

Autism.  
Redefining  
what's  
possible.

# Application Pack

## Specialist Occupational Therapist Band 7



Recruitment to the post of:

# Specialist Occupational Therapist Band 7

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# Letter from the CEO

Dear Applicant,

Thank you for your interest in the post of Deputy Headteacher at Remarkable Autism Ltd. For over 50 years Remarkable Autism Ltd (formerly known as Wargrave House Ltd) has grown into one of the country's leading providers of services for autistic children and young people. Remarkable Autism Ltd supports over 100 autistic children, young people and their families and carers, through the specialist educational and therapeutic services that are offered. Over 120 staff are employed in services extending across the North West, from Merseyside to Greater Manchester, Lancashire, Cheshire and North Wales, supporting autistic children and young people to lead happy and fulfilled lives.

As a prominent provider of educational and therapeutic services to children and young people with autism, you will work with the Senior Leadership Team to provide a sector-leading service to our people to take forward our ambitious strategy.

In return, we can offer an excellent remuneration package as well as the opportunity to make a difference to the lives of the people we support.

Best Wishes



**Robin Bush**  
Chief Executive Officer

# In our words...

Sundial Therapy aim to facilitate the achievement of significant and sustainable progress towards independence for autistic individuals, through integrated and targeted direct therapy. We are a dynamic and innovative therapy service and encourage personal and professional development across the whole team. We also benefit from a multi-professional approach to working, which all ensures we are providing the best quality service for autistic individuals and those around them.



**Susie Grubert**

Head of Therapy

# Application process

To apply, please submit an application form and a supporting statement to: [recruitment@remarkable-autism.org](mailto:recruitment@remarkable-autism.org)

Please ensure that your application details include;

- your current salary (remuneration),
- notice period

Closing date for applications: Sunday, 12<sup>th</sup> May 2024

If you have any questions about the process, then please email us at: [recruitment@wargravehouse.com](mailto:recruitment@wargravehouse.com)

To have an informal conversation about the role, please contact Robin Bush, our CEO, on 01925 224 899

## Our background

Founded by Bessie Berman in 1971, Remarkable Autism Ltd is a charity which is comprised of Wargrave House School, a non-maintained special school providing education for children and young people aged 5-18 years, Ascent Autism Specialist College which is an independent specialist college for young people aged 16-25 years and Sundial Therapy which consists of a team of assessment and therapy specialists supporting people of any age with Autism.

## Our ethos

We recognise that all our children and young people have very special needs. Compassion, tolerance, respect and positive intervention will lead to effective learning experiences.

Our supportive environment is underpinned by the ethos agreed by everyone at Remarkable. To facilitate this cohesion and to ensure effective participation, much group discussion and consultation is fostered.

All staff meet regularly in a variety of meetings, as communication is key.

We aim to establish a sense of community and care so that staff and students can experience the benefits of being accepted and contribute towards the wider society.

We provide an environment that is educational, homely, and of a high quality to engender a sense of self-worth in all who come here.

# Our vision, mission and values

## What is our vision?

A world where autistic people lead happy and fulfilled lives

## What is our mission?

We support and educate autistic people throughout their lives and redefine what is possible by providing innovative and transformative services

## What are our values?



### We are Creative

We redefine what is possible every day, pushing boundaries and always striving to do things differently and better.



### We are Aspirational

We respond with compassion, energy and adaptability, always learning and always focused on creating a legacy of lasting happiness



### We are Resilient

We keep our promises and are not afraid to stand up and be counted, honestly, openly, and always with pride.



### We are Respectful

We know how important it is to get things right and recognise the views of others. Consistency, kindness and integrity are at the heart of everything we do.

# Job description

**Job Title:** Specialist Occupational Therapist

**Directly Reporting to:** Head of Therapy & Clinical Services

**Salary & Hours of work:** Monday – Friday, 37.5 hours per week, TTO + 4 weeks, band 7

## Main Purpose of the Post

To support the team of Occupational Therapists to deliver clinical and functional interventions for autistic children and young people and contribute towards the smooth running of the Therapy & Clinical service.

