Job description

Job title
Occupational Therapy Team Lead

Hours

Full Time 37.5 hours 41 weeks

Contract
Permanent

Role profile and grade

Therapy Support Services (TSS):
Occupational Therapy Team Lead – Inscape
Grade 5

Salary
£48,022.00 - £52,400.00 (Prorated at 41 weeks)

Location
Inscape House School – Cheadle

Reports to
Maria Hawksworth – TSS Internal Therapy Lead

Type of DBS required
Enhanced with Barred Lists

Job purpose

- To lead a skilled team of occupational therapy staff in the provision of a high quality, evidence-based therapy service.

- To direct therapy planning and influence service development for the future, in line current research and nationally identified policy.

- To ensure that all practice is in accordance with the Code of Ethics and Professional Conduct of the British Association of Occupational Therapists.

- To hold a clinical case load and practice clinically, setting priorities and working autonomously
- To apply evidence based and child centred principles
- To foster a multi-disciplinary approach and work as part of a multidisciplinary team
- To work with families, carers and appropriate external agencies to ensure a holistic approach to therapeutic support
- To provide training and consultancy to families, Inscape staff and, where appropriate, to staff in other Together Trust services
- To work as part of the Together Trust Therapy Outreach Team as required

Safeguarding children and vulnerable people are a priority for all employees

Nature of the Post

Inscape House School is a non-maintained ASC specialist day special school for children and young people aged 5 to 19 years. It is part of the Together Trust, a charity that has been providing care, education and support in the Northwest of England since 1870.

The post holder will be a member of the Inscape House School and its post 16 provision based on the Cheadle Campus. They may also be required to provide a consultancy/outreach service to a small number of maintained schools to which The Trust provides consultancy and/or direct support.

The main duties will be carried out whilst working 40 hours per week during term time (41 weeks p.a.)

The post holder will manage their own caseload and be expected to work flexibly, providing occupational therapy services to pupils according to clinical need. They will also be expected to attend staff meetings, supervision, training and annual appraisals.

The Occupational Therapy Team Lead will guide and support the work of all members of the Occupational Therapy Team, providing supervision in accordance with the Together Trust policy.

All staff are expected to work in a flexible way and additional tasks that have not been covered in the job description may have to be undertaken, depending on clinical need.

As part of the Together Trust Education Service staff team, including teachers, college tutors, speech and language therapists, assistants and other professionals, the post holder will be expected to participate in the life of the school and support the ethos of the Trust and Inscape House. In respect of the general responsibilities as an employee of the Trust, the post holder will be required to:

- Always promote a positive image of the school and the Trust.
- Be aware of and follow the relevant policies, procedures and legislation in particular Health and Safety.
- Co-operate with all Together Trust staff in maintaining harmonious interpersonal relations.
- Perform any duties as may reasonably be required by the Trust, or as requested by the post holder's line manager and other senior managers.

Key responsibilities

- **Team Leadership and Service Development**
  - Management and development of occupational therapy services and team
  - Development of occupational therapy plans in line with the educational and progression goals of student
  - Member of the middle management team reporting as required to senior manager
  - Drafting and checking of policy, procedural and protocol documents
  - Adherence to and oversight of others' adherence to current professional standards in Occupational Therapy
  - Supervision of other members of the Occupational Therapy team

- **OT Assessment and Interventions**

- To carry out a range of specialist Occupational Therapy assessments and interventions in keeping with the needs of children and young people with Autism Spectrum Conditions
- To monitor, evaluate and modify treatment in order to measure progress and ensure clinical effectiveness of the intervention through the use of outcome measures.
- To manage a caseload across Inscape House School and Outreach Services, working flexibly and collaboratively to meet pupil /student and service needs.
- To provide specialist advice and consultation to children, young people, their families and carers within schools and their own homes
- To assess for specialist equipment and provide any necessary training to staff and /or parents
- To identify appropriate targets for pupil and student's Individual Educational Programmes in collaboration with teaching and other staff including;
- To provide, implement and /or supervise appropriate OT programmes to achieve these targets
- To record and report on progress towards these targets including contributions to Annual Review reports and reports for parents' evenings etc.
- To improve outcomes by promoting collaborative relationships with pupils/students, parents/carers and staff taking into account their needs, wishes and ideas and respecting their diversity.
- To maintain high clinical standards and contribute to the quality improvement across Inscape House in line with the needs of the services and evidence based practice.
- To be professionally and legally accountable for all aspects of the role working within professional and Together Trust requirements

