



## Job Description

**Role:** Highly Specialist Paediatric Occupational Therapist

**Grade:** Scale PO4 / Points 36 – 39 (NHS Band 7 equivalent)

**Responsible to:** Assistant Headteacher

**Clinical Supervision:** To be agreed upon appointment

**Employees directly supervised:**

- Occupational Therapy Assistants
- Key Movers

**Also responsible for key liaison with:**

- NHS OT Team
  - Wheelchair Services
  - Other OT teams, e.g., social care, special school network etc.
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**Job Purpose:**

To provide a high-quality OT Service that meets the needs of the pupils at Jack Tizard, all of whom have SLD / PMLD and associated needs. This includes provision in their Education, Health and Care Plans (EHCPs). The ability to work within a multi-disciplinary team and to liaise with multiple stakeholders is an essential part of this role. Knowledge of best practice working within a school and a sound understanding of universal, targeted, specialist model and how this model is used to support provision in lines with best practice is expected. To utilise their professional knowledge and expertise to work with the Senior Leadership Team when making decisions related to environment, equipment and accessibility within the school.

**Clinical:**

- To deliver an evidence-based Occupational Therapy service through prioritisation of tasks and cases, use of a 3-tiered model, and in line with best practice research and literature. This includes pupils sensory, upper limb/ fine motor, seating, activity/ ADL participation and learning environment
- To be responsible for a full clinical caseload, as well as administrative and managerial tasks ensuring clinical governance, quality assurance and OT professional standards are met
- To be responsible for the management of a caseload related to OT provision specified on EHCPs and using a universal, targeted and specialist approach to intervention within school. This will involve, amongst other things, delegating tasks to the OT Assistants, delivering training to school staff, ensuring handover of strategies to the people around the pupil and supporting the school in decision making around environmental adaptations or changes

- To be responsible for making independent decisions in relation to intervention and to demonstrate an ability to prioritise clinical tasks, work within a team and consider best practice research and literature to inform clinical decision making
- To jointly set and review EHCP outcomes with parents / carers, teaching staff, medical and other professionals supporting the pupil at the time of the annual review. This will include putting together a written report at the time of the annual review and attending the annual review meetings where possible
- To work with parents / carers and teaching staff to set yearly targets based on the outcomes within the EHCP. This involves attendance of target setting meetings and contributing to school documentation of learning intentions
- To maintain own clinical skills in line with current evidence-based practice
- To work with other staff to establish programmes and embed Occupational Therapy into the curriculum
- To work with the school manual handling advisor and attend manual handling training. To support Key Movers and other school staff in carrying out safe practice in this area. Supporting independence whilst ensuring safety and dignity for all pupils and staff whilst carrying out manual handling tasks within school
- Write manual handling plans in line with guidance from school manual handling advisor and support Key Movers with this task, together with Physiotherapists where indicated
- To maintain and model the highest level of respect at all times for pupils and their families, modelling person-centred and collaborative working, at all times promoting pupil's human's rights, dignity and individual choices
- To have oversight of equipment assessment, provision, maintenance and servicing in line with health and safety guidance and according to individual needs of pupils
- To ensure any unmet need is brought to the attention of the Senior Leadership Team, as part of the line management procedure
- To be familiar with and comply with the contents and impact of relevant legislation related to the health, education and social welfare of pupilren / young people and their families
- To ensure all clinical records are maintained and up to date in line with HCPC and RCOT guidance

### **Stakeholders:**

- To ensure that working with parents / carers is central to decision making, treatment planning and interventions within school and in line with best practice
- To work with staff, parents / carers and other stakeholders to gain feedback on the service and review systems and interventions where appropriate
- To liaise with external services to set up school-based clinics and advocate for the needs for the pupils and their families
- To be an effective member of the multi-disciplinary team within Jack Tizard School and the Occupational Therapy Service
- To attend or ensure appropriate representation at relevant meetings i.e. annual reviews, safeguarding and early support meetings
- To promote awareness of occupational therapy, the role of OT in school and best practice related to interventions
- To undertake appropriate managerial tasks related to the role and working with teaching staff and the multi-disciplinary team

- To participate in regular reviews of the OT service within education, staying informed of best practice within this area at all times and networking with local Occupational Therapists and Occupational Therapy teams

### **Supervision and Training**

- Actively participate in the giving and receiving of supervision relating to clinical work and the job performance, this includes participation in individual performance review
- Receive regular supervision to ensure clinical best practice and appropriate decision making to promote learning through experience
- Set realistic objectives and targets for professional development
- Maintain CPD by attending relevant courses and meetings and by reading appropriate literature
- Participate in and lead school staff training sessions where appropriate
- Act as a source of clinical expertise and advice providing clinical support regarding OT practice within Jack Tizard School.
- To be responsible for the organisation and planning of treatment programmes within Jack Tizard School, including the training of staff and parents / carers to deliver these programmes or to implement advice
- Assist in developing and implementing evidence-based practice and client outcome measures
- Maintain confidentiality of information consistent with School policies and GDPR
- Act as fieldwork educator for OT pupils, where appropriate

### **Safeguarding, Behaviour and Wellbeing:**

- Work with colleagues to review positive behaviour support across the school, in line with the school's ethos and policies / protocols
- Be a member of safeguarding team, attending regular early support meetings
- Follow all safeguarding policies, including online safety, touch policy and mental health and wellbeing policy
- Ensure OT Assistants compliance of relevant safeguarding policies

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 the contract of employment.

The role will be reviewed on a regular basis in order to ensure that the duties meet the requirements of the service, including the completion of tasks that are commensurate to the level of the responsibility of the role. This will be conducted by the line manager / Headteacher in consultation with the employee who will be expected to participate fully in such discussions

**Jack Tizard is committed to safeguarding and promoting the welfare of children and young people; staff share this commitment. An enhanced DBS disclosure is required for successful appointees in accordance with current legislation. Our Safeguarding and Child Protection Policy is available on our website <https://www.jacktizard.lbhf.sch.uk/about-us/school-documents>**