

## **Occupational Therapist**

### **Job Description**

**Job Title:** Peripatetic Occupational Therapist

**Purpose:** To organise and provide occupational therapy assessments and ongoing support for those children that the school identify might benefit from it as well as providing support and training to the schools educational staff with regards to occupational therapy interventions.

**Term:** Peripatetic (Self Employed), Part Time

### **SUMMARY**

The Peripatetic Occupational Therapist will provide clinically effective, child centred and evidence based occupational therapy assessment and intervention as well as support and training to all education staff with regard to occupational therapy interventions as required.

### **FUNCTIONAL LINKS**

The Occupational Therapist will be expected to work in collaboration with allied professionals and will need to maintain links with a variety of bodies. These will include:

- Pupils and their parents/carers
- School staff
- Other professionals working with pupils

### **DUTIES & RESPONSIBILITIES**

#### **Clinical**

To provide an Occupational Therapy service to the school, focusing on sensory motor development and functional skills.

- To assess pupils' OT needs in regards to sensory, physical and self-care using both standardised and non-standardised assessments.
- To use clinical reasoning skills, to analyse and interpret assessment results in order to set appropriate therapy goals and outcome measures.
- To monitor, evaluate and modify intervention in order to measure progress and ensure effectiveness of intervention.
- To provide individual or small group therapy, as required
- To liaise with all team members and family/carers in order to provide a co-ordinated approach and ensure occupational therapy treatment is integrated into children's targets that support learning and skills for daily living.
- To work closely with the SEN team, including the speech and language therapists, to ensure provision is child centred and the environment enables them to realize their potential and maximise their academic, social, physical and emotional development.

- To assess for, advise and order specialist equipment being aware of financial implications and restrictions
- To monitor new developments in specialised equipment and communicate with the SENCO
- To instruct those working with children how to correctly use equipment and set guidelines for its use.

### **Administration & Management**

- To manage workload and time effectively, prioritising work as required.
- To complete and maintain accurate treatment records in accordance with the BAOT Standards of Practice.
- To write professional reports to be shared with parents and relevant staff
- To address issues of confidentiality, consent and sharing information throughout assessment and intervention according to GDPR regulations.
- To be responsible for equipment used in carrying out duties, including competence to use equipment and to ensure the safe use of equipment by others through teaching, training and supervision of practice.

### **Professional**

- To be accountable for own professional action and recognise own professional boundaries, seeking advice where appropriate.
- To be aware of the sensitivity required to work closely, effectively and in a professional manner with children, parents/ carers and other professionals.
- To respect the confidentiality, individuality, values and cultural and religious diversity of pupils.
- To undertake school induction programmes and on-going training, including child protection and safeguarding, health and safety and risk management training.
- To promote awareness of the role of occupational therapy within the school and home community
- To maintain personal development through use of off- site and in-house training, contact and involvement with relevant special interest groups, and review of literature as required.
- To maintain own clinical professional development (CPD) by keeping abreast of new developments within the profession and ensure practice is based on best available evidence
- To review and reflect on own practice and performance through effective use of professional and operational supervision and appraisal measures.
- To work within professional standards as stipulated in the Royal College of Occupational Therapy and its Code of Conduct.

### **Safeguarding Responsibility**

- This role constitutes 'Regulated Activity'
- Teaching, caring for, supervising and taking responsibility for the wellbeing of children
- Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact
- Following all codes of practice in relation to the safeguarding of the children's welfare: discipline; health and safety regulations; child protection; and the reporting of accidents
- Establishing supportive relationships with pupils to establish the trust and respect of individuals and groups within the school
- Developing methods of promoting/reinforcing pupils' self-esteem

- If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to the School's Designated Safeguard Lead (DSL) or to one of the Deputy DSLs.
- All Bishopsgate staff must have an enhanced DBS disclosure with Barred List check.
- All staff are expected to read and abide by the requirements of the Compliance Folder, which is available to all on the Google Drive.

## **General**

### Whole School Responsibility

- Adhere to and promote all school policies, including those on code of conduct, whistleblowing, dignity at work and equality and diversity
- Comply with school policies and procedures with regard to absence and dress code
- Participate in the evaluation of job performance through the Professional Development Policy
- Undertake such additional duties as may be consistent with the purpose of the post as defined in this job description
- Undertake training appropriate to the role and keep up to date with emerging best practice

### Data Protection

- Bishopsgate School processes information about its current, past or prospective employees, applicants, current, past and prospective pupils; and their parents, carers or guardians and others who are defined as data subjects under the Data Protection Act 2018
- Anyone who works for, or acts on behalf of, the school (including staff, volunteers, governors and service providers) should also be aware of and comply with the school's Data Protection Policy, which also provides information about how personal data about those individuals will be used
- The School takes the protection of all personal information extremely seriously and is committed to a policy of protecting the rights and freedoms of individuals with respect to the processing of their personal information

This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post. It may be subject to modification and amendment from time to time. This Job Description will be reviewed annually by the Head of Learning Support.