- **Consultancy Advice and Support**
- To train and support unqualified staff in delivering OT programmes, ensuring they understand the boundaries of their role
- To plan, undertake and participate in teaching and education sessions for staff, parents and carers to share specialist clinical knowledge

- To attend meetings, reviews and case conferences as requested by the Headteacher
- To provide skill base knowledge and training to the wider trust when need and required.

- **Record Keeping**
- To provide assessment reports and treatment plans for individual pupils/students
- To maintain clinical records in line with school policy and their professional Code of Ethics
- To work with Inscape House to ensure that pupil/student records are maintained and updated on current systems
- To contribute to individual risk assessments and pupil support plans
- To complete such forms and paperwork as may be required by Trust and Inscape House policies and procedures
- To audit and moderate OT teams Record Keeping

- **Resources**
- To manage and monitor individual OT team budget annually with support of the TTS Therapy Lead.

- **Professional**
- To ensure clinical practice is up to date and based on agreed best clinical practice and evidence base. Participate in relevant education/training opportunities, read and critically appraise research articles in professional journals and utilise audit and research in daily practice
- To establish/maintain internal and external networks in order to maintain good standards of practice, embrace new profession and clinical initiatives for the service and enhance job satisfaction
- To maintain personal CPD portfolio to meet HPC registration requirements and to ensure OT Team are also meeting the above requirement

- To undertake relevant Together Trust and Inscape House training including Safeguarding and SCIPr training and to ensure that training is refreshed at the required intervals.

- To develop knowledge and understanding of Autism Spectrum Conditions

- **Other**
- To be aware of any potential conflicts of interest and inform his/her line manager of these

Other responsibilities

- Actively engage with the Together Trust's vision, mission and values
- Commit to promoting equality, diversity and inclusion
- To support TSS with wider Trust training, external training, events and CPD days

Additional information

Person specification

You will need demonstrate the extent that you have the necessary requirements for this role. Please use examples in your application how you match the criteria in the person specification and your experience of the responsibilities outlined for the role.

	Essential	Desirable
Educations, qualifications and training	Degree or Diploma in Occupational Therapy	Post graduate study in paediatric OT and Sensory Integration

	Registered member of Health Professionals Council with current practicing certificate	Full clean UK driving license, own vehicle and Class B business use insurance
Experience and skills	Experience of working in a range of clinical settings Experience of clinical governance Experience of working with children and/or young adults with Autism Spectrum Conditions Internet access skills and basic knowledge of Microsoft office applications (word, PowerPoint, excel) Experience of using standardised assessments Extensive experience of working in a multidisciplinary manner	Experience of working in a school environment, either mainstream or SEN schools Clinical experience of working as manager Experience of sensory integration techniques
Knowledge and understanding	Knowledge of complexed Physical Disabilities Knowledge of current OT theories and	Knowledge and understanding of working with or contributing to EHCPs

	models of practice appropriate to paediatric practice Knowledge and understanding of relevant paediatric assessment and outcome measures in use in daily practice Knowledge and understanding of Autism Spectrum Conditions including Asperger's Syndrome	
Other	Evidence of continued/recent professional development Excellent communication skills Ability to lead a team Ability to relate well to educational staff, parents and carers Ability to manage own case load and work autonomously and deploy team members effectively Ability to critically appraise own performance to set priorities and to	Evidence of supporting others and delivering training to support CPDs Ability to drive and work peripatetically between services

performance manage others

Applications are welcome from all regardless of age, disability, marriage or civil partnership, pregnancy or maternity, religion or belief, race, sex, sexual orientation, trans status or socio-economic background. We are committed to making reasonable adjustments for disabled people. We positively encourage applications from those with lived experience.

If there is any part of your lived experience you want to keep confidential in some way please talk to the Recruitment or HR shared service teams and we will do what we can to support you