## Main Responsibilities

### 1. Clinical delivery support

To manage a caseload of autistic children and young people and be responsible for assessment and treatment. 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 and provision of aids and adaptations
  - Assessment for and provision of OT and sensory approaches
  - Assessment for and contribution to positive behaviour support plans.
  - Assessment for and provision of equipment, resources and programmes to support the development of functional skills
  - Assessment for and delivery of integrated support strategies to help children and young adults access the curriculum
  - Promotion of a sensory informed approach
- 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 :

- Writing baseline and annual review reports reflecting knowledge of OT approaches for autistic individuals.
- To work closely with clients, carers and families, involving them in decision-making regarding intervention approaches, sharing assessment and diagnosis 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 diagnosis and the impact of this.
- To employ excellent communication skills to encourage clients and carers to undertake intervention strategies/approaches.
- To provide highly 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 lead on 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 HCPC/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/carers regarding their speech, language and communication needs.
- Leading on admissions and transitions assessments and planning.
- To lead on and coordinate 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 Remarkable and take an active role as part of the Therapy & Clinical Service team
- To recognise potential conflict and when it occurs and address as appropriate seeking support from the Head of Therapy Services as required.
- 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 OT to colleagues, parents/carers and other services.
- To participate in regular reviews of the OT service within education.
- To complete administration tasks and supervising junior staff, 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 and Sundial.
- To be aware of and adhere to school, local and national Child Protection procedures.
- To maintain familiarity with the RCOT practice and clinical guidelines and be an active member of relevant professional groups and ensure other members of the OT team remain up-to-date also.



- 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 lead on and liaise with the Head of Therapy services regarding the annual development plan for the OT service and budget by assessing and 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 and Clinical Services, Headteacher/CEO.

### **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.
- Personal/professional development will be evidenced by a Personal Development Plan developed within an appraisal framework.
- 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.
- 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 reflect on practice with peers and mentors and identify own development needs.
- To reflect on and evaluate training provided.
- To assist in developing and implementing evidence based practice and client outcome measures under the supervision of senior therapists.
- To contribute to 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 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 Director of Services.

Maintain a professional relationship with other members of the team

Undertake other duties as required by the Director of 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.

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.

It is a requirement upon all staff to report (to the designated Safeguarding Lead, Chief Executive, Headteacher, or the Governing Body, 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 including the child & adult barred list. 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 and accepted .....

Date .....

# Person specification

## Occupational Therapist Band 7

You should be able to demonstrate that you meet the following criteria:

E = Essential D = Desirable

Qualifications		
DESCRIPTION		Evidence
Occupational Therapy Degree	E	Application
Registration with the Health and Care Professions Council (HCPC)	E	
Registered member of Royal College of Occupational Therapists	E	
Attendance at workshops/ seminars/ further training in Occupational Therapy.	E	
Additional training relating to working with Autistic individuals	D	
Post graduate Training in Sensory Integration to SI Module Level 2/3	D	
Driving licence	D	

Experience		
DESCRIPTION		Evidence
Experience in working with Autistic children and young people.	E	Application Selection process Interview
Ability to assess and prescribe appropriate specialist equipment	E	
Experience of working as an Occupational Therapist with children and young adults	E	
Experience of working with Autistic individuals and/or learning disabilities in an education, health or care setting as an Occupational Therapist.	D	
Experience of working with a multidisciplinary team.	E	
An understanding of cultural differences and their impact on OT provision.	E	
Experience of psychosocial aspects of working with families of children with severe disabilities.	E	
Experience providing advice and training/teaching/presenting formally and informally to students, other professionals, parents or carers.	E	
Experience of planning and running groups.	E	

