

REMARKABLE AUTISM LTD

JOB DESCRIPTION

Job Title:	Occupational Therapist
Directly Reporting to:	Head of Therapy & Senior Occupational Therapist
Hours	Monday – Friday, 37.5 hours per week TT0 + 4 weeks
Salary	Band 6

Job Purpose

To provide a high quality specialist Occupational Therapy (OT) service to a caseload of Autistic children and young adults and those with additional needs.

Main Responsibilities

1. Clinical Delivery Requirements

To manage a caseload of Autistic children and young people and be responsible for their OT assessment and treatment under the supervision of the Lead Occupational Therapist. Demonstrating ability to meet requirements of core competencies in line with HCPC and RCOT guidance including:

- Completing appropriate OT assessment and analysing clinical and social information from a range of sources to develop an appropriate treatment plan.
- Working alongside teaching staff to ensure the delivery of individualised OT programmes that meet individual's sensory needs and facilitate their development of gross and fine motor, visual perceptual/visual motor, play and daily living skills.
- Collaborating with teachers and other professionals to inform Education Health Care Plan (EHCP) provision and outcomes
- Supporting access to and differentiation of school activities of your caseload including:
 - Assessment for and provision of specialist equipment/aids to daily living.
 - Assessment for and provision of sensory diets.
 - Contribution of recommended strategies and approaches to be incorporated into behaviour support plans.
 - Assessment for and provision of equipment, resources and programmes to support the development of motor and visual perceptual skills.
 - Assessment for and provision of specialist seating.
 - Assessment and recommendations for assistive technology to support recording of work and/or access to IT.
 - Site assessment and recommendations regarding adaptation of school environment.

- Adapting practice to meet individual needs.
- Referring on to other services as appropriate
- Completing home and community visits and working closely with families, and other professionals providing advice on:
 - Transferring OT programmes, sensory strategies and behaviour support strategies from school into the home setting.
 - Providing advice to support access to activities at home, workplace and in the community.
 - Providing training to parents.
- Writing baseline and annual review reports reflecting knowledge of OT approaches for Autistic individuals.
- To work closely with students, carers and families, involving them in decision-making regarding intervention approaches, sharing assessment and condition related information clearly and effectively, particularly where barriers to understanding exist.
- To demonstrate empathy with and maintain sensitivity at all times to the emotional needs of children, young people and their families when imparting complex or distressing information regarding their condition and the impact of this.
- To employ excellent communication skills to encourage clients and carers to undertake treatment programmes.
- To provide specialist advice, training and intervention regarding the care and support of Autistic individuals.
- To use advanced clinical reasoning to review own caseload, ensuring that intervention is meeting the needs of clients and their families and carers
- To demonstrate clinical effectiveness and maintain own clinical skills in line with evidence based practice.
- To assist in the planning and initiation of new/different areas and methods of working.
- To attend educational and multidisciplinary assessments and reviews where appropriate.
- To maintain up to date and accurate case notes in line with RCOT professional standards and record intervention using verbal/non-verbal and alternative methods of communication where required.
- To attend parents' evenings and be available for consultation with parents regarding their OT and Sensory needs and progress made.
- Contribute to the development and provision of direct or online training for staff and parents including the development of webinars, training resources and outreach service.

2. Administration and professional duties

- To be an effective member of the multidisciplinary team within education and therapy services at Remarkable Autism.
- To recognise potential conflict and when it occurs and seek advice and support to resolve.
- To attend or ensure appropriate representation for relevant meetings
- To autonomously manage own time and prioritise demands of caseload on a day-to-day basis.
- To promote awareness of and explain the role of Occupational Therapy to colleagues, parents/carers and other services.
- To contribute to regular reviews of the Occupational Therapy service within education.

- To complete administration tasks and supervising the therapy assistant, including delivering therapy, making and developing resources.
- To have a working knowledge of relevant procedures including Safeguarding Children, SEN procedures and other relevant legislation related to the health, education and social welfare of children/young people and their families.
- To conform to the policies and practices of Remarkable Autism.
- To be aware of and adhere to school, local and national Child Protection procedures.
- To maintain familiarity with the Royal College of Occupational Therapy's (RCOT) practice and clinical guidelines and be an active member of relevant professional groups.
- To share information with others, observing information sharing and data protection guidelines.
- To provide evidence and information as required for OFSTED, NAS accreditation and other inspections.
- To contribute to and coordinate development of information and advice for parents or carers through leaflets or on the school website.
- To contribute to an annual development plan for the Speech & Language Therapy service budget by advising on current resource needs and areas of development identified.
- To carry out any other duties that may arise under the direction of the Head of Therapy, Senior Occupational Therapist and Head of Education/Director of Services.

