

**JOB DESCRIPTION**

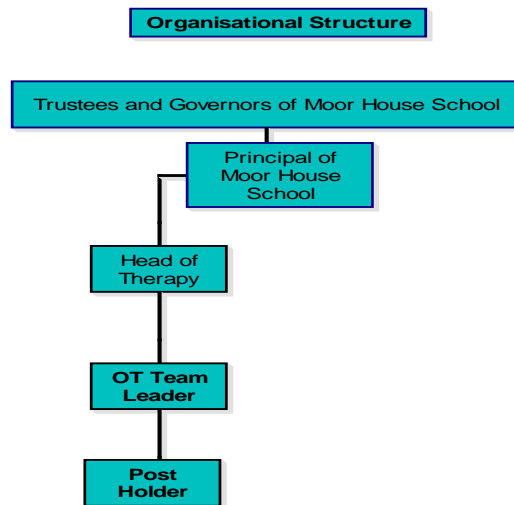
**POST TITLE:** Clinical Support Worker Higher Level – Occupational Therapist

**DEPARTMENT:** Therapy

**CURRENT GRADE:** Spine Points 7-9 (AFC Band 3 )

**HOURS:** 37.5 (41 during term time to accommodate for holidays)

**RESPONSIBLE TO:** OT Team Leader, Head of Therapy and ultimately to the Principal



**Job Summary:**

- To provide assistant support to a team of Occupational Therapists
- To provide Occupational Therapy to the pupils of Moor House School under the direction of Occupational Therapists
- To maintain departmental systems
- To prepare and maintain materials and equipment for Therapy Sessions

**Job Functions/Responsibilities**

**Communication**

- To ensure clear communication between departments in coordinating visiting professionals diaries.
- To ensure clear communication between self and Occupational Therapists in terms of updates of progress following therapy sessions.
- To interact sensitively with pupils as appropriate and demonstrate empathy with regard to any pupil issues
- To be able to adapt language levels appropriate to the pupils level of understanding in therapy sessions and in less structured situations
- To exchange information regarding pupils with a range of different staff including Teachers, Residential Care, Therapists and Special Teaching Assistants.
- To negotiate with staff members and pupils in order to coordinate timetables for self and others e.g. external visitors, Physiotherapist

- To maintain confidentiality on information concerning pupils and families
- To be familiar with and use basic IT skills including MS Office, e-mail and Internet.

### **Planning and Organisational**

- To prioritise work load under the direction of the Occupational Therapy team
- To coordinate timetables for assistant work and others e.g. Physiotherapist
- To facilitate visits to the department from external professionals e.g. researchers
- To organise departmental systems e.g. filing, general administration, maintaining equipment
- To maintain technical equipment and resources
- To alter furniture/seating equipment for pupils under the direction of an Occupational Therapist
- To prepare technical equipment for a range of purposes e.g. Entry video, CPD and training
- To organise department files
- To be responsible for identifying stationary and equipment need across the department
- To order equipment as necessary
- To gain regular updates regarding budget and spending
- To research different suppliers to find the most appropriate resources
- To prepare and maintain materials for occupational therapy
- To attend external appointments with specific pupils

### **Clinical/Professional**

- To carry out programmes either one to one or in small groups as set by the Occupational Therapist and ensure they are countersigned by the Occupational Therapist
- To assess pupils responses to activities
- To write case notes following therapy sessions at the request of the Occupational Therapist
- To provide support sessions on specialist programmes in use across the school e.g. "Type to Learn" and handwriting
- To support joint teaching and therapy programmes e.g. ASDAN
- To support pupils in practical lessons and PE for example, following the child's treatment targets as set by the Occupational Therapist
- To support pupils in the development of life skills in conjunction with Care, Education and Speech and Language Therapy colleagues as directed by the Occupational Therapist.
- To supervise pupils at lunchtime as part of the therapy rota
- To support the admissions team with Pre Admission Assessments
- To work collaboratively with the Occupational Therapists and the wider multidisciplinary team at Moor House School
- To participate in audits as necessary
- To input into the department supervision and appraisal system
- To attend appropriate training courses as part of identified appraisal objectives

### **GENERAL**

The post holder may be required to work at any of the Moor House School's sites in line with the service needs. The post holder must at all times carry out his/her responsibilities with due regard to the Moor House School's Equal Opportunities Policy. This job description describes responsibilities, as they are currently required. It is anticipated duties will change over time and the job description may need to be reviewed in the future. All staff have a responsibility to participate in the Moor House School's Performance Appraisal Scheme and to contribute to their own development and the development of any staff that they are responsible for appraising.