# Person specification (continued)

Experience		
DESCRIPTION		Evidence
Experience in assessing sensory profiles and supporting sensory processing challenges/recommending sensory diet	D	Application Selection process Interview
Specific experience of working within a Special Needs School/ College.	D	
Experience of using clinical reasoning and evidence based practice.	E	
Direct experience or involvement with the research process.	D	
Experience of initiation or involvement in service development/projects.	E	
Experience of providing training.	E	
Experience of working in a multi-cultural environment.	D	
Experience of provision of specialist comprehensive written information to parents and other professionals including the SEN statementing process/ Education Health and Care plans.	D	

Knowledge		
DESCRIPTION		Evidence
Comprehensive knowledge of the developmental stages of children and young people.	E	Application Interview
Comprehensive knowledge of Autism including how this impacts on the Individual's learning and functional skills.	E	
Knowledge of Occupational Therapy theory and practice relevant to working with children with additional needs and their families, including evidence-based strategies and approaches.	E	
Knowledge of the role and boundaries of the OT within the multidisciplinary team.	E	
Sound awareness of the psychological and social factors of dysfunction and disability.	E	
Knowledge of Educational Legislation and the National Curriculum	D	
Knowledge of Sensory Integration assessment and intervention	E	
Knowledge of evaluating outcomes of interventions and critically reflect on practice	E	

# Person specification (continued)

Skills		
DESCRIPTION		Evidence
Ability to present clearly, in person and on paper.	E	Application on Interview References
Ability to organise and prioritise workload.	E	
Ability to work independently and collaboratively in a team, with a range of professionals and statutory bodies.	E	
Ability to reflect on clinical practice and experience.	E	
Ability to undertake physical activity involved with therapeutic handling of children and young people on caseload including equipment adjustments and manual handling.	E	
Clear & concise written skills with competency in IT skills for reports, advice/activity suggestions and internet use to access Occupational Therapy related information.	E	
Ability to communicate clearly and sensitively with parents, carers and professionals.	E	
Ability to recognise and manage difference of opinion in both client related and inter-professional situations.	D	
Ability to think creatively.	E	
An ability to use clinical and ethical reasoning skills to analyse and interpret assessment findings, plan and evaluate intervention programmes.	E	
Ability to plan and prioritise incoming workload	E	
Skills in Occupational Therapy assessment and intervention of motor skills.	E	
Skills in Occupational Therapy assessment of sensory processing difficulties	D	
Skills in providing Occupational Therapy intervention to address sensory processing difficulties.	D	

