

# Job Description

<b>Job Title:</b>	Specialist Occupational Therapist (SpLD)
<b>Band Equivalent:</b>	6
<b>Responsible to:</b>	SENCo; Lead Therapist
<b>Accountable to:</b>	Head, SENCo; Board of Governors
<b>Responsible for:</b>	Assessment, planning and delivery of high-quality occupational therapy services to pupils enrolled at Fairley House School.

## **JOB PURPOSE:**

To provide a high quality paediatric occupational therapy service to a caseload of children with Specific Learning Difficulties (SpLD) including children with Statutory needs in the school setting.

## **MAIN DUTIES AND RESPONSIBILITIES**

### **I. CLINICAL**

- I.1 To be responsible for providing high quality assessment and recommendations for prospective pupils referred to Fairley House School and to provide timely verbal and written feedback to parents
- I.2 To provide high quality assessment and intervention for pupils enrolled at Fairley House School and to document and disseminate results and progress to relevant staff and parents
- I.3 To contribute to providing optimal education opportunities for pupils with specific learning difficulties through a whole school approach and within a transdisciplinary framework
- I.4 To be responsible for maintaining clinical caseload (in collaboration with senior colleagues) ensuring that clinical governance, quality assurance and OT professional standards are met. This includes working with children on a 1:1 basis and in small groups where pupils' specific difficulties are identified and appropriate programmes are established and implemented.
- I.5 Delivering high quality therapy in class in liaison with teaching staff
- I.6 Consultation with teachers regarding seating, fine motor skills, motor planning and organisation, sensory modulation, handwriting and ocular-motor issues in relation to specific children, groups of children and/or classes

- 1.7 To assess the child's abilities and needs and then as necessary plan and instigate appropriate therapeutic intervention
- 1.8 To use developing clinical reasoning to review own caseload (in collaboration with senior colleagues) to ensure intervention is meeting the needs of the pupils
- 1.9 To reassess children as required and write a report for parents and the pupil's file
- 1.10 To ensure that relevant staff are informed of the outcomes of assessment and treatment
- 1.11 To inform parents through the IEP (New Information) if therapy is amended or discontinued due to good progress
- 1.12 Assessment, reporting, contributing to and attending LEA Annual Reviews of children holding Statements of Special Educational Need/EHCP.
- 1.13 Teaching literacy and/or numeracy with the support of senior colleagues
- 1.14 Producing termly IEPs, IEP reviews and school reports on children under their care
- 1.15 Conducting parent consultation meetings, in conjunction with teachers
- 1.16 Be involved in arranging Orthoptic screenings for the new pupils, reviewing children with persistent ocular-motor difficulties, informing parents/teachers of the results, and inputting data on to the computer for the attention of staff (in collaboration with OT team). Communicating orthoptic recommendations to parents and teachers, monitoring recommendations and feeding back to orthoptists.
- 1.17 Assessing handwriting speed for access arrangements where appropriate
- 1.18 Providing home programmes for children with difficulties in the areas of fine and gross motor skills, handwriting, DCD, sensory processing difficulties where appropriate and relevant and regular review of these
- 1.19 Participating in the planning, organising and delivering of in-service teacher training
- 1.20 Participate and deliver external courses where required
- 1.21 To maintain own clinical skills in line with current evidence based practice

## **2. MANAGEMENT AND ADMINISTRATION**

- 2.1 To be an effective member of the transdisciplinary team as well as the occupational therapy service. This entails maintaining close liaison, including working with speech and language therapists, educational psychologists and teaching staff to provide a holistic and informed approach towards therapy and the curriculum
- 2.2 To attend or ensure appropriate representation for relevant meetings including occupational therapy development, special provision and whole staff meetings

- 2.3 To ensure that all recording is maintained and up to date. This includes multi-disciplinary assessment reports, re-assessment reports, case notes, information entered onto the electronic database, IEPs and school reports
- 2.4 To participate in regular reviews of the occupational therapy service
- 2.5 To be familiar and comply with the contents and impact of relevant legislation related to the health, education and social welfare of children/young people and their families.
- 2.6 To be responsible for managing personal timetable (in consultation with SENCo/Lead Therapist) ensuring that lessons start and finish at the appropriate time
- 2.7 Participating in normal rota duties such as lunch and break duties and providing duty cover in case of staff absence/illness, where appropriate
- 2.8 Supporting the school behaviour policy and contributing knowledge and skills on children's social development.

