



## JOB DESCRIPTION

**Job Title:** Occupational Therapist

**Reporting to:** Head of Department

**Location:** Ingfield Manor School

At Salitem, we believe everyone should have the opportunity to live a healthy, active and fulfilling life, regardless of their background or disability. The aim of our services is to provide a safe and stimulating environment for adults and young people.

### Job scope:

- To contribute to the planning and delivery of a strategy promoting function and independence in pupils/students, to enable and support their learning.
- To be responsible for the day to day implementation of agreed occupational therapy aims and programmes that reflect the Conductive Education ethos of the school,
- To work as a member of a trans-disciplinary team, and to convey occupational therapy skills and roles as part of a trans-disciplinary delivered curriculum.

To make sound and well-reasoned equipment and resource recommendations, that support optimum use of the budget.

To ensure the learning environment is adequately resourced to

- promote function and optimal participation, enabling children and young people to access the curriculum and environment
- support the delivery of the curriculum to ensure pupil learning and progress
- maintain excellent standards of care and practice
- ensure health and safety of staff and students
- monitoring, maintaining and ensuring fit for purpose equipment and environmental adaptations
- ensure compliance with policies and procedures

### Job Responsibilities:

- To be a member of a trans-disciplinary team working with a group of pupils, meeting all the pupils' needs.



- To implement group and individual programmes in collaboration with the other professionals being actively involved in associated planning and preparation with the trans-disciplinary team.
- To share expertise and knowledge within the team and with other professionals and agencies.
- To contribute to the development of the overall curriculum.
- Robust monitoring of any equipment provided.
- To develop the role of Occupational Therapy within some of the following key areas:-
  - active learning
  - self-care
  - assessing and planning of access routes to technology (switching, etc.).
  - assessment and implementation of seating solutions.
  - assessment and advice about visuo-perceptual issues.
- To write reports that reflect educational attainment in relation to individual occupational therapy needs and record progress notes in line with the settings record keeping standards.
- To contribute to risk assessments such as moving and handling and eating and drinking plans, in collaboration with the trans-disciplinary team.
- To contribute at Reviews and other relevant meetings and to liaise with parents/guardians and external services where necessary.
- To provide good standards of physical and emotional care.
- To provide intimate care
- At all times to provide students with dignity, respect and autonomy
- To ensure the physical environment is maintained to high standards of safety, hygiene and presentation.
- To share professional knowledge and participate in the staff training and development of the learning programme.
- Any other duties as may be reasonably directed by the Principal

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



This job description should not be seen as all encompassing, and the post holder will be expected to undertake any other responsibilities appropriate to the post as identified by the company.

## Person Specification

### Our Core Values

- We are **Supportive** by promoting opportunities for everyone so they can reach their full potential
- We are very **Ambitious** to provide the best possible outcomes for the people who use our services
- We are **Loyal** because we put the people that we support and our staff at the centre of everything we do and we deliver on our promises. We also are committed to ensuring that our services are meeting the needs of all stakeholders
- We are **Unique** because we are ambitious and innovative about the diversity of the services that we provide without compromising quality
- We are **Transparent** by being open, honest and fostering a culture of mutual respect. We promote a culture where we learn by our experiences and we are committed to doing things better and setting the highest standards in what we do
- We are **Engaging** because we work in partnership with the people that we support, our staff and all our stakeholders
- We encourage everyone to experience a **Meaningful** life by being aspirational and by offering opportunities

### Knowledge, Skills and Experience

Area	Essential	Desirable	Evidence
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Professional Qualifications	Qualified Occupational Therapist status and HPC registration	Registration with RCOT  Further post graduate training in relevant clinical courses.	Application Form Interview Certificates
Knowledge	Knowledge of cerebral palsy and pediatrics	Sensory integration  Hand splinting knowledge  Knowledge of specialist equipment	Application Form Interview
Skills	To be able to communicate clearly both verbally and in writing  To adhere to safe practice  To be able to analysis occupational performance and formulate clear treatment goals.	Creativity to produce bespoke resources	Application Form Interview
Experience	Experience with neurological impairment	Experience of collaborative working with a range of professionals  Working with children	Application Interview References
Personal Qualities	To be empathetic, supportive and promote independence and inclusion.  Act as a role model to the young people in all aspects of your working life		Interview



	<p>The ability to use own initiative and be adaptable and willing to accept changing priorities</p> <p>To be reliable, flexible and motivated</p>		
Other	Have a non-judgmental approach		Application Interview