**JOB DESCRIPTION**

Dovecote school is committed to creating a diverse workforce. We’ll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

**Job details**

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| **Job Title** | OT |
| **Hours** | TBC |
| **Working Weeks** | 40 hours per week, term time only with 7 additional specific staff prep days. |
| **Salary** | £29,169 - £40,978 |
| **Responsible to** | SENCO and Lead OT |
| **Responsible for** |  |
| **Purpose of Job** | Working as part of a multi-disciplinary team, providing an Occupational Therapy service. To work collaboratively with all School staff, as well as external partners, promoting the wellbeing and best interests of the students and the effectiveness of the service in achieving its aims and objectives. |

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| **DOVECOTE SCHOOL VISION**   1. We strive to equip all pupils with the skills needed to meet their full potential through an innovative and specialised curriculum. Small scale learning communities where young people are known as individuals. 2. The learning process is active 3. The learning community is underpinned by environmentally sustainable values and practices 4. Pupil voice is empowered through a strong emphasis on developing individual communication strategies. 5. Families and the local community are vital partners in the life of the school, and they share in the decision-making. We work together as a team to provide a happy, safe, and stimulating environment, whilst promoting well-being for all and building confidence for the future | |
| **WE VALUE** | **WE AIM TO** |
| **LEARNING** | Create nurturing, challenging and empowering learning opportunities for children, staff and parents/carers. |
| **INCLUSION** | Offer a broad, balanced curriculum that is relevant and accessible for all children |
| **ACHIEVEMENT** | Celebrate the achievements and successes of each individual |
| **COMMUNICATION** | Ensure everyone has a voice and their contribution is valued |
| **RESPONSIBILITY** | Secure the accountability of all through distributive leadership, rigorous monitoring and evaluation |
| **REFLECTION** | Improve future performance through the continuous evaluation of our practice |
| **CREATIVITY** | Think outside the box and try new ideas to continuously raise standards |
| **COMMUNITY** | Foster positive working relationships with parents/carers, multi-agency professionals and the local community |
| **ENVIRONMENT** | Protecting our future and our planet |
| **DIVERSITY** | Promote tolerance and respect for individual differences, abilities, needs and beliefs |
| **WELL-BEING** | Create a safe, caring environment in which everyone is healthy, happy and ready to learn |
| **TRANSITION** | Equip children and families with the knowledge, skills, independence and resilience to face future challenges |

**AIMS AND OBJECTIVES**

Working as part of a multi-disciplinary team, providing an Occupational Therapy service. To work collaboratively with all School staff, as well as external partners, promoting the wellbeing and best interests of the students and the effectiveness of the service in achieving its aims and objectives.

To undertake all aspects of Occupational Therapy clinical duties, working within the ethical framework provided by the rules of professional conduct. To provide advice, information and training to staff, other members of the multi-disciplinary support/ clinical team and other agencies regarding complex issues relevant to autism and associated conditions including individuals presenting with behaviour which may challenge. To contribute to the professional development of staff, through the dissemination of understanding, knowledge and good, evidence- based practice

**MAIN DUTIES & RESPONSIBILITIES**

**Clinical**

* To provide an Occupational Therapy service to the school, focusing on sensory motor development and functional skills.
* To work as part of the therapy team, assessing students OT needs regarding sensory, physical and self-care using both standardised and non-standardised assessments.
* To use clinical reasoning skills, to analyse and interpret assessment results to set appropriate therapy goals and outcome measures.
* To monitor, evaluate and modify intervention to measure progress and ensure effectiveness of intervention.
* To provide individual or small group therapy, as required through EHCP allocation and provision maps.
* To liaise with all team members and family/carers to provide a coordinated approach and ensure occupational therapy treatment is integrated into children’s targets that support learning and skills for daily living. This could include home visits and monitoring phone calls.
* To contribute to and/or provide training to both school staff and parents.
* To work closely with the class team, including the speech and language therapists, to ensure provision is child centred and the environment enables them to realize their potential and maximise their academic, social, physical and emotional development.
* To develop and monitor OT programmes implemented by the Occupational Therapy assistant and the class team.
* To assess for, advise and order specialist equipment being aware of financial implications and restrictions in liaison with reporting relationships.
* To monitor new developments in specialised equipment and communicate with the principal, school team and manufacturers.
* To instruct those working with children how to correctly use equipment and set guidelines for its use.
* To attend school –arranged meetings for children, including IEP meetings, EHCP meetings and Parents evenings.
* To use IT and other alternative methods of communication to overcome barriers to communication e.g., simple clear language, Makaton, symbols and photographs.
* To prepare for and attend tribunals for children when called by tribunal officers where Occupational Therapy needs are highlighted as significant in the reporting paperwork.

**Administration and Management**

* To manage a clinical caseload and time effectively, prioritising work as required.
* To complete and maintain accurate treatment records in accordance with the BAOT Standards of Practise.
* To write professional reports to be shared at review meetings, and to attend review meetings where appropriate.
* To address issues of confidentiality, consent and sharing information throughout assessment and intervention according to GDPR regulations.
* To utilise standard School documentation as required.
* To be responsible for equipment used in carrying out duties, including competence to use equipment and to ensure the safe use of equipment by others through teaching, training and supervision of practice.
* To be responsible for accessing regular clinical supervision and ensuring supervision sessions are recorded.