## CONFIDENTIALITY

In the course of your employment you will have access to confidential information relating to Moor House School business. You are required to exercise due consideration in the way you use such information and should not act in any way, which might be prejudicial to the Moor House School's interests. Information which may be included in the category which requires extra consideration covers both access to the general business of the MOOR HOUSE SCHOOL and information regarding individuals. If you are in any doubt regarding the use of information in the pursuit of your duties you should seek advice from your Line Manager before communicating such information to any third party.

## DATA PROTECTION

The Moor House School is registered under the Data Protection Act 1984. You must not at any time use the personal data held by the Moor House School for a purpose not described in the Register entry or disclose such data to a third party. If you are in any doubt regarding what you should or should not do in connection with the Data Protection Act then you must contact your Line Manager.

## HEALTH AND SAFETY

Employees must be aware of the responsibility placed on them under the Health and Safety at Work Act (1974) to maintain a healthy and safe working environment for both staff and visitors. Employees also have a duty to observe obligations under the Moor House School's Health and Safety policies and to maintain awareness of safe practices and assessment of risk in accordance with the Risk Management Strategy.

## FINANCIAL REGULATIONS

All staff are responsible for the security of the property of the Moor House School, avoiding loss or damage of property, and being economical and efficient in the use of resources. Staff should conform to the requirements of the Standing Orders, Standing Financial Instructions or other financial procedures including the Code of Conduct and Accountability and the Fraud and Corruption Policy.

## Section B

### PERSON SPECIFICATION

The person specification describes the characteristics (skills, knowledge, experience and qualifications) that are needed to carry out the duties in the job description. Please find below some sample information.

	Essential	Desirable
<b>Knowledge, experience and Training</b>	<p>Experience of working in a team</p> <p>Ability to use e-mail, word, power-point for clinical administration and training</p> <p>A willingness to develop the ability to use information systems to support data collection and analysis</p> <p>A willingness to develop skills in using specific school wide programmes e.g. 'Type to learn'</p>	<p>Experience of working with pupils in an educational/Health setting</p> <p>Evidence of successful completion of specialist short courses up to NVQ equivalent.</p> <p>Successful completion of relevant short courses</p> <p>Knowledge of Occupational Therapy intervention</p> <p>Knowledge of standards of record keeping relevant to the professional team</p>



<p><b>Physical skills</b></p>	<p>To demonstrate good negotiation skills in the management of conflict across a range of situations</p> <p>To demonstrate good written and verbal presentation skills</p> <p style="text-align: center;"><b><i>Physical Skills</i></b></p> <p>Fit and able to carryout the physical nature of duties</p>	<p>The ability to drive</p>
<p><b>Personal Qualities</b></p> <p><b>Interpersonal skills</b></p> <p><b>Team/Collaborative working</b></p>	<p>Motivation and enthusiasm</p> <p>Ability to use initiative while seeking advice where appropriate</p> <p style="text-align: center;"><b><i>Interpersonal skills</i></b></p> <p>A willingness to develop good interpersonal skills – including observation, listening and empathy skills</p> <p>A willingness to develop problem solving skills in complex situations</p> <p>To deal with initial complaints sensitively, avoiding escalation where possible</p> <p>To form productive relationships with pupils and the families of pupils attending MHS</p> <p>A willingness to be flexible and support school wide activities</p> <p><b><i>Team/collaborative working</i></b></p> <p>Ability to develop understanding of the roles of other professionals</p>	<p>A willingness to support pupils in the extended curriculum</p>