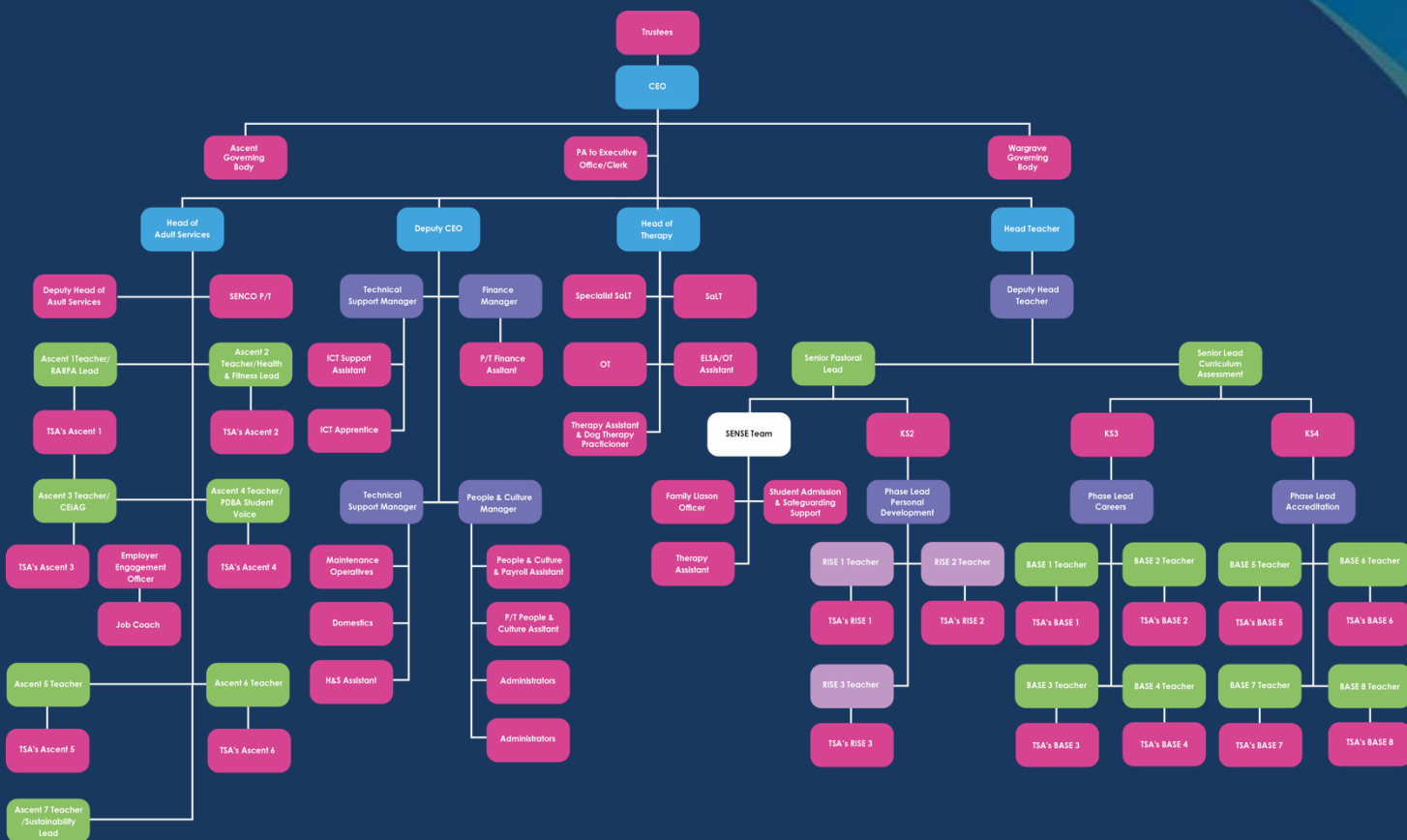
# Person specification (continued)

Personal Qualities & Attributes		
DESCRIPTION		Evidence
Commitment to equality, diversity and inclusion	E	Application on Interview References
Passion for working with Autistic young people.	E	
Flexibility and adaptability	E	
Commitment to actively promoting the policies and procedures of the school	D	
Sensitivity, diplomacy and tact	D	
An excellent team player	E	
Clear commitment to supporting staff development	E	
Confidentiality	E	
Commitment to personal and professional development	E	
A commitment to safeguarding and promoting the welfare of children and young people	E	
A positive and resilient individual with drive, integrity, a cheerful disposition and sense of humour	E	
Ability to work under pressure and meet deadlines	E	