**Professional**

* To be accountable for own professional action and recognise own professional boundaries, seeking advice where appropriate.
* To be aware of the sensitivity required to work closely, effectively and in a professional manner with children, parents/ carers and other professionals.
* To respect the confidentiality, individuality, values and cultural and religious diversity of students.
* To undertake school induction programmes and on-going training, including child protection and safeguarding, health and safety and risk management training.
* To participate in staff meetings, department meetings and liaison meetings with other professionals.
* To maintain personal development through use of off- site and in-house training, contact and involvement with relevant special interest groups, attendance of in-service training, and review of literature as required.
* To maintain own clinical professional development (CPD) by keeping abreast of new developments within the profession and ensure that practice is based on best available evidence.
* To review and reflect on own practice and performance through effective use of professional and operational supervision and appraisal measures.
* To work within professional standards as stipulated in the Royal Collage of Occupational Therapy and its Code of Conduct.

**Practice**

* Ensure that all students, adults and visitors are treated with dignity and respect, in an environment which reflects the importance of and their right to be treated as valuable worthwhile individuals.
* Ensure every step necessary to ensure that students are protected from neglect, abuse and exploitation.
* Maintain strict confidentiality.
* Report any safeguarding concerns to the Designated Safeguarding Lead/Head Teacher.

**Continuous Professional Development**

* Assume responsibility for own professional and personal development.
* Maintain a high level of competence to deliver the organisation’s requirements.
* Ensure a robust and thorough working knowledge of fire regulations, H&S, children’s safeguarding and all relevant regulatory and legal requirements impacting on the organisation and services.
* Attend and participate in supervision
* Undertake relevant mandatory training.

**Safeguarding**

* Ensure that the Safeguarding Policy is always followed.
* Ensure that any safeguarding concerns are reported and followed-up without any undue delay
* When required, complete fact-finding investigations for safeguarding allegations

**Additional Responsibilities**

The above job description forms part of your main terms and conditions of employment, although does not include or define all tasks. The Company reserves the right to vary duties and responsibilities at any time.

**Equal Opportunities**  
Dovecote School supports Equal Opportunities in employment and opposes all forms of unlawful discrimination on all grounds. You are expected to comply at all times to the Companies EO Policy and Guide to Equality document

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|  | **ESSENTIAL** | **DESIRABLE** |
| **Personal Attributes** | * Be responsive and reflective * Be accountable, honest and reliable * Provide individuals with confidence, inspiration, direction and guidance * Understanding and empathy with the work of the school * Self-motivate with a positive attitude * Develop innovative solutions |  |
| **Job Skills** | * Ability to instruct and support teaching teams in a range of techniques to support learners within the class environment and in the use of specialised equipment * Ability to co-ordinate and implement programmes of staff development internally and externally. * Ability to work closely with teaching staff in the identification of integrated learning and therapy-related individual objectives. * Ability to assess and prescribe appropriate specialist equipment * Knowledge of evaluating outcomes of intervention and ability to critically appraise own performance. * Understanding of how to access other services and agencies. * Possess a good ability to communicate effectively using records, reports, emails, and verbal communication with individuals and groups. * Ability to prioritise * Ability to use IT: Microsoft Word and Outlook, * Strong organisational skills * Attention to detail * Ability to work collaboratively and co-operatively with all professional colleagues and students | * Awareness of the green agenda and other environmental initiatives. |
| **Knowledge** | * Knowledge and understanding of the principles of teamwork * Non-discriminatory practice * Working as part of a team * Good understanding of Safeguarding legislation, policy and procedures. * Experience of working within and educational setting different with individuals with complex needs. * Previous experience of working as a qualified * Occupational Therapist. * Previous involvement in auditing clinical standards within the practice setting. * Experience of undertaking thorough assessment of need with individuals requiring Occupational Therapy assessment and formulating subsequent detailed interventions plans thereafter as required. * Ability to make decisions about intervention need and to plan and create bespoke packages which support occupational development. | * Working with children and young people who have experienced trauma. |
| **Experience** | * Working individually and within a team * Leading, supervising and managing teams * Building and maintaining effective working relationships * Ability to demonstrate effective management of clinical caseload of adults/children with severe/profound learning difficulties and/or disabilities. * Ability to provide effective occupational therapy assessments and interventions relevant to adults with learning difficulties. * Skilled in carrying out both individual and group interventions. * To have knowledge of clinical supervisory models and practices and demonstrate skills to undertake supervision of others. * To act as a mentor to other Occupational Therapists, students and Therapy Assistants as required * To have experience of making best use of clinical supervision and take a lead role within your own access to and positive use of the supervision process to bring about professional development and learning. |  |
| **Qualifications** | * Full Manual UK Driving License * Priority Degree or Graduate Diploma in Occupational Therapy * UK HPC Registration | * Post Graduate qualification in Sensory Integration. * Team Teach or similar |
| **Training** | * Commitment to personal and professional development. * Ability to engage with learning opportunities including effective use of supervision, training, e-learning and feedback |  |
| **Working Conditions** | * The ability to be physically able to perform your duties as recognised in Team Teach * A satisfactory DBS will be required for all employees |  |

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