3. Supervision and Training

- To maintain up to date HCPC registration.
- To develop and maintain the skills and knowledge required of an Occupational Therapist working with Autistic individuals.
- To engage in regular supervision to ensure clinical best practice and appropriate decision making to promote learning through experience, this includes participation in individual performance review.
- To develop a Personal Development Plan within the appraisal framework in agreement SaLT lead.
- To maintain CPD by attending relevant courses and meetings and by reading appropriate literature.
- To maintain an up-to-date CPD file in line with HCPC standards.
- Complete an offer of relevant training to support the role with a focus on developing an area of specialism
- To share new information with and provide training feedback to other staff.
- To participate in the in-service training sessions.
- To demonstrate the ability to lead on the reflection on practice with peers and reflect with mentors to identify own development needs.
- To reflect on and evaluate training provided.
- To facilitate the development and implementation of evidence based practice and client outcome measures.
- To lead on the development and delivery of specialist training packages to Wargrave House school and Ascent College staff, parents/carers. Training to be adapted appropriately to meet the needs of course participants.
- To provide clinical supervision for band 5 Occupational Therapist monitoring performance and facilitating development of a Personal Development Plan for them within the appraisal framework.

- To ensure that all staff are aware of safeguarding, child protection and health and safety issues related to using OT approaches and equipment by contributing to development and sharing of training policies and risk assessments.

4. Health and Safety

- To assist the school in ensuring OT equipment and resources are appropriate to needs.
- To have due regard for your own personal safety and that of children and young people and their parents/carers. In particular to have regard to moving and handling policies, restraining policies and ensure the safe positioning of self and others.
- To be flexible to the demands of the environment including deadlines and frequent interruptions.
- To be responsible for the security, care and maintenance of equipment ensuring standards of infection control and safety are maintained.
- To comply with relevant legislation, H&F Education department and guidelines relating to variety of work environments
- To ensure that all persons using the aids and equipment issued to them understand their function as well as appreciate their responsibility

General Responsibilities

Read and be aware of all details in the Company's Employer Handbook and all relevant policies.

To be responsible for all tasks undertaken, checking work as appropriate.

To work in an organised and efficient manner ensuring that a tidy and safe environment is maintained.

To attend training as appropriate and as authorised by the Head of Therapy Services.

Maintain a professional relationship with other members of the team

Undertake other duties as required by the Head of Therapy Services which are considered to be commensurate with the purpose of the post and grading.

Participate in the performance management process as agreed by the Company.

Play a full and active part in the life of the school and college.

Support the welfare of students in their educational/care environments.

As part of the whole school team, promote the well-being, behaviour and personal development of students. Ensure that corporal punishment is NOT used at any time and that any incident witnessed or cause for concern is reported.

Understand and apply Company policies including:-

- Safeguarding Children and Adults,
- SEN,
- Health and Safety,

- Dignity at Work.
- Whistleblowing policy
- Confidentiality

Maintain confidentiality inside and outside the workplace.

Care Standards Act 2000, and The Health and Social Care Act 2008, revised 2018 (Regulated Activities) Regulations 2014

It is a requirement upon all staff to report (to the designated Safeguarding Lead, Chief Executive, Head of Education, or the Governing Body, or to the National Care Standards Commission or other approved inspectorate with which the service has an agreement for inspection under the Children Act 1989, or to the local social services authority or to the police) any concerns they may have about practices in the service, or the behaviour of colleagues, which they consider likely to put at risk of abuse or other serious harm. Staff have a duty to prevent vulnerable students or colleagues from being drawn into terrorism and are required to report any concerns following the Company's Safeguarding Prevent procedures.

Remarkable Autism provides a guarantee that the procedures will be invoked in ways that do not prejudice any whistle blower's own position and prospects if they have reported an allegation or concern in good faith.

It is now a requirement that your job description makes it clear that failure by a member of staff to report actual or reasonably suspected physical, sexual or emotional abuse or neglect of a student is a disciplinary offence

Additional information

The work at Remarkable Autism for those working directly with the service users can on occasion be physically demanding and employees must be able to undertake in full the requirements of the job and requisite training.

For the safety of staff and the service users, training will be provided to assist employees to carry out their role, specifically PROACT SCIPr UK®, Moving & Handling, First Aid and Health & Safety training (this provides staff with the skills to carry out the sometimes necessary holds in a reasonable and proportionate manner). Employees will be required to fully participate in all training.

Having a disabling condition does not preclude you from working for Remarkable Autism. However you should make Remarkable Autism aware of any adaptations required to enable you to undertake the work.

Confidentiality

Maintain confidentiality for all areas of Remarkable Autism, its staff and its work. The nature of the work within the service entrusts people with confidential information about the students, their families and staff. Any breach of this confidentiality will constitute gross misconduct.

Note: This job description reflects the present requirement of the post. As duties and responsibilities change and develop, the job description will be reviewed and subject to amendment.

Remarkable Autism operates a safer recruitment process. Appointment to the post will be subject to suitable references and an enhanced Disclosure Barring Service check. Remarkable Autism is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Signed.....

Date.....