

# Job description

## Job title

Specialist Occupational Therapist

## Hours

37.5 hours worked over 41 weeks per year

## Contract

Permanent – Term Time

## Role profile and grade

TCS40A – Grade 4 Point 10 rising to Point 12.

## Salary

£39,667 rising to £42,793 (pro-rated to working hours and weeks)

£43,150 rising to £46,551 (Full Time Equivalent)

## Location

Inscape House School, Cheadle, Cheshire

## Reports to

Occupational Therapy Team Lead

## Type of DBS required

Enhanced Child & Adult Workforce (We will apply for this on your behalf)

## Job purpose

Deliver an effective, high quality occupational therapy service to pupils and students aged 5-19 with autistic spectrum condition within Inscape House School.

Hold a clinical case load and practice autonomously, setting priorities and working to achieve deadlines set by the Therapy Lead and the school senior leadership team.

Apply evidence-based and person-centred principles.

Foster a multi-disciplinary approach and work as part of a multidisciplinary team.

Work with families, carers and appropriate external agencies to ensure a holistic approach to therapeutic support.

Provide training and consultancy to families, Inscape staff and, where appropriate, to staff in other Together Trust services.

Work as part of the Together Trust Therapy Outreach Team as required.

**Safeguarding children and vulnerable people is a priority for all employees**

## **Nature of the Post**

Inscape House School is a non-maintained specialist day school for children and young people aged 5 to 19 years with a diagnosis of Autism Spectrum Condition. 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 Trust's Internal Clinical Services Therapy Team based at Inscape House School, and its Post 16 provision based on the Cheadle campus. The main duties will be carried out whilst working 37.5 hours per week to be worked over 5 days, with a minimum 30-minute unpaid lunch break. This will be worked over 41 weeks per year including 38 weeks term time, 1 week for inset training (5 separate days across the academic year) with the further two weeks to be worked as self-directed hours. This can be in addition to your normal weekly hours, in school holidays or during evenings and weekends for training, planning and administration tasks.

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 Senior Occupational Therapist will guide and support the work of junior occupational therapists and therapy assistants alongside the Clinical Lead. The post holder will be expected to work independently and use their own initiative. Regular clinical supervision will be provided.

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

### OT Assessment and Interventions

- 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.
- Monitor, evaluate and modify treatment to measure progress and ensure clinical effectiveness of the intervention using outcome measures.
- Manage a caseload across Inscape House School and Outreach Services, working flexibly and collaboratively to meet pupil /student and service needs.
- Provide specialist advice and consultation to children, young people, their families and carers within schools and their own homes.

- Assess for specialist equipment and provide any necessary training to staff and /or parents.
- Identify appropriate targets for pupil and student's Individual Educational Programmes in collaboration with teaching and other staff including.
  - Provide, implement and /or supervise appropriate OT programmes to achieve these targets.
  - Record and report on progress towards these targets including contributions to Annual Review Reports, Education Health Care Plans (EHCP) and other education documents as required by the setting
- Improve outcomes by promoting collaborative relationships with pupils/students, parents/carers and staff considering their needs, wishes and ideas and respecting their diversity.
- 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.
- Be professionally and legally accountable for all aspects of the role working within professional and Together Trust requirements

### **Consultancy Advice and Support**

- Train and support unqualified staff in delivering OT programmes, ensuring they understand the boundaries of their role.
- Plan, undertake and participate in teaching and education sessions for staff, parents and carers to share specialist clinical knowledge.
- Provide clinical supervision to Occupational Therapy Assistants.
- Attend meetings, reviews and case conferences as requested by the Headteacher.

## **Record Keeping**

- Provide assessment reports and treatment plans for individual pupils/students.
- Maintain clinical records in line with school policy and their professional Code of Ethics.
- Work with the Inscape House admin staff to ensure that pupil/student records are maintained and updated on the relevant school recording system.
- Contribute to individual risk assessments and pupil support plans.
- Complete such forms and paperwork as may be required by Trust and Inscape House policies and procedures.

## **Resources**

- There are no direct budgetary responsibilities, but the therapist will be responsible for the efficient management use and storage of specialist resources as necessary for OT assessment and intervention.

## **Professional**

- 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.
- Establish/maintain internal and external networks to maintain good standards of practice, embrace new profession and clinical initiatives for the service and enhance job satisfaction.
- Maintain personal CPD portfolio to meet HPC registration requirements.
- Undertake mandatory and relevant Together Trust and Inscape House training and ensure that training is refreshed at the required intervals to meet policy and procedures.

- Develop knowledge and understanding of Autism Spectrum Conditions.

## **Other**

- Be aware of any potential conflicts of interest and inform their line manager of these.

## **Other responsibilities**

- Actively engage with the Together Trust's vision, mission and values.
- Commit to promoting equality, diversity and inclusion.

## Person specification

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

|   | Essential   | Desirable   |
|---|---|---|
| Education, qualifications, and training | <p>Degree or Diploma in Occupational Therapy</p> <p>Registered member of the Health Professionals Council with a current practicing certificate.</p>  | <p>Knowledge of Sensory Integration and the willingness to develop further skills.</p> <p>Full clean driving license, and own vehicle.</p>                                    |
| Experience and skills                   | <p>Working in a range of clinical settings.</p> <p>Working in special schools.</p> <p>Clinical Governance.</p> <p>Knowledge of sensory informed approaches.</p> <p>Working with children with Autism Spectrum Conditions.</p> <p>Using standardised and non-standardised assessments.</p> <p>Evidence of continued professional development.</p> <p>Extensive experience of working within a multi-disciplinary team.</p> | <p>Working in a community and/or voluntary organizations.</p> <p>Contributing to service delivery and making recommendations on service development.</p> <p>Understanding</p> |

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|   | <p>The ability to support and supervise other members of the team.</p>   |  |
| <p><b>Knowledge and understanding</b></p> | <p>Knowledge of current OT theories and models of practice appropriate to paediatric practice.</p> <p>Knowledge of relevant paediatric assessment and JD.</p> <p>Knowledge of clinical governance.</p> <p>Knowledge of Autism Spectrum Condition</p> <p>Internet access skills and basic knowledge of Microsoft Office applications (Word, PowerPoint, Excel)</p>                |  |
| <p><b>Other</b></p>                       | <p>Excellent communication skills.</p> <p>Good observational skills.</p> <p>Ability to develop professional therapeutic relationships.</p> <p>Ability to relate well to parents and carers.</p> <p>Ability to work as part of a multi-disciplinary team.</p> <p>Ability to manage own caseload and work autonomously.</p> <p>Ability to critically appraise own performance.</p> |  |

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|  | <p>Ability to prioritise caseload and meet deadlines.</p> <p>A commitment to the ethos, policies and practices of Inscape House and the Together Trust.</p> <p>Commitment to continuing the development of professional skills.</p> <p>Commitment to a holistic, flexible, and innovative model of service delivery.</p> <p>Flexibility and a positive attitude to change.</p> <p>Ability to remain calm in stressful and emotional situations.</p> <p>Ability to cope with challenging behaviour.</p> <p>Commitment to equality and diversity.</p> <p>Excellent time-keeping skills.</p> |  |
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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.