

Job Description Occupational Therapist

Reports to:	Head of HEART and Therapy
Direct Reports:	Occupational Therapy Assistants
Location:	West Heath School – Sevenoaks
Hours:	30 hours per week/ 41 weeks per year

The School:

West Heath School is a challenging place to work, but our dedicated staff rebuild lives through education. Teaching respect, encouraging responsibility, building relationships and developing resilience in our students is an integral part of the role. Our committed, dynamic and resourceful staff find the work rewarding.

Main Purpose of the role:

To provide occupational therapeutic support and deliver interventions to a caseload of our students with social, emotional, and mental health difficulties.

Main Duties and Responsibilities

- To have a collaborative approach of working to include delivering training of Occupational Therapy processes to other staff.
- take a 'whole person' approach to each students physical and mental wellbeing by considering all their needs - physical, social, psychological and environmental
- To play an active role within the Occupational Therapy team and multi-disciplinary Therapy Team.
- To respond to and evaluate referrals for student Occupational Therapy interventions
- In consultation with the Occupational Therapy team, to plan and deliver age-appropriate Occupational Therapy programmes designed to support individuals and groups
- To carry out assessments on new and existing students
- To manage a caseload and maintain confidential client records and Occupational Therapy information on students as appropriate.
- To work as part of a multi-disciplinary therapy team by providing advice, guidance and training to staff on supporting pupils both socially and within the curriculum
- To support social and academic achievement by helping students develop confidence, resilience and motivation
- To provide support for students by building non-judgemental relationships of trust and respect

- To provide a high-quality Occupational Therapy service to students experiencing a wide range of social communication and interaction problems
- To provide support, guidance and advice to parents, carers and the school
- To observe confidentiality and to support the school's endeavour to provide excellent teaching and learning for all students
- To contribute to the safeguarding and promotion of the welfare and personal care of children and young people
- To liaise with the Designated Safeguarding Lead if/when required
- To work with the Heart of HEART and Therapy to continually review and evaluate the service as part of the Occupational Therapy team
- Manage the Occupational Therapy Assistant

Safeguarding

- To undertake relevant Safeguarding training linked to the post and update as required
- To ensure that you are aware of Safeguarding practices and policies and understand the escalation processes
- Ensure that Safeguarding practice and policies are at the forefront of your practice with regard to the current guidelines from Keeping Children Safe in Education
- Promote best practice safeguarding in all interactions with students

Health and Safety

- Always working safely and hygienically within Health and Safety and Safeguarding Guidelines and Policies

Partnership Working:

- Sustain and develop positive working partnerships with all areas of the School
- Implement/monitor and contribute to joint initiatives as required
- To create and develop links between the department and wider school community
- Celebrate and share success with students, colleagues and parents/carers

Equality and Diversity:

- Ensure equality in the workplace regardless of race, age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex, sexual orientation
- Support people to express their individuality and uniqueness in all areas of life

General:

- To act as an ambassador for West Heath School representing the school where necessary at Events and Meetings
- To undertake ongoing continued professional development
- To uphold the values and ethos of the school
- To undertake such duties and responsibilities reasonably consistent with the role as may be required from time to time by the line manager
- Follow West Heath School Policy and Procedures, paying particular attention to Safeguarding, Confidentiality & Health and Safety
- To attend regular supervision sessions with Line Manager

- Attend team meetings as required
- Undertake any relevant training as identified
- Ensure that professional standards are always met
- To complete any tasks that are reasonably requested by your line manager or SMT

PERSON SPECIFICATION

Requirement	Essential	Desirable
1. Qualifications	• HCPC Registered • Degree/equivalent qualification in OT • Member of the Royal College of Occupational Therapy	• Member of a specialist OT group e.g. CYPF • PG Certificate in Sensory Integration
2. Experience	• Working with adolescents/ young people, families and colleagues as an Occupational Therapist. • Professional ethics and putting their application into practice. • CPD • Clinical governance • Use of functional assessment and activity analysis • Sound knowledge of OT process within paediatrics	• Working in a SEMH environment • Working with challenging behaviour • Experience of adolescent mental health • Experience of working in a physical paediatric setting • Experience of working within a school setting
3. Knowledge and skills	• Demonstrates comprehensive clinical experience enabling the post holder to manage a diverse caseload of patients • Understanding a wide range of social emotional and mental health issues in children and young people • Good verbal and written communication skills • Working in both individual and group interventions. • Effective record keeping. • Strong listening skills. • Knowledge and understanding of safeguarding	• Good knowledge of paediatric assessments • Up-to-date and regular CPD • Attachment Aware/Trauma Informed • Managing Therapy Assistants

4. Competence	• Efficiency, high levels of integrity and professionalism • Strong communication skills • Ability to work closely with young people in a professional and empathetic manner • Ability to demonstrate effective management of clinical caseload of young people • Ability to provide safe and effective Occupational therapy assessments and interventions. • Ability to work closely with young people in a professional and empathetic manner. • Ability to demonstrate clinical governance in professional work. • Ability to train non-OT staff in delivering OT strategies. • Ability to operate effectively as part of a multi-disciplinary team. • Ability to prioritise workload • Ability to move and handle therapy equipment around the OT base and around school.	
5. Personal Qualities	• Ability to work in a way which reflects the Schools values/ ethos. • Working practice which encompasses equal opportunities. • Ability to work under pressure while recognising it in self and others. • Reliability, honesty, flexibility, a positive attitude. • Work both independently and as part of a larger group both within and outside of the school	
6. Other	• Ability to work in a shared office where interruption and distraction will be commonplace • The post holder will be required to deal with stressful and sometimes confrontational situations related to the delivering services to our students and their families	

	• Post holder may be exposed to working with children with highly complex needs • Personal development - a strong interest in and commitment to continuous personal learning and development. • Enhanced DBS • Commitment to Safeguarding	
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Note:

This Job Description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify reconsideration of the salary for the post.

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