



JOB DESCRIPTION

POSITION:	Highly Specialist Occupational Therapist
DIVISION:	Cognus Therapies
BUSINESS UNIT:	Cognus Occupational Therapy Service
REPORTS TO:	Team Manager
RESPONSIBLE FOR:	<ul style="list-style-type: none"> • Overseeing provision for pupils in one or more of the boroughs specialist provisions for pupils with a specific clinical need • To be responsible for the clinical supervision of a group of Occupational Therapists within the team
GRADE/PAY	Salary: £42401 - £52228 FTE (COLI pending)

1. JOB SUMMARY:

- To take the lead role in the overseeing and delivery of Occupational Therapy support for pupils in one or more of the boroughs specialist provisions for pupils with a specific clinical need
- To contribute to multi-agency meetings and Annual Reviews, including tribunals as and when required
- To be responsible for the clinical supervision of a group of Occupational Therapists on the team
- To be responsible for managing own case load

2. PRINCIPAL ACCOUNTABILITIES:

Duties to include:

- Developing strong working relationships with Head Teachers and SENDCos and staff in assigned educational establishments
- Deal with any problems which may arise in order to maintain good working relationships
- Co-ordinate the work of the Occupational Therapy team within the assigned establishment/s including establishing appropriate therapy packages and an

Document: Job Description Occupational Therapy

Author: Team Manager Cognus Therapies

Creation Date: 11/3/19

Version: 2.0

Revision Date:

Intended Audience: HR/ Cognus Therapies

Release Control: Restricted

embedded curriculum where this is appropriate, deciding length of input and discharge arrangements

- To be accountable for the achieving of clearly specified and measurable progress for pupils within these establishments
- Participate in the evaluation of the effectiveness of intervention and models of service delivery, maintaining up-to-date knowledge of relevant clinical practice and research within the area of specialism and making recommendations on procedural improvements to enhance team performance
- To lead on training of teachers and LSAs to enable them to deliver carry-over work and to raise the profile of Occupational Therapy needs in the context of wider training when appropriate.
- Maintain effective and proactive working with partner agencies to enable transition and support for specific students
- Work with stakeholders and the team to achieve national and local targets/ outcomes.
- Work with Cognus Speech and Language Therapists to provide a joint working approach
- Contribute to multi-agency meetings and Annual Reviews, including tribunals as and when required
- Take responsibility for the embedding of legislative change and key developments relating to improved outcomes for pupils with OT needs
- Participate in the COTS department in-service training. To pursue an active programme of continuing professional development including feedback to the COTS on any courses or conferences attended
- To meet regularly with the lead Occupational Therapist for supervision and to discuss service development issues
- To meet regularly with clinical supervisor for CPD and clinical development

Maintain own case load to include:

- Preparation and delivery of individual therapy programmes based on initial assessment and current evidence based practice
- Evaluation and recording of pupil progress and maintaining of records to the requirements of Cognus Limited
- Maintain full, accurate and timely records including case notes and reports, and ensure that these are delivered within agreed service standards.
- To facilitate appropriate management including negotiating appropriate therapy packages, length of input and discharge arrangements.
- The post holder may also be required to work flexibly in local schools and colleges across the 4 to 25 age range, delivering complex service activities and managing caseloads to ensure intended outcomes are delivered within agreed service standards.

Document: Job Description Occupational Therapy

Author: Team Manager Cognus Therapies

Creation Date: 11/3/19

Version: 2.0

Revision Date:

Intended Audience: HR/ Cognus Therapies

Release Control: Restricted

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 and management skills.	E, S, I
e.	A qualification in delivering clinical supervision or relevant experience.	E, S
e.	Excellent communication skills including making presentations to large audiences.	E, S, T
f.	Ability to negotiate and troubleshoot, is methodical and persuasive.	E
g.	Leads others by setting a positive example in line with company values and acts as a role model.	E, S, T
h.	Minimum of 5 years experience as a paediatric Occupational Therapist	D
i.	Adherence to RCOT and HCPC policies and procedures	E, S, T
j.	Is decisive with advanced problem-solving skills.	E, S, T
k.	Is committed to safeguarding and protection of children.	E, S, T

Document: Job Description Occupational Therapy

Author: Team Manager Cognus Therapies

Creation Date: 11/3/19

Version: 2.0

Revision Date:

Intended Audience: HR/ Cognus Therapies

Release Control: Restricted

I.	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, T
----	---	---------

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