

Job Description

Position Details

Position:	Occupational Therapy Technical Instructor
Directorate:	Children Young People and Families
Service:	Children's
Position no:	TBC
Grade:	5
Hours of work:	TBC
Work style:	Agile Worker
DBS required:	Enhanced Disclosure with Child and Adult Barred List
Contact:	Rachel Cuddihy (Team Manager) Rachel.cuddihy@blaenau-gwent.gov.uk Holly Franchi (Senior OT) Holly.Franchi@blaenau-gwent.gov.uk
Date:	23.06.2026

Politically Restricted? Yes* No

* The position is politically restricted within the provisions of the Local Government and Housing Act 1989 as prescribed in the Local Government Officers (Political Restrictions) Regulations 1990

About the Position

Reporting to: Senior Occupational Therapist

Managerially accountable to: Team Manager Disability 0-25 Team

Principal Accountabilities

1. To complete assessments independently as delegated by registered staff or manager and develop support plans as appropriate, this will include gathering information, observing and reporting on progress.
2. To plan, grade and physically support children and young adults with treatments and therapy programmes designed for them to develop skills for daily living (e.g. self-care, mobility, communication, play, education and transition to adulthood).
3. Provide practical advice and training to families, carers and education staff.
4. To work across homes, schools, clinics and community settings, promoting inclusion and accessibility across all environments.
5. To demonstrate sound clinical reasoning skills that underpins all aspects of practice.
6. To receive and work with highly sensitive and confidential information on a daily basis including clinical health records and service user's social history and/or diagnosis that often has not been shared with service users/relatives.

7. To use a wide range of verbal and non-verbal communication tools to communicate effectively to children and young adults with complex needs, sensory difficulties, language barriers, mental health and learning difficulties.
8. To communicate effectively with families, carers, and health/social care professionals the assessment process, the outcome of assessment and be able to work collaboratively to make productive treatment programmes, this could be in person or via email/phone services.
9. To make informed decisions on a daily basis and evaluate whether a service user is fit for an assessment or programme that day.
10. Be able to recognise a possible escalation within a volatile situation and be able to defuse the situation calmly, safely and professionally.
11. Use own initiative and skills to assess whether a child or young person requires changes to their programme, monitor variations in individuals' progress/condition and report as necessary.
12. To employ appropriate persuasion techniques to facilitate motivation and gain cooperation in the continuation of an agreed treatment programme from both service user and family/carers.
13. Promote understanding of the aims of service user treatment plan/goals and to ensure a consistent approach to service user's care.
14. Identify when a service user requires extra encouragement and reassurance whilst continuously recognising their limitations or fatigue.
15. To encourage the service users and carers to participate effectively in a self-management programme.
16. To assess the individual's need for specialist equipment, measure appropriately and review current equipment insitu to ensure the service user's needs are met.
17. To complete Environmental Assessments and prepare the environment and equipment appropriate for the delivery of the support plan and achievement of identified goals.
18. To explain and demonstrate specific techniques and use of equipment to service users, families, carers and other health/social care professionals.
19. To assess for and refer to other agencies for home adaptations and aids.
20. Responsible for the assessment of and potential reduction/stopping/amending packages of care.
21. Maintain accurate records and documentation in line with service standards.
22. To discharge service users from caseload following completion of intervention and evaluate the outcomes, identifying the need for any further interventions and the reasons for unmet goals.
23. To develop and maintain close involvement with other agencies across statutory, private and voluntary sectors.

