



Experienced Occupational Therapist Job Description

Responsible to:

Senior Therapist
Headteacher

Key Responsibilities

- To complement the work of the therapy team, contributing to a range of activities and to work collaboratively as part of a professional team.
- Provide occupational therapy assessment and intervention for young people, advising on specialist equipment as required.
- Develop programmes to build skills and improve confidence
- Assist with coaching in social skills and anxiety and behaviour management
- To encourage the social and emotional health and wellbeing of pupils.
- To liaise with SALT to feedback results of observations/therapy programmes, to analyse the student's response to treatment, and development of the student's skills, and discuss any possible changes.
- Maintain accurate documentation of all intervention with pupils in line with legal and departmental requirements.
- To model and demonstrate tasks to the pupils, staff, parents and carers.
- Organise and prepare activities/equipment to enable students to participate in therapy programmes.
- To actively participate in clinical supervision sessions with the senior therapist using reflection and analysis to monitor and identify training needs.
- To plan use of time effectively and ensure quality of service delivery.
- To develop resources to facilitate the implementation of therapy programmes.
- To contribute to identifying, planning and delivering formal in-house training, for appropriate clinical areas.

Communication

- Contribute to the Multi-Disciplinary Team, liaising with other health professionals and education staff as required.
- To maintain regular liaison with staff providing feedback for reflection and planning.

- To attend parents' evenings, coffee mornings and other opportunities for parental liaison.
- Communicate effectively and sensitively with children, young people colleagues, parents and carers.
- To attend meetings as team representative where appropriate.
- To attend whole-school and department briefing meetings.
- To present and feedback clinical information to the Senior therapist.
- Collate files for new students, add information to files and organise appropriately.
- Collate feedback forms and information for updating student profiles.
- To follow relevant procedures/statutory requirements including health and safety, safeguarding children, SEN procedures, and other legal frameworks.
- To be responsible for the safety, care and maintenance of all equipment to ensure standards of infection control and safety are maintained.

Training:

- To participate in and ensure that all mandatory training required by Chiltern Wood School is up to date.
- To participate in the appraisal/performance management scheme, ensuring the objectives set reflect the line manager and the therapy team plans, and to be responsible for carrying out the agreed objectives
- To attend relevant courses and in-service training identified during performance management meetings in order to further develop skills in implementation and knowledge of therapy procedures and programmes.
- To monitor and develop own performance, aiming to achieve and maintain a high standard of service provision.