



### **JOB DESCRIPTION**

<b>POST TITLE:</b>	<i>Specialist Occupational Therapist</i>
<b>DEPARTMENT:</b>	<i>Therapy</i>
<b>CURRENT GRADE:</b>	<i>AFC Band 6</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 contribute to the on-going development of the Occupational therapy department.
- To carry out specialist occupational therapy assessments.
- To deliver a range of comprehensive, specialist occupational therapy intervention packages to a designated caseload of students with a range of OT needs associated with persistent speech and language impairments.
- 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 in-depth occupational therapy assessment, reassessment and analysis of student's profile in order to make reliable clinical decisions.
- 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 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 IEP's.
- To develop and deliver evidence-based individual and group intervention programs for students with complex clinical, social and learning needs.
- To write in-depth 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 and develop the most appropriate intensive, evidence-based treatment programme to meet individual students' needs ensuring high standards of clinical care and best outcomes.
- To provide advice within clinical field regarding the management of students with sensory and motor difficulties in the context of speech, language and communication needs to staff and parents/carers.
- To provide training 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.

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

- To write up-to-date, accurate notes and reports reflecting sound clinical knowledge thereby meeting the professional standards outlined by the College of Occupational Therapists and the Health and Care Professions Council.
- 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 attend professional meetings as requested by the Head of Therapy and/or Team Leader.
- To contribute to the development of effective care protocols/packages through piloting and evaluating new interventions.
- To advise the 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 and audit projects within service area and to collect and provide research data as required.
- To provide high-quality student OT placements at least yearly.
- To clinically supervise OTA and be a mentor
- To work independently and to be accountable for own professional action, accessing appraisal within an Individual Performance Framework at pre-determined intervals.
- To attend specialist short courses, Special Interest Groups/ Clinical Excellence Networks and advanced post qualification training in specialist clinical area related to the caseload at Moor House School & College, in order to keep up to date with new techniques and developments and ensure maintenance of good practice.
- To enable and facilitate the resolution of informal complaints with regard to own caseload or field of specialism.
- To assist the Head of Therapy's professional analysis of factors underlying formal complaints by providing a written account of events.

### **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 occupational therapy 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 promote and facilitate the student voice within the school and externally and to advocate for the families and students as appropriate.
- To participate in multi-disciplinary/school wide policy development.
- 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>	<ul style="list-style-type: none"> <li>• Recognised occupational therapy qualification to practice.</li> <li>• Registration with the Health Care Professions Council (HCPC).</li> <li>• Registration with the College of Occupational Therapists.</li> <li>• Sound skills in the use of information systems to support data collection and analysis.</li> </ul>	<ul style="list-style-type: none"> <li>• Membership of relevant Special Interest Groups.</li> <li>• The ability to drive</li> </ul>
<b>Experience &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• A minimum of two years paediatric experience working as an Occupational Therapist</li> <li>• Knowledge of assessment tools and interventions relevant to the client group.</li> <li>• An ability to compare and contrast relative benefits in terms of outcomes using current evidence-base.</li> <li>• The ability to recognise own professional boundaries through the interpretation of clinical/professional policies.</li> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working with children and young people with a range of occupational therapy needs e.g. sensory and motor difficulties, in the context of speech, language and communication needs.</li> <li>• Experiencing contributing to EHCP's</li> </ul>
<b>Analytical/ Judgement Skills</b>	<ul style="list-style-type: none"> <li>• Ability to demonstrate sound analytical and reflection skills, reflecting on practice with peers and mentors to identify own strengths and development needs.</li> <li>• The ability to predict/recognise potential breakdown and conflict prior to/when they occur and generate potential solutions.</li> <li>• The ability to make a differential diagnosis on the basis of evidence from assessment, seeking advice as appropriate.</li> <li>• Ability to prioritise key areas of intervention within a complex clinical profile.</li> </ul>	

<b>Planning &amp; Organising</b>	<ul style="list-style-type: none"> <li>• Well-developed organisational skills.</li> <li>• 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.</li> <li>• Ability to be able to contribute to team event planning and the planning of training as required.</li> </ul>	
<b>Communication skills &amp; Team Working</b>	<ul style="list-style-type: none"> <li>• A willingness to resolve difficult situations with clients, carers and stakeholders by using well-developed communication skills.</li> <li>• To demonstrate empathy with clients, carers, families ensuring effective communication, particularly where barriers to understanding exist.</li> <li>• To demonstrate an awareness of negotiation skills in the management of conflict across a range of situations.</li> <li>• To demonstrate sound written and verbal presentation skills.</li> <li>• 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.</li> <li>• To be able to actively and positively contribute to the team in developing new initiatives.</li> </ul>	