



## **Hatton School & Special Needs Centre**

Roding Lane South, Woodford Green, Essex, IG8 8EU

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Headteacher: Mr Chris Smaling

**'PROUD of the Hatton Way; LEARNING, GROWING, ACHIEVING TOGETHER'**

### **JOB DESCRIPTION**

**Job Title:** Occupational Therapist  
**Salary Scale:** Band 6  
**Hours:** 35 hrs Mon-Friday (41 weeks per year)

**Report:** Band 7

#### **Purpose of the job**

Hatton School provides specialist teaching and therapy for up to 191 children from 4-11 years who have complex needs. Many pupils are also on the autistic spectrum and high level sensory needs

Hatton School provides an outstanding education for pupils in terms of effective strategies based on strong practitioner research as well as the holistic curriculum offer that promotes strong personal and social education and cognitive development.

#### **Job Purpose and Scope**

- To provide clinically effective, person centred and evidence based occupational therapy assessment and intervention to children at Hatton School
- To provide support and training to all education staff with regard to occupational therapy interventions.
- To work flexibly and travel to multiple sites, as required to include all Hatton School affiliated sites

#### **Functional Links**

The Occupational Therapists will be expected to work in collaboration with allied professionals and will need to maintain links with a variety of bodies. These will include:

1. Pupils and their parents/carer and advocates
2. School staff
3. Other professionals working with pupils
4. Community services
5. Relevant Primary Care Trusts including NELFT



## **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 pupils OT needs in regards to sensory, physical and self-care using both standardised and non-standardised assessments
- To use clinical reasoning skills, to analyse and interpret assessment results in order to set appropriate therapy goals and outcome measures
- To monitor, evaluate and modify intervention in order 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 in order to provide a co-ordinated 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 realise their potential and maximise their academic, social, physical and emotional development.
- To develop and monitor OT programmes implemented by the class teams.
- 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 Headteacher, 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 Annual Reviews, TST team meetings and Parents evening.
- 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 BOAT Standards of Practice
- 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 pupils
- 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 meeting and liaison meetings with other professionals
- To promote awareness of the role of occupational therapy within the school and home community
- 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 College of Occupational Therapy and its Code of Conduct
- To be aware and comply with the school Health and Safety Policy and Procedures and implement any policies that may be required to improve the safety of the work area, including the prompt recording and reporting of accidents and ensuring that equipment used is safe
- To comply with and promote the school Equality and Diversity Policy
- To be aware of and comply with all other school policies and procedures
- To undertake such other duties of a similar nature from time to time as may be required by the Headteacher

### **NOTES**

- Many of the students have complex learning and health needs. These include challenging behaviour and mental health issues. The post holder is expected to respond to challenging behaviour in accordance with the schools policies and procedures to minimise potential risk
- Given the nature of the client group, the post holder may be expected to undertake basic manual and positive handling training provided the Hatton and carry out positive manual handling techniques as required.
- The post holder should expect exposure to saliva and bodily fluids within the course of their work
- The post holder should be prepared to work in all of the school sites within scope of practice and be willing to undertake competency development to work in various clinical areas

**This is not an exhaustive list of duties and responsibilities and the post holder may be required to undertake other duties that fall within the grade of the job, in discussion with the line manager.**

**This content of the job description will be reviewed regularly in the light of the changing service requirements and any such change will be discussed with the post holder**



## Person Specification – Occupational Therapist – Band 6

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. **You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form.** If you are selected for interview you may be asked also to undertake practical tests to cover the skills and abilities shown below.

Qualifications / Experience	Priority
Degree or Graduate Diploma in Occupational Therapy	1
UK HPC Registration	1
Completion of Preceptorship	1
Experience with Children who have complex needs and learning disabilities	1
<b>Abilities, Skills &amp; Knowledge</b>	1
Ability to review, write and contribute to policies and procedures for specialist area and in other areas of impact	1
Ability to demonstrate effective management of clinical caseload of children with severe/profound learning difficulties and or disabilities	1
Skilled in carrying out both individual and group interventions	1
Ability to communicate effectively with learners, carers and other professionals	1
Ability to operate effectively as part of a multi-disciplinary team	1
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	1
Ability to coordinate and implement programmes of staff development internally and externally	1
Ability to work closely with teaching staff in the identification integrated learning and therapy-related individual objectives	1
Ability to assess and prescribe appropriate specialist equipment	1
Knowledge of evaluating outcomes of intervention and ability to critically appraise own performance	1
Understanding of how to access other services and agencies	1
Ability to demonstrate a commitment to and responsibility for own CPS (Continuous Professional Development)	1
Ability to communicate a commitment to the view that students with complex needs and disabilities can and do achieve	1
A commitment to promote the Equality and Diversity Policy, Safeguarding Policies, Health and Safety Policy and other School Policies	1

