



Occupational Therapist Band 5 - Job Description

TITLE: Occupational Therapist

WORKING TIME: 36 hours a week, term time only + 3 weeks

SALARY/GRADE: GLPC Scale 6 Spinal Point 20 – 25 plus SEN Allowance

Base: Manor School (Kensal Rise & Kilburn), Manor School Early Years Centre, The Avenue School, Wembley Manor; The Rise Partnership Trust

JOB SUMMARY

To contribute to the provision of Occupational Therapy services across The Rise Partnership Trust, participating in the achievement of the OT mission and quality objectives to provide a high quality, efficient and effective Occupational Therapy service.

DUTIES AND RESPONSIBILITIES

Clinical:

- Manage own caseload of pupils/classes within specialist school settings, in accordance with the service delivery model, including:
 - carrying out clinical observations, informal and formal assessments of pupils and analysing the results reflecting on own knowledge and experience and seeking more specialist advice as required;
 - being responsible for devising and implementing pupil-centred, occupation-focused therapeutic intervention plans in association with the pupil's parents / carers and education staff;
 - monitoring and evaluating interventions and adapting accordingly;
 - providing reports and reflecting on own specialist knowledge and experience with reference to established and evidence-based practice within the profession.
- Be a key member of the Multi-Agency Support Team (MAST) and liaise with a wide variety of other professionals, including class-based staff, in order to provide a comprehensive and holistic service.
- Establish trusting and respectful relationships with pupils, their parents/carers, education staff and other professionals ensuring that appropriate boundaries are maintained.
- Be competent and confident in safe manual handling of children and young people in the context of Occupational Therapy.

Administration:

The Rise Partnership Trust (RPT) is a company limited by guarantee which has exempt charity status. RPT is registered in England and Wales (company number 10027322) c/o Manor School.

- Maintain clinical records in line with service policies.
- Contribute to the annual gathering of activity data for information systems and clinical effectiveness measures and undertake audit projects as required.

Training:

- Collaborate in devising, delivering and evaluating training courses for parents/carers.
- Collaborate in devising, delivering and evaluating training courses for education staff.
- Support class-based staff, parents/carers, and other members of the MAST in identifying barriers to pupil's participation and performance in their daily occupations, and determining activity and environmental strategies to minimise these barriers.

Service Provision:

- Delegate work to and provide day-to-day guidance for Occupational Therapy Assistants, administrators, students and volunteers if appropriate.
- Demonstrate knowledge of national legislation, local protocols and professional guidance relevant to the specialty and advise colleagues accordingly.
- Contribute data to or participate directly in service development projects.
- Contribute to the evaluation and future development of the Occupational Therapy service across The Rise Partnership Trust, devising models of care and other service protocols, involving education colleagues and parents/carers as appropriate.
- Contribute to the development of The Rise Partnership Trust, in collaboration with therapy colleagues and other professionals, including creating opportunities for income-generating activities, when appropriate.

Personal and Professional Development:

- Actively engage with clinical/personal supervision and line management.
- Demonstrate the ability to reflect on own practice and identify own strengths and development needs, including using the Royal College of Occupational Therapy (RCOT) Career Development Framework.
- Actively engage in extending knowledge and clinical experience in areas of personal interest and professional relevance.
- Maintain HCPC membership.

Other:

- Adhere to The Rise Partnership Trust Safeguarding policy and procedures at all times.
- Ensure that The Rise Partnership Trust Vision is upheld at all times.
- Adhere to The Rise Partnership Trust Staff Code of Conduct; working positively, flexibly and collaboratively with all.
- Other duties as required.

FREEDOM TO ACT

The post-holder is responsible and accountable for own actions and is free to use their own initiative and act independently within the remit of the post.

COMPETENCE

The post-holder is responsible for limiting their actions to those which they feel competent to undertake. If they have any doubts about their competence during the course of their duties they should immediately speak to their line manager.

