



### **JOB DESCRIPTION**

<b>POST TITLE:</b>	<i>Occupational Therapist</i>
<b>DEPARTMENT:</b>	<i>Therapy</i>
<b>CURRENT GRADE:</b>	<i>AFC Band 5 (NQP inclusive)</i>
<b>HOURS:</b>	<i>41 hours per week</i>
<b>RESPONSIBLE TO:</b>	<i>The Head of Therapy, the Principal &amp; ultimately the Trustees of Moor House School &amp; College</i>

### **Job Summary**

- To carry out detailed occupational therapy assessments.
- To deliver occupational therapy intervention packages to a designated caseload of students with a range of OT needs associated with persistent speech and language disorders.
- To evaluate the effectiveness of occupational therapy interventions.
- To work collaboratively with all staff in order to ensure occupational therapy is integrated into curriculum planning and delivery and the student’s life outside of school.

### Core Job Functions/Responsibilities.

#### **1. Clinical.**

- To deliver a range of occupational therapy intervention packages to a designated caseload at Moor House School & College.
- To provide occupational therapy assessment, reassessment and analysis of student's communication profile in order to make clinical decisions for complex cases.
- Using sound clinical reasoning skills, to analyse and interpret assessment findings from both standardised and non-standardised assessments in order to help establish an accurate diagnosis and prognosis and formulate uni-disciplinary and multi-disciplinary intervention goals. This includes developing skills in being able to analyse and interpret complex clinical and social information from a range of sources e.g. medical reports, social services and education reports, and integrate it appropriately into occupational therapy assessment, therapy plans and EHCP outcomes.
- To deliver evidence-based individual and group intervention programs for students with a range of needs.
- To write clinical reports reflecting sound theoretical and clinical knowledge for annual reviews which are sufficiently robust as to stand up to external scrutiny and which include the implications of the students' difficulties on learning.
- To plan the most appropriate intensive, evidence-based treatment programme to meet individual students' needs ensuring high standards of clinical care and best outcomes.
- To provide information and advice to parents/carers in order to ensure therapeutic aims are being generalised to the home environment.
- To be responsible for ensuring that in situations whereby the duty of care of students at Moor House School & College comes to an end that the appropriate referrals are made onwards.
- To actively seek appropriate support and guidance as needed in order to continue to develop clinical reasoning skills and case management skills from more senior Occupational Therapists as required.

#### **2. Professional/Organisational.**

- To write up-to-date, accurate notes and reports reflecting clinical knowledge thereby meeting the professional standards outlined by the Royal College of Occupational Therapists.
- To carry out all necessary clinical administration efficiently and in a timely manner in line with school wide policy, procedures and deadlines.
- To gather and update activity data accurately and regularly, ensuring the provision of such information promptly as requested by the Team Leader and Head of Therapy.
- To contribute to the development of effective care protocols/packages through piloting and evaluating new interventions under the guidance of more experienced OTs.
- To access supervision appropriately and engage in reflective analysis of practise and wider professional behaviour, taking on board feedback as a constructive mechanism for change.
- To advise the OT Team Leader on issues of service delivery such as shortfalls and service pressures.

- To ensure that families and students are involved in decision making and care planning wherever possible.
- To be responsible for the security, care and maintenance of equipment ensuring standards of infection control and safety are maintained and to monitor stock levels in own setting, requesting new equipment as appropriate.
- To be aware of and adhere to national and local professional protocol/policies and code of conduct.
- To participate in research/clinical governance/audit projects within service area and to collect and provide research data as required under the guidance of a more experienced OT.
- To demonstrate clinical effectiveness by the use of evidence-based practice and outcome measures.
- To be accountable for own professional actions, accessing appraisal within an Individual Performance Framework at pre-determined intervals.
- To help support the resolution of informal complaints with regard to own caseload.

### **3. Communication.**

- To communicate clinical information from assessment and therapy to students, parent/carers, families and other external agencies in an effective, sensitive manner observing data protection and confidentiality guidelines.
- To establish and maintain effective working relationships with the parent/carers and families of a small caseload of students with speech, language and communication needs.
- To establish and maintain effective working relations with educational and residential staff in order to ensure collaborative working practices which allows for the processes of joint target setting and joint planning for the delivery of the curriculum at Moor House School & College.
- To facilitate the student voice within the school and externally and to advocate for the families and students as appropriate.
- To develop skills in problem solving, negotiation and reflective practice within the team in order to ensure a positive and professional response to service limitations and restraints.
- To actively contribute to an ethos where the team are open to constructive feedback on performance and are positive and professional in their response to change.

## **Section B**

### **PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
<b>Education/ Qualifications</b>	Recognised occupational therapy qualification to practice. Registration with the Health Care Professions Council (HCPC). Registration with the Royal College of Occupational Therapists Sound skills in the use of information systems to support data collection and analysis.	Membership of relevant Special Interest Groups.  The ability to drive
<b>Experience &amp; Abilities</b>	Paediatric student placements, delivering occupational therapy under the guidance of an Occupational Therapist. Knowledge of assessment tools and interventions relevant to the	Experience of working in an

	<p>client group.</p> <p>An ability to compare and contrast relative benefits in terms of outcomes using current evidence-base.</p> <p>The ability to recognise own professional boundaries through the interpretation of clinical/professional policies.</p> <p>To have a working knowledge of local and national procedures and legal frameworks relevant to the field of specialism and to demonstrate the ability to apply this knowledge to clinical practice.</p>	<p>educational environment.</p>
<p><b>Analytical/ Judgement Skills</b></p>	<p>Ability to develop sound analytical and reflection skills, reflecting on practice with peers and mentors to identify own strengths and development needs.</p> <p>The ability to predict/recognise potential breakdown and conflict prior to/when they occur and generate potential solutions.</p> <p>The ability to develop skills in making differential diagnoses on the basis of evidence from assessment, seeking advice as appropriate.</p> <p>The ability to develop skills in identifying key areas of intervention to prioritise within a complex clinical profile.</p>	
<p><b>Planning &amp; Organising</b></p>	<p>Ability to develop effective organisational skills.</p> <p>Ability to cope effectively with competing demands and pressurised timescales and deadlines as required by the service on a day-to-day basis using systems of prioritisation as appropriate.</p> <p>Ability to be able to contribute to team event planning and the planning of training as required.</p>	
<p><b>Communication skills &amp; Team Working</b></p>	<p>A willingness to resolve difficult situations with clients, carers and stakeholders by using effective communication skills.</p> <p>To demonstrate empathy with clients, carers, families ensuring effective communication particularly where barriers to understanding exist.</p> <p>To demonstrate an awareness of negotiation skills in the management of conflict across a range of situations.</p> <p>To demonstrate sound written and verbal presentation skills.</p> <p>To demonstrate understanding of the roles of other professionals and the principles of partnership-working with all staff working in Moor House School &amp; College.</p> <p>To be able to actively and positively contribute to the team in developing new initiatives.</p>	