24. Complete regular in-house and external training in keeping with Occupational Therapy practices.
25. To undertake regular updates of mandatory and statutory training and actively participate in monthly clinical supervision.
26. To recognise limitations and have responsibility for identifying learning needs and potential scope for development to enhance practice, ensuring continuous professional development.
27. To actively participate in the induction and training of new staff and students.
28. To investigate new treatment techniques and ways of working that may benefit the service/team
29. To actively participate in service development and administrative duties as required by role.
30. To order equipment aids through TCES ensuring the most economical option is sought and chasing any delays in delivery.
31. To arrange repairs of equipment when required.
32. Manage own diary and caseload on a daily basis being able to prioritise where needed and accommodate unplanned and ad-hoc requests.
33. To be responsible for maintaining accurate records which fulfil legal requirements and ensure service users notes are completed fully at every visit.
34. To participate in audits.
35. To develop and improve departmental systems and information related to practice that can be utilised by service users
36. Develop awareness of sensory profiling and access training around this.
37. To follow appropriate moving and handling procedures at all times especially whilst aiding service users and fitting/using equipment.
38. Use of vehicle on a daily basis driving between service user's residences, schools, and other community settings, often loading and unloading vehicle with equipment and/or aids.
39. To work in unpredictable environments.
40. To be responsible for the safety of self and service user whilst operating/assembling equipment.
41. To be aware of and follow Lone Worker policies especially whilst working independently within service users home environment.
42. Individuals employed within Blaenau Gwent local authority must take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions whilst at work and to perform all duties in line with local policies and procedures. Individuals must demonstrate and maintain high standards of practice at all times and actively support and implement the principles and practices of equality of opportunity as laid down in the Equal Opportunity Policy.

43. All Occupational Therapy Technical Instructors are responsible and accountable for their own clinical competence and should limit their actions to those for which they are deemed competent in with the scope of practice for their band.

General Accountabilities

1. To comply with the Council's Policy Statement on Health, Safety and Welfare at Work.
2. To positively promote the Council's Strategic Equality Plan and ensure commitment to anti-discriminatory practice.
3. To demonstrate a commitment to ongoing personal development.
4. To adhere to data protection principles whilst undertaking your duties.
5. To be responsible for undertaking your duties in a way that safeguards and promotes the welfare of children, young people and adults at risk. You must bring issues of concern regarding the safety and welfare of children, young people and adults at risk to the attention of the Safeguarding Officer in your service as soon as you become aware of them.
6. Undertake other duties that may be required of you, commensurate of your grade or general level of responsibility within the organisation.

This job description sets out the main responsibilities of the position at the date it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility.

Person Specification

Requirements	Essential (E) / Desirable (D)	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Qualifications		
<p>QCF/NVQ/GNVQ Level 3 or equivalent in Health and/or Social Care</p> <p>PLUS</p> <p>Relevant courses/ training to support clinical experience and significant knowledge of the model of Occupational Therapy</p> <p>A working knowledge of Microsoft Packages</p> <p>Knowledge and experience of using therapeutic equipment including aids and adaptations</p> <p>Experience as an Occupational Therapy Assistant or Technician</p>	Essential	Application and interview
<p>Manual Handling Certificate/All Wales Passport</p> <p>Evidence of continuing professional development</p> <p>Awareness of clinical governance</p>	Desirable	Application and interview
Experience		
<p>Currently working in a health or social care role</p> <p>Experience of managing own workload and working independently</p> <p>Experience of supporting staff</p> <p>Experience of working within a multi-disciplinary team</p> <p>Clinical experience of working within a therapy service</p> <p>Experience of participating and delivering in-house training programmes</p>	Essential	Application and interview
<p>Experience of working with children or young adults</p> <p>Knowledge of community services</p> <p>Knowledge of various health conditions</p> <p>Understanding how disability affects people's lives</p>	Desirable	Application and interview
Knowledge / Skills		
<p>Excellent communication and interpersonal skills</p> <p>Ability to receive, obtain and relay confidential written and verbal information accurately and efficiently</p> <p>Willingness to learn new skills</p>	Essential	Application and interview

<p>Ability to work on own initiative and as part of a team</p> <p>Able to present information, written and oral in a clear and logical manner</p> <p>Able to keep accurate service users records</p> <p>Demonstrates an ability to organise own workload and problem solve</p> <p>Demonstrates an ability to co-ordinate resources efficiently and effectively</p> <p>Demonstrates an ability to support. Direct and motivate staff</p> <p>Demonstrate sound clinical reasoning skills</p> <p>Understands and able to work with the organization polices including data protection, equal opportunities, health and safety to meet the diverse needs of service users</p> <p>Able to prioritise between urgent and routine tasks</p>		
<p>Ability to speak Welsh</p> <p>IT literate</p> <p>Experience of ordering and delivery aids/adaptations</p>	Desirable	Application and interview
Personal Attributes		
<p>Patience and persuasive skills</p> <p>Good listener</p> <p>Caring professional approach and manner</p> <p>Adaptability and sensitivity to the physical capabilities and emotional needs of others</p> <p>Ability to contribute effectively to the development and maintenance of a successful team</p> <p>Ability to display commitment and enthusiasm for empowering service users</p> <p>Ability to involve services users in assessing and reviewing programmes</p> <p>Demonstrates flexibility</p> <p>Ability to travel within the geographical area covered by the service</p>	Essential	Application and Interview
<p>Able to cope with occasional exposure to challenging environments</p>	Essential	Application and Interview