REGISTERED HEALTH PROFESSIONAL

All members of the OT team are required to comply with the Trust's code of conduct and requirements of their professional registration.

SUPERVISION

Where the appropriate professional organisation details a requirement in relation to supervision, it is the responsibility of the post-holder to ensure compliance with this requirement.

RISK MANAGEMENT

It is a standard element of the role and responsibility of all staff of the Trust that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

RECORDS MANAGEMENT

The post-holder is legally responsible for all records that they gather, create or use as part of your work within the department, whether paper-based or on computer. All such records are considered public records, and they have a legal duty of confidence to service users (even after leaving the department).

HEALTH AND SAFETY REQUIREMENTS

All Trust employees have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable OT services to meet its own legal duties and to report any hazardous situations or defective equipment.

FLEXIBILITY STATEMENT

The content of this Job Description represents an outline of the post only. It details responsibilities but is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not necessarily a comprehensive definition of the post, and the post holder may be required to undertake other duties and responsibilities commensurate with the grade and scope of the post. This job description may be subject to amendment, to meet the changing needs of the Trust, following appropriate consultation. The Job Description covers only the key result areas and, as such, does not intend to provide

a comprehensive list of objectives. Specific objectives will be reviewed annually, and may develop to meet the changing needs of the service. The post-holder will need to take due account, in the way they achieve the key result areas, of Trust policies and procedures.

CONFIDENTIALITY

All employees of the OT team are required to maintain the confidentiality of members of service users and members of staff.

This job description details responsibilities but is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not necessarily a comprehensive definition of the post, and the post holder may be required to undertake other duties and responsibilities commensurate with the grade and scope of the post. This job description may be subject to amendment, to meet the changing needs of the Trust, following appropriate consultation and will be reviewed annually.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

I agree to undertake the duties listed above.

Name Date:

Signed

Occupational Therapist Band 5 – Person Specification

	ESSENTIAL	DESIRABLE
EDUCATION/ QUALIFICATIONS	<ul style="list-style-type: none"> Recognised Occupational Therapy Degree Qualification or equivalent Health and Care Professions Council Licence to Practice 	<ul style="list-style-type: none"> Registered member of the Royal College of Occupational Therapists or equivalent Member of other relevant specialist groups Evidence of successful completion of specialist short courses
EXPERIENCE	<ul style="list-style-type: none"> Experience of working within an Occupational Therapy team (inclusive of student placements) Experience of working with a neurodivergent population (children or adults) 	<ul style="list-style-type: none"> Experience of working in a paediatric setting Post-graduate experience working as an Occupational Therapist Clinical experience as an OT or OT student working with a paediatric caseload Clinical experience working with autistic individuals (child or adult services) Experience of working within a multi-agency team
KNOWLEDGE/ UNDERSTANDING	<ul style="list-style-type: none"> Knowledge of models of Occupational Therapy Knowledge of child development Knowledge of the development of sensory systems and their functions Knowledge of assessments and therapeutic interventions for autistic young people and/or those with complex learning difficulties Understanding of the roles of other professionals relevant to the client group Knowledge of standards of record keeping Understanding of the principles of Clinical Governance/ Audit Knowledge of national policies and procedures relating to children and young people 	<ul style="list-style-type: none"> Well-established understanding of sensory processing dysfunction and its presentation in paediatric settings Knowledge of types and models of supervision Knowledge of RCOTs Career Development Framework

SKILLS/ABILITIES	<ul style="list-style-type: none">• Excellent interpersonal skills• Good reflection skills• Self-motivated• Flexible and reliable team-player• IT skills, including Microsoft Office, InPrint3, etc.• Good presentation skills, both written and verbal• Adequate health and fitness to fulfil a role that demands the ability to work at a variety of levels according to the individual needs/ages/abilities of children and young people	<ul style="list-style-type: none">• Awareness of own stressors and strategies to manage these• Good prioritisation and time management
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