

# Job description

## Job title

Occupational Therapist Assistant

## Hours

37.5 hours worked over 41 weeks per year (39 weeks term time and 2 weeks outside of term time as shall be directed by the Head of Service for training and preparation).

## Contract

Fixed Term Maternity Leave

## Role profile and

TCS25 - Grade 2 Point 4 rising to Point 6 with biennial increments.

## Salary

£29,108.00 rising to £32,295 (Full Time Equivalent)  
£26,520 (pro-rated)

## Location

Inscape House School, Cheadle, Cheshire

## Reports to

Inscape House Occupational Therapy Lead

## Type of DBS required

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

## Job purpose

The purpose of Occupational Therapy Assistant's role is to work in collaboration with others to deliver a high-quality occupational therapy service to the pupils of Inscape House School, all of whom have autism spectrum condition as their primary need.

The post-holder will work under the direction of registered Occupational Therapists to support evidence-informed occupational therapy practice across the school.

## Nature of the post

Under the guidance of an Occupational Therapist, the post-holder will support the intervention and monitoring of pupils' regulation and functional needs. This will involve close collaboration with a multidisciplinary team that includes teachers, teaching assistants, occupational therapists, and positive behaviour support practitioners.

A key aspect of the role will be to provide ongoing support and guidance to school staff, advising them on how to effectively address and meet pupils' occupational therapy goals. The post-holder will also assist Occupational Therapists in delivering training to staff, as needed.

Safeguarding children and vulnerable people is a priority for all employees, and the post-holder will receive regular training to uphold their responsibilities in this area.

## Key Responsibilities

### Case Management

The post-holder will:

- Deliver and support the embedding of occupational therapy recommendations at universal and targeted levels as directed by an Occupational Therapist
- Monitor and evaluate therapy input to measure progress.
- Have an understanding of different models of disability and work in keeping with a social, neurodiversity-affirming model of practice.
- Provide advice and consultation to pupils, school staff, and families/carers at universal and targeted levels.
- Support education staff to deliver therapy input at universal and targeted levels, within the remit of their own roles.
- Contribute to general projects, events or extra-curricular activities across the wider school as directed, for the purpose of further embedding and raising staff awareness of best practice regarding occupational therapy support.
- Attend MDT and other meetings as required.
- Contribute to pupils' risk assessment and management plans as required.

## **People and Performance Management**

The post-holder will:

- Actively contribute to termly appraisal meetings, setting and agreeing targets linked to school development plan priorities with the Occupational Therapy Team Lead
- Commit to and take responsibility for their own ongoing professional development.
- Complete regular CPD activities to ensure an up-to-date knowledge base and that practice is evidence informed.
- Actively participate in team CPD activities e.g. journal club
- Be a positive role model for staff and pupils, treating people fairly, equitably and with dignity and respect, to contribute to the fostering of a positive school culture.

## **Service Development and Management (including Clinical Governance)**

The post-holder will:

- Keep clinical records in-line with HCPC guidance.
- Keep accurate records in a manner that is timely, and secure, abiding by the systems designated by the team lead.
- Actively contribute to half-termly team meetings where the Occupational Therapy team's performance and development is monitored and reviewed.
- Procure resources as required for their own sessions and for the team, with agreement from and abiding by systems designated by the team lead.
- Work with the Occupational Therapy Lead to ensure the service's accountability to the school and other key stakeholders.

## Other Responsibilities

The post-holder will:

- Carry out other responsibilities as required by the Occupational Therapy Team Lead.
- Actively engage with the Together Trust's vision, mission, and values
- Commit to promoting equality, diversity, and inclusion.
- Abide by staff code of conduct as set out by Inscape House School

## Person Specification

We are seeking an individual who is self-motivated and able to work independently, while maintaining close collaboration with qualified clinicians.

The ideal candidate will have a passion for designing and implementing tailored interventions that address the unique needs of our complex pupils. A dynamic and flexible approach to problem-solving is essential, as is the ability to adapt strategies in response to evolving challenges.

In your application, you will need to demonstrate that you have the necessary qualifications, skills, and knowledge to fulfil this role.

Please explain how you match the criteria in the below person specification.

	Essential	Desirable
Education, qualifications, and training	NVQ Level 3 (or equivalent) in health, education, or related discipline (or equivalent experience) e.g.:  QCF level 3 in Clinical Healthcare Support	Training in Sensory Regulation,  Member of the Royal College of Occupational Therapists.

	Level 3 in Supporting Teaching and Learning in Schools+	
<b>Experience and skills</b>	<p>Experience of supporting occupational therapy programmes of intervention (as an occupational therapy assistant or in another relevant role, e.g. teaching assistant).</p> <p>Experience of working with young people and adults with complex needs including learning disabilities and Autism Spectrum Conditions.</p> <p>Excellent communication skills both written and verbal.</p> <p>Ability to critically appraise own performance and to set priorities for own learning.</p> <p>Flexible, person-centred approach.</p> <p>Innovative thinking.</p> <p>Confident I.T user – independent and competent with Microsoft 365, Teams, email, Word, Excel.</p>	<p>Experience of working in clinical settings.</p> <p>Experience of working in specialist education setting.</p> <p>Experience of supporting the writing and delivering of training.</p> <p>Experience of working in a multidisciplinary team.</p> <p>Experience with stock control and ordering resources.</p>

<b>Knowledge and understanding</b>	<p>Knowledge of Autism Spectrum Conditions.</p> <p>Knowledge of learning disabilities and associated conditions.</p> <p>Knowledge of relevant safeguarding requirements and how to help children and young people stay safe in education.</p>	<p>Knowledge of current theories and models of best practice in occupational therapy.</p> <p>Knowledge of clinical governance.</p> <p>Knowledge of outcome measurement.</p>
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### Additional Information

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all our staff and volunteers to share this commitment.

Working directly with service users can on occasion be physically demanding, and employees must be able to undertake in full the requirements of the job and requisite training.

For the safety of staff and the people we support, induction training will be provided to assist employees to conduct their role, including:

- Movement & Management of Loads & People
- Emergency First Aid
- PROACT SCIPr UK training – this is a training course which teaches staff how to manage challenging behaviour in the least-restrictive way possible, while keeping themselves safe and teaching pupils' vital skills.

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.