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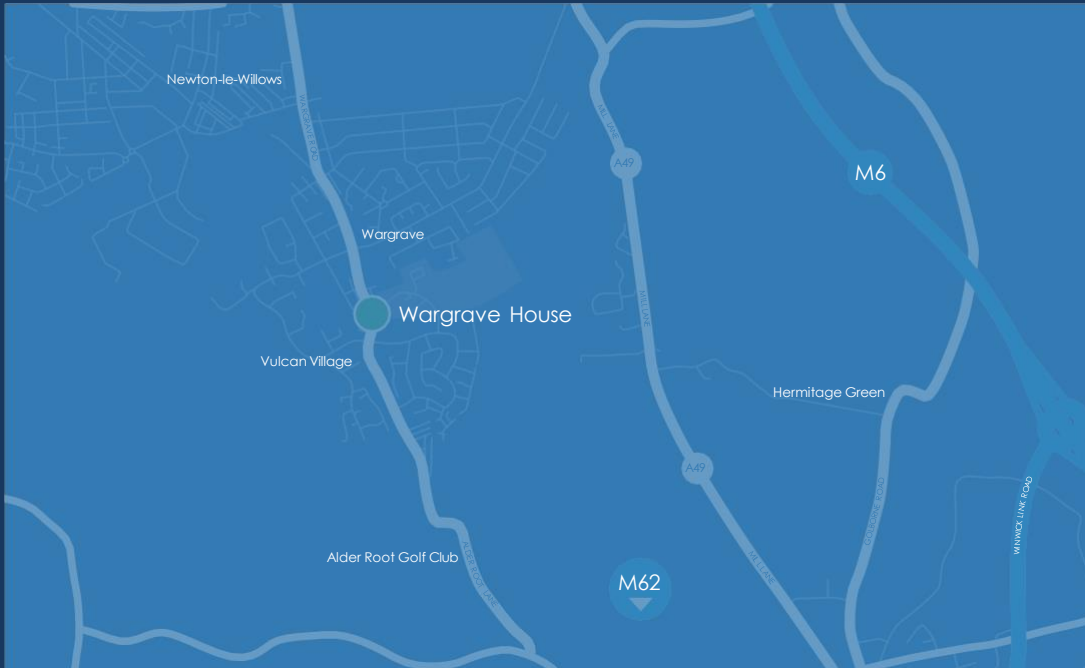


# Organisational structure

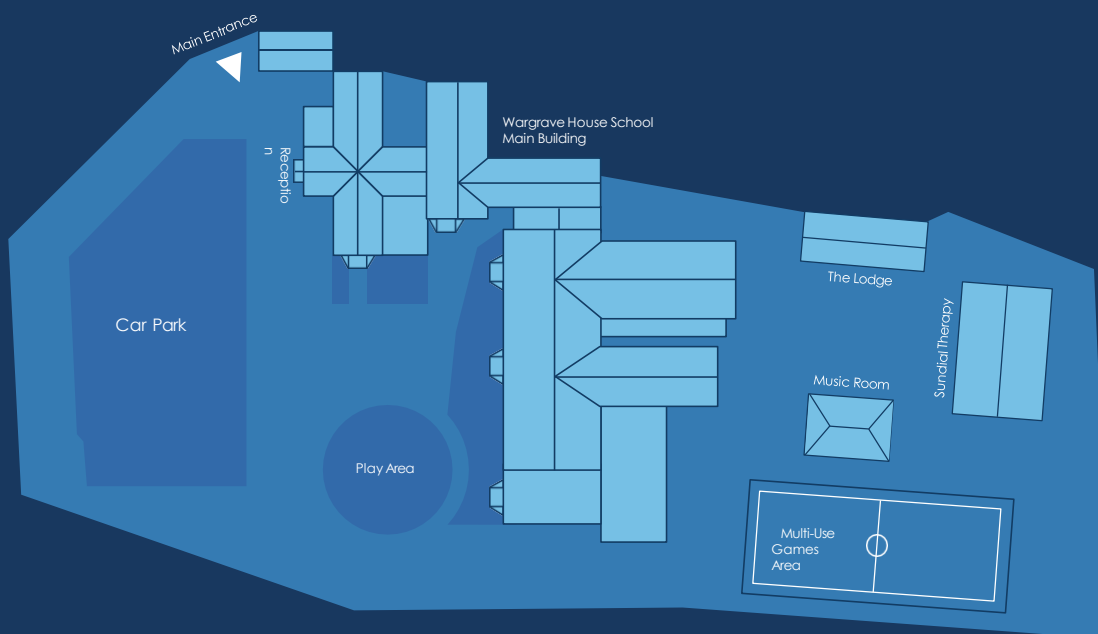


# How to find us

## Directions to Wargrave House



## Site Map



# Autism. Redefining what's possible.

Remarkable  
449 Wargrave Road  
Newton-Le-Willows  
Merseyside  
WA12 8RS

**01925 224 899**

[recruitment@remarkable-autism.org](mailto:recruitment@remarkable-autism.org)

[www.remarkable-autism.org](http://www.remarkable-autism.org)