



# Job description: OCCUPATIONAL THERAPIST

## Job details

<b>School:</b>	Heritage House School
<b>Salary / grade:</b>	Bucks Pay Range 6-8 (Depending on experience and specialist qualifications) pro-rata
<b>Hours:</b>	Full Time (Term time only plus INSET days)
<b>Contract type:</b>	Permanent
<b>Responsible to:</b>	Headteacher/Lead Therapist

## Main purpose

- To provide a specialised child centred occupational therapy service to meet the needs of staff and learners at Heritage House School including their partners, delivered as an integral part of their educational package.

## Duties and responsibilities

- To work collaboratively with the multi-disciplinary teams (including teachers, LSAs, therapists) to embed therapeutic strategies into the daily school routine and curriculum.
- To work with the Lead Therapist to support Occupational Therapy provision throughout the school
- To work in a multi-disciplinary way with the leadership team and teachers.
- To formulate and implement personalised provision and programmes, incorporating a range of therapeutic approaches, e.g., sensory integration, neurodevelopmental approaches, postural management, fine motor development strategies.
- Maintain protocols and practices and associated records that adhere to standards set out by the Health and Care Professions Council and Royal College of Occupational Therapy
- To provide a holistic and integrated approach to intervention
- To devise and review impact measurements to ensure effective support is in place. To contribute to the development of an effective communication environment through providing specialist advice and support to other professionals, staff and parents
- To build positive relationships with parents and carers so that they can support their child's sensory processing strengths and needs
- To write reports for families and relevant professionals regarding occupational therapy needs
- To develop and review individualised Education, Health and Care Plan (EHCP) outcomes related to occupational therapy, adhering to annual review timeframes.
- To provide direct 1:1 and group therapy sessions, as well as indirect support through consultation, training and environmental adaptations.

- To assess for and recommend specialist equipment, seating, adapted equipment to enhance participation and independence, e.g., adaptive cutlery, sensory strategies.
- Attend and contribute to staff meetings and inset.
- Work as part of a multi-disciplinary team to enable access to the Heritage House School curricula, at appropriate key stages, through planning, delivery and support.
- Contribute to the strategic planning, development and evaluation of the occupational therapy service within the school.
- Contribute to the development and maintenance of effective joint working practices between various staff groups.
- Contribute to the life and working practices, environment and ethos of the school/service.

### Resources

- Manage occupational therapy resources within the school
- to ensure resources are available to individual learners and demonstrate examples of resources that could be made available in class.

### Supervision and personal development

- To uphold professional and clinical standards within the school and ensure personal competency is maintained through CPD
- To maintain links with NHS colleagues and specialist groups locally and nationally in order to keep updated with regards to clinical and service developments such as clinical excellence networks.
- To influence policy and development locally and nationally

### Duties

- The school will facilitate a formal process of professional support and learning which enables the practitioner to develop knowledge and competence.
- The therapist will assume responsibility for their own practice and seek support as needed.
- To support the development of communication throughout the school

### Further Duties

- To play an active part in the life of the school community, to support its vision and ethos and to encourage staff and students to follow this example
- To support the school in meeting its legal and statutory requirements
- To work within and actively promote the school's policies and values
- To be involved in extended school services
- To undertake other duties which may arise from time to time. These to be agreed with the line manager

**Please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the postholder will carry out.**

## CONFIDENTIALITY AND DATA PROTECTION

- The post holder has a legal responsibility for all records s/he gathers or uses as part of his/her work. The post holder has a common law duty and statutory duty of confidentiality to protect any identifiable personal information. Guidelines must be closely followed and

information must not be disclosed or copied to others unless in pursuance of legitimate duties and in line with the policies of Heritage House School and the Health and Care Professions Council.

## **HEALTH AND SAFETY**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection and report all concerns to the Headteacher (or delegated member of staff)

## **DISCLOSURE AND BARRING SERVICE**

- This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of Buckinghamshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and Barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

## **WORKING ENVIRONMENT**

- The work of the OT is school-based but may require attendance at meetings and training in different locations

## **ACCOUNTABILITY**

- Directly accountable to the Headteacher / Lead Therapist

## **Notes**

- This job description may be amended at any time in consultation with the postholder.

**Last review date:** September 2025

**Next review date:** September 2026

<b>Headteacher / line manager's signature:</b>	_____
<b>Date:</b>	_____
<b>Postholder's signature:</b>	_____
<b>Date:</b>	_____

## PERSON SPECIFICATION

### OCCUPATIONAL THERAPIST

<b>Qualifications and Experience</b>	<b>Essential</b>	<b>Desirable</b>
Professional Occupational Therapy Degree or equivalent.	✓	
HCPC Registration.	✓	
Registered member of the Royal College of Occupational Therapists.	✓	
Post Graduate Qualification		✓
Good Communication Skills	✓	
Relevant CPD portfolio	✓	
Minimum of 2 years' experience, ideally with a paediatric caseload including severe and complex learning difficulties and disabilities	✓	
Experience of working within a school setting		✓
Experience of working in a multidisciplinary team.	✓	
Experience in offering a holistic approach to meeting client's needs and specifically an understanding of a range of approaches to working with individuals with Sensory processing difficulties	✓	
Experience of specialist practice	✓	
Recent, relevant in-service training in current safeguarding practices	✓	
Experience of teaching/training.		✓
Experience of working with families or carers to deliver training.		✓
Further qualifications in the field of SEN		✓
<b>Knowledge Skills &amp; Abilities:</b>	<b>Essential</b>	<b>Desirable</b>
Knowledge of severe learning difficulties and the range of interventions used to support learners	✓	
Knowledge of SEN Code of Practice, including the Annual Review process.		✓
Good organisational and time management skills and able to prioritise.	✓	
Good IT skills for office use, clinical database recording and visual presentation	✓	
Ability to work autonomously within the clinical guidelines set out by the Royal College of Occupational Therapists	✓	
Ability to keep accurate and timely records.	✓	
Ability to interpret a range of strategies employed by people who have complex sensory processing disabilities.	✓	
Ability to communicate confidently, professionally and sensitively with parents and carers; working in partnership to enable children's successful learning	✓	
Knowledge of current educational practices, and the National Curriculum		✓
A good record of attendance and punctuality	✓	