

# Job description

## Job title

Occupational Therapist

## Hours

37.5 hours per week 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

Permanent

## Role profile and grade

TCS32 – Grade 3, Point 7 rising to Point 9 with biennial increments.

## Salary

Starting Salary £34,653.00 rising to £38,388 (Full Time Equivalent)  
£31,572 (pro-rated)

## 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)

The Together Trust is committed to safeguarding and promoting the welfare of the people we support and expects all our staff and volunteers to share this commitment.

Safeguarding checks will be undertaken for the successful candidate in line with our safer recruitment policy, including an Enhanced DBS check (at no cost to yourself).

## Job purpose

- Assess the needs and deliver occupational therapy both directly and indirectly to students with learning disabilities and autism.
- Support student's regulation and functional skills and educational development.
- Liaise with and provide advice, guidance and information to other professionals, students, parents and carers.
- Actively promote the safeguarding and welfare of students.

## Nature of the post

This post will combine the opportunity to work as part of a multi-disciplinary team.

The post holder will report to the Occupational Therapy Team Leader for organisational purposes, but the Occupational Therapist will retain responsibility for their own professional practice and expertise and in this area will be accountable to the Internal Therapy Leads.

In respect of the general responsibilities as an employee of Together Trust, the post holder will be required to:

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

## Key responsibilities

### Clinical

- Take responsibility for managing and prioritising your clinical caseload, and organising day-to-day tasks and activities, seeking guidance from a senior colleague when needed.
- Conduct formal and informal assessments utilising clinical observation and judgement, combined with theoretical knowledge to determine appropriate occupational therapy intervention.
- Formulate, deliver and monitor evidence-based occupational therapy programmes to support students' educational development considering their Educational, Health and Care Plan.
- Advise others on individualised strategies in verbal and written format to support a holistic approach.
- Assess, monitor and record student's progress with respect to their development in all areas of occupational therapy.
- Ensure that students are involved in the planning of their therapy and intervention whenever possible to facilitate their meaningful involvement in their programs.
- Define clear occupational therapy goals.
- Liaise with families/carers and staff to advise on issues relating to occupational therapy development.
- Attend multi-disciplinary team and case meetings and provide information as appropriate.
- Work cooperatively as a member of the multi-disciplinary staff team.
- Promote the safeguarding and welfare of students.

### Planning and Administrative skills

- Keep appropriate records, according to the requirements of the Together Trust and the Royal College of Occupational Therapists (RCOT).
- Produce occupational therapy reports detailing students' progress and share information with other professionals during transition and at review meetings.

- Be responsible for security, care and maintenance of equipment ensuring standards of safety are maintained.

### Clinical Governance

- Maintain clinical records in line with the Trust's, RCOT and Health & Care Professions Council (HCPC) guidance.
- Maintain up to date HCPC and RCOT registration.
- Demonstrate clinical effectiveness by use of evidence-based practice and outcome measures.
- Participate in service evaluation, peer review, audits and outcome evaluation, both uni-professional and across the therapy team.
- Maintain a continuing professional development portfolio and adopt standards of working practice as required by the Royal College of Occupational Therapists and HCPC.

### Supporting teaching and learning

- Collaborate with education staff to effectively integrate universal occupational therapy strategies within the classroom environment.
- Plan and deliver high-quality therapeutic interventions in both one-to-one and group settings.
- Work alongside teaching staff during scheduled classroom sessions to support student engagement and participation.
- Provide advice and guidance to teaching staff and school leadership on matters related to occupational therapy.
- Contribute to the planning and delivery of both formal and informal training sessions for staff, parents/carers, and other professionals, with or without supervision.
- Develop the ability to tailor training content to meet the specific needs of different audiences.

### Other duties and responsibilities

- Work in a way that supports students in developing the skills needed for greater independence, while respecting their dignity, privacy, and right to equal opportunities.

- Contribute to the generalisation of skills beyond the educational setting, including supporting home-based activities and carrying out home visits when appropriate.
- Undertake additional duties as required by the Occupational Therapy Lead or Senior Leadership Team, within the scope of the role and banding.
- Demonstrate active commitment to the Together Trust’s vision, mission, and core values.
- Commit to promoting equality, diversity and inclusion in all aspects of the role.

### Person specification

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

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	Degree (or equivalent) in Occupational Therapy. Member of the Royal College of Occupational Therapists. Current registration with the Health and Care	Evidence of desire to pursue relevant post graduate training e.g. SI, mental health, attachment and trauma etc.

	Professions Council as fit to work in the UK.	
<b>Experience and skills</b>	<p>Experience working in special school settings. Proven experience supporting young people with complex needs, including learning disabilities and Autism Spectrum Conditions (ASC).</p> <p>Demonstrated ability to work effectively as part of a multi-disciplinary team.</p> <p>Familiarity with a range of relevant occupational therapy assessments.</p> <p>Strong verbal and written communication skills.</p> <p>Ability to build and maintain professional therapeutic relationships.</p> <p>Capable of managing and prioritising own caseload.</p> <p>Flexible, co-operative, and responsive to changing needs.</p> <p>Creative and solution-focused approach to challenges.</p> <p>Confident using the internet and basic Microsoft Office applications (Word, PowerPoint, Excel).</p>	Experience of working with individuals who demonstrate behaviours of concern that may be considered challenging.
<b>Knowledge and understanding</b>	Knowledge of current theories and models of best practice appropriate to occupational therapy and this role.	Knowledge of education provision, including the EHCP process.

	<p>Knowledge of relevant assessment and outcome measures in use in daily practice.</p> <p>Knowledge of embedding therapy into learning activities.</p> <p>Knowledge of learning disabilities and associated conditions.</p> <p>Knowledge of Autism Spectrum Conditions.</p> <p>Knowledge of relevant safeguarding requirements and how to help young people with communication difficulties staff safe.</p>	<p>Knowledge of working with a Positive Behaviour Support model of intervention.</p> <p>An understanding of the role of a school based occupational therapist.</p> <p>Knowledge of the difference between the social and medical model of practice.</p>
<b>Other</b>		

### 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.

