



OCCUPATIONAL THERAPIST (OT)

KENNEL LANE SCHOOL



The Corvus Learning Trust is incorporated in England and Wales

Company number 11045796

Registered Office: Edgbarrow School, Grant Road, Crowthorne, Berkshire RG45 7HZ

Job Description/Specification

Kennel Lane School: 2024

Job Title	Occupational Therapist
Grade/salary FTE	TBC £729 fringe allowance and £1539 SEN allowance
Work pattern/Hours	Term Time, plus inset days, 37 hours per week. Flexible working can be considered
Responsible to	Headteacher and Deputy Headteacher

Job Description

Kennel Lane School provides learners with an engaging, progressive education integrating multiple therapies and provision to help learners access the world around them. The Occupational Therapist (OT) will be expected to work collaboratively alongside multiple professionals to provide learners with the best clinical care and outcomes in line with their individual Educational Health Care Plan (EHCP) to support their engagement in meaningful, purposeful life activities. At Kennel Lane this means facilitating their participation in life skills, academics, independent living and a range of other activities.

The successful post holder will be able to demonstrate experience and knowledge of OT clinical practice, ideally within a school setting. The post holder will be responsible for devising and implementing a multi-tiered specialist system of support for young people with special and complex needs (including but not limited to Autism Spectrum Condition, Down Syndrome, Rett Syndrome, Cerebral Visual Impairment, Hearing Impairment, Cerebral Palsy, and complex learning difficulties).

The post holder will be expected to run all levels of provision and, where appropriate, provide specialist support by upskilling/training colleagues, parents and carers.

As a registered practitioner the post holder is personally responsible for their professional practice and maintenance of CPD, however they will be provided with opportunities and support by the School, where possible.

Developing the OT Provision

- Work alongside Senior Leadership, SENCO and other professionals to create a provision plan for a bespoke multi-tiered approach to the OT provision across the school ensuring that the best model of service is utilised in all cases
- Review and adjust the provision plan accordingly, particularly when new cohorts join the school and/or when learner needs change through their academic journey
- Maintain professional knowledge and apply best practise into the provision plan in a timely manner
- Participate/observe educational practise across the school to identify areas of development to support and promote full participation and wellbeing of learners by finding solutions to reduce or remove learning activity limitations and participation restrictions
- Prepare relevant documents and reports to clearly show the different tiers, their approach, intent and impact; providing analysis of data to show broad and specific insight into the progress of the provision

Clinical Responsibilities

- To manage and oversee caseloads, providing Occupational Therapy and effective case management to learners aged 3 – 19 within the school setting and, if criteria is met, within learner homes
- Undertake occupational therapy assessment of learners through interview, standardised assessment, objective examination and clinical observations
- Undertake an interdisciplinary approach with school professionals and maintain a multi-disciplinary approach with visiting professionals
- To actively plan, monitor and implement clinical service policies and care pathways
- To model standards of best practise in line with; RCOT code of standards, conduct and ethics, HCPS standards of proficiencies and the principles of clinical governance within own professional actions

- Consider evidence-based research and theory when making decisions about intervention, taking into account history and developmental processes that have impacted cohorts and their families
- Contribute towards professional documents/reports for learners; participate in screening of new learners to assess a baseline and provide professional feedback to the wider school team
- Ensure appropriate liaison with professionals from external agencies for shared caseloads
- Communicate with learners, families/carers and other professionals/stakeholders in a skilled, sensitive manner utilising strong interpersonal skills where there may be highly emotive situations
- Maintain the highest standards of clinical records, recording and writing, whether written or digital
- To create and maintain OT specific risk assessments when required, and contribute towards other risk assessments where OT input is required

Collaboration, Training and Values

- Provide OT training, observation and shadowing opportunities to staff across the school, parents/carers and others as needed, providing accessible explanations to raise awareness and understanding of clinical issues and support plans.
- Contribute to the training and development of all colleagues and provide balanced feedback towards their professional performance reviews
- Use the School Development Plan, ethos and values to promote positive collaboration, foster engaging professional relationships with all members of the school community

Data and Admin

- Be competent in the use of Microsoft 365, other software packages and be able to use other databases
- To be able to maintain data in line with clinical best practise and relevant legislation
- Maintain and undertake administrative tasks as and when needed

Personal and Professional Attributes

- Strive for continuous professional development including, but not limited to, knowledge of national legislation and local policies
- Maintain professional registrations
- Behave with integrity, compassion and courtesy at all times; in line with the schools ethos and key principles
- Remain responsible for all professional conduct, recognising boundaries where appropriate
- Maintain safety standards and follow best practise for all Health and Safety matters, clinical and otherwise
- Be committed to the safeguarding and welfare of all learners, colleagues and school community members, in line with the school safeguarding and child protection policies
- Maintain strict confidentiality about all clinical matter and all other school related matters in line with the Data Protection Act 2018

It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.



Job Specification

Applicants should pay particular attention to the requirements in the Person Specification when completing their application.

Key

E = Essential

D = Desirable

A	Qualifications, Knowledge and Experience	E/D
A1	BSc Degree in either Physiotherapy or Occupational Therapy	E
A2	HCPC registration	E
A3	Member of Royal College of Occupational Therapists (RCOT)/The Chartered Society of Physical Therapists (CSP) and or involvement in professional network	D
A4	Post Graduate MSc Degree	D
A5	Evidence of continuous professional development e.g. Post registration courses	D
A6	Substantial experience of working as an occupational therapist or physiotherapist	D
A7	Experience working in Schools, ideally within a clinical capacity	D
A8	Experience providing training, supervision and guidance to other working professionals and end users and their parents/carers	D
A9	Involvement/knowledge of working in a multi-tiered clinical setting	D
A10	Experience completing audits and service development	D
A11	Excellent communication skills, fluency in written and verbal English	E
A12	Ability to maintain accurate, timely and concise clinical records both electronic and handwritten which adhere to the school policies.	E
A13	Excellent ICT skills: knowledge of Microsoft Office 365 in particular excel, work, Teams and the ability to work with various databases	E
A14	Ability to work collaboratively with multiple professionals, internal and external, as well as with all school stakeholders, as well autonomously	E
A15	Understanding of current educational developments, statutory requirements and the Ofsted framework	D
A16	Possess strong data analysis skills and the ability to use the data effectively for multiple purposes	E
A17	Effective communication and interpersonal skills	E
A18	Compliance with Data Protection Act 2018 and the ability to apply this in practise.	E
B	Personal Attributes	
	To have passion for neurodiversity and motivation to deliver the highest quality intervention and support	E
	Be warm, friendly and approachable at all times	E
	Work with transparency, acknowledging differences and overcoming potential barriers	E
	Promote the wellbeing, safety and security of the learning environment for learners, colleagues and all members of the school community	E
	Demonstrate a high level of commitment to safeguarding, inclusion and equality in all aspects of the school	E
	Demonstrate a commitment to maintaining an effective and collaborative working relationship with school Governors and CLT	E