Understand and demonstrate a willingness to promote positively the equal opportunities policy of the appointing organisation

The physical ability to perform and cope with all aspects of manual handling as demanded by the job role

The ability to adapt to changes in work routine

Special Working Conditions / Requirements

Minimum Welsh Language Skill Requirements	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Welsh Language Skills Level 0. Level 1-5 is desirable. Training is optional.	Application
Welsh Language Skills Level 1 Entry / Courtesy (as a minimum) are desirable and need to be learnt when appointed. Training required: "Welcome Part 1 & 2" (10 hours in total)	Not essential
Welsh Language Skills Level 1 Entry / Courtesy (as a minimum) are essential. Training required: "Welcome Part 1 & 2" and "Welcome Back Part 1 & 2" (20 hours in total).	Not essential

For further information on the above please refer to the [Welsh Language Skills Guidelines](#)

Welsh language skills requirements beyond the minimum stated above e.g. fluent speaker / proficient writer will be outlined within the person specification under qualifications and skills.

Personal Competencies

All competencies are regarded as essential, although it is recognised that some may be achieved over a period of time. All employees are expected to continually develop their competencies in line with the appropriate framework. In addition to those assessed as part of the recruitment process, competencies will be assessed during the probationary period and through the Council's performance coaching scheme.

Competencies – Delivering the Service	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Plans ahead, organises work in advance	Interview/ Probation Period
Involves line manager / colleagues in setting and meeting targets	Interview/ Probation Period
Reorganises work when necessary	Interview/ Probation Period
Sees tasks through to completion whenever possible	Interview/ Probation Period
Seeks help if workload becomes unmanageable	Interview/ Probation Period
Uses initiative to report issues that arise that impact on others	Interview/ Probation Period

Competencies – Improvement and Change	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Is prepared to try new things & feedback results	Interview/ Probation Period
Understands that changes are needed if things are to be improved	Interview/ Probation Period
Finds new and creative ways of doing things better	Interview/ Probation Period
Actively seeks to develop own skills and knowledge	Interview/ Probation Period
Learns from mistakes & welcomes constructive feedback	Interview/ Probation Period

Competencies – Providing Excellent Customer Service	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Recognises the importance of high standards of customer service	Interview/ Probation Period
Is committed to providing an excellent service to all the citizens of Blaenau Gwent	Interview/ Probation Period
Understands the links between own professionalism and the possible impact on the Authority's image	Interview/ Probation Period
Has a professional attitude that sets an example to colleagues	Interview/ Probation Period
Takes pride in own work and that of colleagues	
Is respectful, courteous and helpful at all times	

Competencies – Team working	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Reacts constructively to others' suggestions and requests	Interview/ Probation Period
Recognises potential value of others' opinions and actively seeks their contributions	Interview/ Probation Period
Asks for help when necessary	Interview/ Probation Period
Actively seeks to help others	Interview/ Probation Period
Is aware of the impact of own behaviour on others	Interview/ Probation Period

Competencies – Communicating	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Adapts content and style to help others understand	Interview/ Probation Period
Makes sure that people are regularly informed	Interview/ Probation Period
Uses appropriate language, gestures and tone when talking with others	Interview/ Probation Period
Checks others have understood & seeks advice when necessary	Interview/ Probation Period
Actively seeks to improve all forms of communication with others	Interview/ Probation Period
Communicates professionally by using formal channels appropriate to the situation	Interview/ Probation Period

To find out more about working for Blaenau Gwent County Borough Council, visit www.blaenau-gwent.gov.uk