

JOB DESCRIPTION

POSITION:	Specialist Occupational Therapist
DIVISION:	Cognus Therapies
BUSINESS UNIT:	Cognus Occupational Therapy Service
REPORTS TO:	Principal Occupational Therapist
RESPONSIBLE FOR:	<ul style="list-style-type: none"> • Overseeing provision for pupils with Occupational Therapy Needs in mainstream settings and/or Specialist SEN provisions/bases/POST-16 • Liaising with Head Teachers, SENDCos, staff and parents to promote best outcomes
GRADE/PAY	Band 6, Specialist Occupational Therapist, £34431 - £45013 FTE (COLI pending)

1. JOB SUMMARY:

- Working within a multidisciplinary team of Occupational Therapists and Speech Therapists the post holder will have the opportunity to work in local schools and colleges across the 4 years to 25 years age range or with a smaller age range within this.
- Advising and supporting a range of schools/settings with children and young people with Occupational Therapy Needs (OT Needs) including a possible cohort with ASD, or PMLD to manage their caseload to ensure that intended outcomes are delivered within agreed service standards.
- Raising awareness of the needs of and strategies available for children and young people with OT Needs.

2. PRINCIPAL ACCOUNTABILITIES:

To personally undertake a case load of referrals to include:

- Visiting and assessing children and young people with OT Needs.
- Delivery of specialist programmes on an individual and/or small group basis.
- Advice and treatment for children and young people with functional difficulties and sensory processing needs.
- Offering advice to parents and carers as well as teaching staff.
- Maintaining children/young people's records to a high standard.

Specific Duties:

To advise and support school staff on the education of children and young people with OT Needs including:

Screening and Assessment

- Screening and prioritising new referrals in order to determine the need and level of occupational therapy provision required in line with service criteria.
- At the point of referral gathering relevant information regarding previous and current input from health and social care services.
- Carrying out a range of non-standardised and standardised assessments and interpreting a range of factors relating to the child or young person's condition; focusing on access to education.
- Providing reports to referrers and other agencies involved in the child/young person's care.
- Contributing to professional advice regarding the statutory assessment and annual review process both in Sutton and in out-of-borough settings if necessary.

Treatment and Provision

- Plan, create and deliver a wide range of tailored interventions and/ or therapy programmes where direct OT input is indicated and effectively hand over prescribed programmes through training and modelling with teaching staff, parents and carers.
- To recommend, provide or advise on provision of equipment and take responsibility for demonstrating its usage and training clients/carers.

- To undertake risk assessment in complex moving and handling situations where appropriate i.e. provision of equipment identified for the school environment.
- To monitor and record child or young person's progress and effectiveness of intervention through goal setting, outcome measurement and evaluation of practice and to communicate these as required to key stakeholders.
- To liaise and establish communication networks with the multidisciplinary team, external voluntary and statutory organisations as appropriate in planning for child or young person's treatment.
- Promotion of effective inclusion of children and young people into all aspects of the school curriculum.
- Maintain effective liaison with all partners e.g. parents, professionals in Education, Health, Social Care and other Services with particular regard to Safeguarding and best practice.
- Promote robust transition arrangements for pupils with Occupational Therapy needs including: Collaboration with a range of partner agencies to create effective transition support for specific children and young people.

Education and Development Responsibility

- To be aware of changing trends in treatment and promote Evidence Based Practice; embedding this into own specialist area of work in order to provide the highest standard of care to service users.
- To participate in clinical audit, service development activities and research programmes as required. To contribute to formulating policies for specialist area and proposals for general service changes.
- As part of the therapies team to plan, deliver and evaluate training sessions for schools and educational providers.
- To engage with continual professional development as identified through managerial and clinical supervision and appraisal, including attending training and courses as agreed.
- To comply with the Cognus Limited mandatory training requirements.

To contribute to collaborative working between all specialist SEN teams by:

- Attending and contributing to Team meetings.
- Identifying needs and seeking advice within the framework of specialist teams and wider agencies as appropriate.

- Liaison with parents/ carers and schools to find collaborative strategies to overcome barriers to learning and attend multi-agency meetings as required.
- Embedding legislative change and key developments relating to improved outcomes for children and young people with Occupational Therapy Needs.

3. GENERAL:

3.1 PROCESSING OF DATA:

- a) You (“the employee”) consent to the holding and processing of personal data provided by you to the Company (“the Company”) for all purposes relating to your employment, but not limited to administering and maintaining personnel records, paying and reviewing salary and other remuneration and benefits, undertaking performance appraisals and reviews, the compulsory Disclosure and Baring Services check (DBS) details in line with its statutory responsibility to safeguard and protect children and vulnerable service users; maintaining sickness and other absence records and taking decisions as to your fitness for work.
- b) You hereby acknowledge and agree that the Company may, in the course of its general and statutory duties as an employer be required to disclose personal data relating to you for legislative purposes during or after the end of your employment. This does not affect your statutory rights under the General Data Protection Regulation 2018.

3.2 CONFIDENTIALITY AGREEMENT:

- a) During the course of your employment, you will have access to and knowledge of Company confidential information and trade secrets.
- b) Disclosure of any of this confidential information and/or trade secrets could have serious financial consequences and/or create serious competitive disadvantages for the Company. There may be material damage, financial or otherwise, deliberate or otherwise, to the Company’s legitimate business interest.
- c) Under the terms of this confidentiality agreement, you agree to keep secret and shall not at any time, either during employment or post-employment, use, communicate or reveal to any person any trade secret or confidential information relating to the Company or any Associated Company.
- d) You are aware of the Company’s policies in relation to compliance with the General Data Protection Regulation and undertake to act in accordance with these at all times. Any breach of these policies will be dealt with under the Company’s disciplinary procedure and action taken can include dismissal without notice.

3.3 SAFER RECRUITMENT:

An offer of employment is subject to safer recruitment practices which include an enhanced DBS check, two professional references acceptable to Cognus Limited, proof of qualifications, proof of right to work in the UK, proof of personal address and employment history covering 5 years and, fitness to work with children (occupational health assessment). These checks must have been completed prior to commencement of employment.

This job description and person specification outlines the summary of key accountabilities and is not an exhaustive list of duties and, is subject to periodical review and changes in line with the business needs.

4. COMPETENCIES:

The main duties and responsibilities of the post holder are indicated below although other duties of an appropriate level and nature will also be required.

No	Description	Criteria
a.	Educated to degree level or equivalent.	E, S
b.	Relevant qualifications including registration with HCPC	E, S
c.	Ability to prioritise and deliver results to high standards.	E, S, I
d.	Excellent organisational skills.	E, S, I
e.	Excellent communication skills.	E, S, I
g.	Leads others by setting a positive example in line with company values and acts as a role model.	E, S, T
h.	Experience as a paediatric occupational therapist	E, S
i.	Adherence to RCOT and HCPC policies and procedures	E, S,
j.	Is decisive with problem-solving skills.	E, S,
k.	Is committed to safeguarding and protection of children.	E, S, I
l.	Honours and upholds the Company's Equal Opportunity Policy, Dignity at Work Policy, Safeguarding and Protection of Children, Health and Safety and Data Protection Policy at all times.	E, S, I

KEY:	D	Desirable	I	Evaluated at interview
E	S	Short listing criteria	T	Subject to test