### **3. SUPERVISION AND TRAINING**

- 3.1 To actively participate in the giving and receiving of supervision relating to clinical work and job performance, including participation in individual staff appraisal
- 3.2 To receive regular supervision to ensure clinical best practice and appropriate decision making
- 3.2 To set realistic professional goals and targets in collaboration with the Leadership Team during Appraisal
- 3.4 To provide clinical support to junior staff and students regarding OT practice within the Fairley House School occupational therapy service
- 3.5 To complete OCR5 (or equivalent) training in the teaching of children with specific learning difficulties
- 3.6 To maintain CPD by attending school INSET days, relevant courses and meetings and by reading appropriate literature. To share knowledge with others
- 3.7 To assist in develop and implementing evidence based practice and client outcome measures commensurate with knowledge and experience
- 3.8 To maintain confidentiality of information consistent with Fairley House School policies

### **4. ENVIRONMENT**

- 4.1 Contributing to maintaining FHS as a safe and healthy environment
- 4.2 To participate in maintenance and ordering of OT specific equipment and tools

- 4.3 To comply with relevant legislation and policy relating to the school work environment
- 4.4 To ensure that all persons using equipment provided understand their function as well as appreciate their responsibility to ensure its safe use

### Additional Information

#### **Professional Standards**

All staff must read, understand and comply with current school policies. All staff employed in recognised professions are required to ensure they work to the professional standards and/or Codes of Practice set out for their professional group. All staff are required to maintain up to date registration with the appropriate professional bodies e.g. HCPC

#### **Equal Opportunities and Dignity at Work**

It is the aim of Fairley House School to ensure that no employee receives less favourable treatment on the grounds of race, colour, creed, nationality, ethnic or national origin, sex, marital status or on the grounds of disability, sexual preference, or is placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. Selection for training and development and promotion will be on the basis of an individual's ability to meet the requirements of the job. To this end, Fairley House School has an Equal Opportunities Policy and it is for each employee to contribute to its success. All staff should treat other staff, pupils, families and the public with dignity and respect.

#### **Appraisal**

All staff will actively participate in an annual Appraisal process. All staff should have a personal/professional development plan and in conjunction with their manager, should actively determine and pursue agreed training and development needs and opportunities.

#### **Safeguarding**

Fairley House School is committed to safeguarding and protecting children. All staff have responsibility for safeguarding and promoting the welfare of children in accordance with "Working together to Safeguard Children" HM Gov 2006. All employees must undertake training in safeguarding children.

#### **Confidentiality and Data Protection**

Employees will have access to confidential information and will be required to ensure that the highest level of confidentiality is maintained at all times, adhering to all policies relating to confidentiality.

Employees are required to obtain, process, and/or use person identifiable information in a fair and lawful way. The use of such information is governed by the Data Protection Act 1998 (DPA) and includes both manual and electronic records. Staff are expected to hold data only for the specific registered purpose and not to use or disclose it in anyway incompatible with such purposes, and to disclose data only to authorised persons or organisations as instructed, in accordance with the Data Protection Act.

#### **Access to School Records**

All staff who contribute to pupil school records are expected to be familiar with, and adhere to Fairley House School Record Management Policy. All staff are advised to compile records on the assumption that they are accessible to pupils and families in line with the Data Protection act

1998. All staff that have access to pupil records have a responsibility to ensure that these are maintained, and that confidentiality is protected in line with the Fairley House School policy.

### **Health and Safety**

All staff are required to comply with the requirements of the Health and Safety at Work Act and other relevant health and safety legislation and School policies and procedures. All staff are required to make positive efforts to promote their own personal safety and that of others by taking reasonable care at work, by carrying out requirements of the law or following recognised codes of practice and co-operating with safety measures provided or advised by Fairley House School to ensure safe working.

Managers (or appointed persons) are responsible for implementing and monitoring any identified risk management control measures within their designated area/s and scope of responsibility. In situations where significant risks have been identified and where local control measures are considered to be potentially inadequate, managers (or appointed persons) are responsible for bringing these risks to the attention of the appropriate Committee if resolution has not been satisfactorily achieved.

### **Job Description**

The above list of duties is not intended to be exhaustive, and you will be required to undertake any other duties commensurate with the grade and in line with the requirements of the post. The duties and responsibilities may be subject to change, which will be done in consultation with the post holder.