

OCCUPATIONAL THERAPIST - JOB DESCRIPTION

Job Details

Job Title:	Specialist Occupational Therapist (OT)
Location:	Auriga Academy Trust (Borough of Richmond)
Grade:	Band 6 (with outer London weighting)
Hours:	37.5 hours (Monday to Friday 8am to 4pm with 30 minutes unpaid break), Term time plus 3 weeks in school holidays
Report to:	Band 8b Director of Therapies
Accountable to:	Band 8b Director of Therapies

Purpose of the job

To enable access to the curriculum and whole school experience for students within the Auriga Academy Trust that present with a diverse range of needs including but not limited to: Profound and multiple learning disabilities, physical needs, sensory needs, language disorder, autism, global developmental delay, social communication difficulties, dyspraxia, ADHD and SEMH. To promote a functional, clinical approach to intervention, encompassing educational attainment, participation in the education experience, life aspirations and general well-being. To Work collaboratively and contribute to the Auriga Academy Trust Therapy Team primarily with Strathmore and Clarendon Schools.

Clinical

- To be aware of legal requirements relating to the provision of an Occupational therapy service.
- To demonstrate and maintain clinical expertise based on current evidence based practice
- To contribute to assessment of the learning and physical environment
- To manage a small caseload of children and young people with support of the Senior Occupational Therapist. This includes: gaining appropriate consent, comprehensive assessment of children using a range of specialist assessments/techniques, planning, delivering and evaluating treatment programmes, negotiating with children and young people, parents/carers, and others around individual case management, writing reports reflecting knowledge of SLCN, analysing clinical and social information from a range of sources/options and integrating into assessment and development of specialist care/treatment plan.
- Pupil-centred approach to intervention with a strong emphasis on joint goal setting with students, parents and teaching staff
- To demonstrate evidence based practice through clinical effectiveness and manage clinical risk within specialist areas.
- To demonstrate the ability to reflect on practice and wider professional behaviour with peers and clinical supervisor.

	<ul style="list-style-type: none"> ● To maintain up to date and accurate case notes in line with RCOT and HCPC professional standards ● To measure students' progress on motor, self care and independence skills ● Training other professionals in therapy delivery ● To demonstrate and maintain clinical expertise based on current evidence based practice and outcome measures ● To support students and their parents/carers through the diagnosis and impact of needs. ● To be responsible for maintenance of accurate and timely written patient records ● To complete any necessary documentation/reports for other professionals/agencies as required ● Prioritise and plan own workload to manage conflicting and competing priorities. ● Specific interventions, strategies and advice provided to staff through email, telephone contact, and face to face meetings ● Offering advice and support to parents of students needs through phone, email and meeting contact ● Working collaboratively with specialist professionals to meet the needs of students with more specialist needs e.g. Autism and hearing impairments ● To be responsible for ensuring that in situations whereby the duty of care for students at Auriga Academy Trust Schools comes to an end that the appropriate referrals are made onwards ● To actively seek appropriate support and guidance as needed in order to continue to develop clinical reasoning skills and case management skills from more senior Occupational therapists as required. ● To attend team briefing meetings and provide input in relation to specialist area on day to day issues and clinical matters as indicated
<u>Professional/Organisational</u>	<ul style="list-style-type: none"> ● To carry out all necessary clinical administration efficiently and in a timely manner in line with school wide policy, procedures and deadlines ● To contribute to the development of effective care protocols/packages through piloting and evaluating new interventions under the guidance of more experienced Occupational therapists. ● To advise the team leader on issues of service delivery such a shortfalls and service pressures ● To work as part of a multidisciplinary team and act as a role model for junior members of this team ● To occasional take on other areas of work within the schools in line with the level of the role ● To be responsible for the security, care and maintenance of equipment ensuring standards of infection control and safety are maintained – including equipment loaned to children ● To help support the resolution of informal complaints with regard to own caseload
<u>Training</u>	<ul style="list-style-type: none"> ● To support the delivery of a tailored OT training programme for new staff ● Identify training needs in terms of understanding and managing the needs of students with a range of additional needs and tailor staff training to specifically target training needs identified by staff ● To conduct specific and targeted training of staff as and when required ● To establish and maintain effective working relations with educational staff in order to ensure collaborative working practices which allows for processes of joint target setting and joint planning for the delivery of the therapeutic curriculum at Strathmore and Clarendon schools.
<u>Responsibility for Dealing with Difficult Situations</u>	<ul style="list-style-type: none"> ● To deal with child protection concerns promptly and sensitively according to The Auriga Academy Trust guidelines ● To manage children with challenging behaviours including the application of appropriate management strategies e.g. star charts, reward systems, time out

	<ul style="list-style-type: none"> ● To be flexible to the demands of the environment including unpredictable work patterns, deadlines and frequent interruptions
<u>Environment</u>	<ul style="list-style-type: none"> ● To assist Strathmore and Clarendon schools in ensuring any OT equipment and resources are appropriate to the needs of the children within the specified clinical caseload. ● To have due regard for your own personal safety and that of children and young people and their parents/carers. In particular to have regard to moving and handling policies, physical intervention policies and ensure the safe positioning of self and others. ● To be flexible to the demands of the environment including deadlines and frequent interruptions. ● To be responsible for the security, care and maintenance of equipment ensuring standards of infection control and safety are maintained. Contacting relevant companies as required in order to achieve this. ● Ensure that all persons using the aids and equipment issued to them understand their function as well as appreciate their responsibility.
<u>General Accountability</u>	<ul style="list-style-type: none"> ● To follow set school protocols, including: <ul style="list-style-type: none"> ● Health and Safety: to have responsibility for the health, safety and welfare of self and others and to comply at all times with the requirements of health and safety regulations. ● Confidentiality: to ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity. ● Equal Opportunities: to comply with the Trust's policies on equal opportunities ● Safeguarding: All staff members have a responsibility to themselves, patients, service users and other staff in ensuring the effective Safeguarding of Children and Adults and must follow the agreed company policies and procedures. ● Data Protection: to comply with the requirements of General Data Protection Regulation. ● Conflict of Interest: to comply with the organisation's code/policy relating to business conduct and/or conflict of interest. ● Other Duties: to undertake such other duties as may be required from time to time and are consistent with the responsibilities of the grade.

N.B 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.

Job Description Agreement

Signed by Employee:

Date:

Signed by Manager:

Date: