

## JOB DESCRIPTION

<b>Post:</b>	<b>Occupational Therapist</b>
<b>Responsible to:</b>	<b>SENCO - Therapy Provision</b>

In order that the best performance and outcomes can be achieved by students and by the college, all college staff will operate and perform within a framework of transparency, respect, and positive challenge; trusting and supporting each other and the teams for whom they have responsibility. All college staff are expected to be flexible in their approach, corporate, pro-active, and responsive to changing demands and responsibilities and passionate about the success of the college remaining professional in all interactions.

### **Job Purpose:**

To be the lead specialist in occupational therapy and plan and deliver timely and appropriate therapy for students with OT provision specified in their Education and Health Care Plan across all campuses within the college.

### **Main Duties:**

- To be the lead specialist in the college for occupational therapy ensuring that the delivery model meets the funded provision.
- To define and maintain a referral and discharge process for occupational therapy.
- To be accountable and responsible for devising, developing, delivering, and updating individualised therapy/support plans with peer support and supervision.
- To define provision which will include direct therapy, work in the classroom co-delivering alongside teaching staff, the development of student Therapy Passports and whole college approaches, as well as a focus on developing Preparation for Adulthood skills.
- To undertake assessments, and using clinical reasoning skills, knowledge of evidence-based practice, determine appropriate treatment/support plans.
- To communicate effectively in a professional, concise and accurate manner to ensure that information is disseminated throughout the college team and to promote good working relationships at all times.
- To work closely with the Multi-Disciplinary Team, family and carers, attending goal planning and EHCP annual review meetings.
- To produce high quality, accurate and concise written reports and documentation and take lead responsibility for ensuring GDPR is maintained and personal data is stored securely.
- To use reflective practice and established outcome measures to evaluate treatment in order to achieve optimal outcomes.
- To provide support, guidance and training to teaching staff and learner support assistants, to include monitoring the implementation and standards of support.
- To be responsible for own time management in planning caseload to meet priorities
- To conduct assessments and use clinical reasoning skills and knowledge of evidence-based practices to determine appropriate plans.
- To work across all campuses, Witney campus will be the main base.

The college reserves the right to amend the job description in consultation with the employee to reflect changes in the duties of the post.

## Other Duties Applicable To All Staff Working At Abingdon and Witney College

- Take personal responsibility at all times for ensuring the welfare of students, apprentices and visitors by ensuring their access to the support, services and resources available. It is expected that all members of staff will play a part in ensuring that all students are safe, happy and complete their programmes successfully.
- Comply with College procedures in relation to Safeguarding and the Prevent agenda.
- Participating in a programme of personal development.
- Keeping abreast of developments in your area.
- Adhering to the Health and Safety policies and procedures in force within the College, with particular regard to your own safety and that of other people using the College.
- Adopting high standards of customer service.
- Staff must abide by any College policies in relation to dealings with staff and students, e.g. communications, equal opportunities and employment policy.

As a term of your employment you may be required to undertake such duties as may reasonably be required of you, commensurate with your grade, at any of the College sites.

PERSON SPECIFICATION	
CRITERIA	HOW ASSESSED
<b>Essential</b>	
Relevant Occupational Therapy degree Registered member of the HCPC Member of Royal College of Occupational Therapists	Application Form, Certificates
Knowledge of evidence-based practice Working knowledge of regulatory frameworks and regulatory body inspection processes and documentation	Application Form, Interview Questions
An absolute commitment to student success and progression and an understanding of how it may be achieved through effective support strategies.	Application Form, Interview Questions
Core Clinical Skills for all Therapists: <ul style="list-style-type: none"> <li>• Experience of a range of complex neurological conditions</li> <li>• Experience of working closely with the MDT within an education setting, with families and the wider MDT including community services, acute care, equipment reps etc.</li> </ul>	Application Form, Interview Questions

<p>Occupational Therapy specific skills:</p> <ul style="list-style-type: none"> <li>• Experience using specialist functional assessments relating to daily living tasks in order to identify need and recognize potential, using a holistic approach to consider the most effective options to meet those needs. Including methods of managing practical tasks through a problem solving approach.</li> <li>• Experience and knowledge to provide specialist advice and training especially in the area of advice to children and care providers on using specialist equipment, moving and handling and use of hoists.</li> <li>• Knowledge and experience to assess a child's occupational needs and provide training, advice on lifestyle changes and adaptations to their social and physical environment.</li> <li>• Knowledge and experience to assess and customize /modify specialized equipment, for children and carers.</li> <li>• Knowledge and experience to assess, develop and implement specialist occupational therapy intervention</li> </ul>	<p>Application Form, Interview Questions</p>
<p>Experience in managing and co-ordinating a diverse case load across multiple locations, maintaining focus on the key priorities for effective delivery of speech and language proviso.</p>	<p>Application Form, Interview Questions</p>
<p>Experience of delivering training to staff and monitoring implementation.</p>	<p>Application Form, Interview Questions</p>
<p>Ability to communicate effectively, both orally and in writing and be the face of AWC with external stakeholders including recruitment processes</p>	<p>Application Form, Interview Questions, Tests</p>
<p>Evidence of Continued Professional Development</p>	<p>Interview Questions, Tests</p>
<p>Enthusiastic, committed and flexible in approach to their work and is able to manage their own time and work under pressure;</p>	<p>Application Form, Interview</p>
<p>Demonstrates an ability to proactively support staff wellbeing</p>	<p>Application Form, Interview Questions</p>
<p><b>Desirable</b></p>	
<p>Experience in supporting students within FE</p>	<p>Application Form, Certificates</p>

<b>CONDITIONS OF SERVICE</b>	
<b>Salary:</b>	Pay-band 10
<b>Payment:</b>	Monthly payments direct to bank via BACS
<b>Hours:</b>	37 hours per week
<b>Holidays:</b>	24 working days, rising to 29 days plus Bank and Public Holidays
<b>DBS:</b>	All employees undergo a Disclosure and Barring Service (DBS) check. Copies of the Disclosure and Barring Service Code of Practice and the College's policy on the 'Secure Storage, Handling, Use, Retention & Disposal of Disclosure and Barring Service (DBS) Disclosures and Disclosure Information' are available on request.
<b>Pension</b>	Employees are automatically opted into the Local Government Pension Scheme (LGPS) however, they may opt out if they wish

These details are for broad information only and must not be taken as a complete or authoritative statement. They do not constitute a full contract of employment.

**SAFEGUARDING AND PREVENT** - Abingdon & Witney College is committed to:

- ensuring the well-being of all young people and vulnerable adults in its care
- ensuring all students, staff and stakeholders are aware of the need to prevent people from being drawn into terrorism

**EQUAL OPPORTUNITIES** - Abingdon & Witney College aims to be an equal opportunity employer. We are committed to the policy that staff recruitment shall be carried out in accordance with equal opportunities practice and legislation and that appointments shall be made only on the basis of job-related criteria.



**Abingdon and Witney College is committed to good practice in employing people with disabilities. To this end the College will:**

- Interview all applicants with a disability who meet the minimum criteria for a job vacancy and consider them on their abilities.
- Ask disabled employees at least once a year what can be done to be sure that they can develop and use their abilities at work.
- Make every effort when employees become disabled to make sure they stay in employment.
- Make sure key employees develop the awareness of disability needed to make this commitment work.
- Review these commitments annually.