PAPILLON HOUSE SCHOOL
"Making a difference for autistic children and young people"

Post Title: **Occupational Therapist**

Band / Grade: Band 6 equivalent

Location: Papillon House School

Accountable to: Head of Therapy and Behaviour

Line Manager: Lead Occupational Therapist

Supervisor: Lead Occupational Therapist

Responsible for: Junior staff and students on practice placement

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Job Summary

To provide assessment, diagnosis, treatment and evaluation of the Occupational Therapy needs of the children attending Papillon House School. Interventions will be child-centred, and evidence based with the aim of reducing barriers to learning and increasing engagement and participation, enabling pupils to achieve their fullest potential in all areas of occupation.

Safeguarding

The safeguarding responsibilities of this post include daily, direct, contact with the children and young people in the School. Responsibility for contributing to the provision of a safe environment in which children can learn and be listened to. In addition maintaining up to date knowledge of safeguarding and child protection process and to follow appropriate process to act on concerns and observations. This post does involve regulated activity.

Communication and Relationship Skills

- To develop good working relationships to effectively communicate as part of the multidisciplinary team at Papillon House School, ensuring a holistic approach is utilised to support the children's development.
- To be proactive, liaising with and working in partnership with all members of the school staff team, children, parents/carers and other relevant professionals involved in the pupils' care.
- To use a range of written, verbal and nonverbal communication tools to effectively communicate with children, carers, school staff and external professionals/ agencies regarding complex assessment outcomes, treatment approaches, advice and professional opinion.
- To attend and contribute in staff meetings and in-service training as necessary
- To maintain accurate, legible and complete clinical records of all client related interventions in accordance with professional standards
- To support, advise and train school staff to incorporate therapy into the school environment through a variety of in-house training formats.

Analytical and Judgemental Skills

- To use excellent clinical reasoning skills in order to make professional judgements and clinical

decisions based on assessment findings
- To formulate and implement specific treatment plans to meet identified outcomes for children, including the setting of goals and timescales.
- To develop specialist programmes of care, based on best practice, to ensure effective and efficient intervention implementation by the therapists or others e.g. education staff (individual, group, direct and indirect interventions)
- To provide advice to others; education staff, parents, regarding the management and support of children with regulation difficulties.
- To monitor the effectiveness of intervention showing awareness and use of evidence-based practice and outcome measures.
- To make referrals to other professionals and agencies if required to address the child's global needs.
- To review and reflect on own practice and performance through the effective use of professional and clinical supervision, appraisals and attendance at relevant Special Interest Groups.
- To attend Educational Annual Review meetings and feedback information regarding the individualised OT provision and interventions the pupil has received.
- Ability to recognise own professional boundaries and knowledge limitations and access supervision, advice and support when necessary.

Planning and Organisational Skills
- Independently manages own time
- Independently prioritises and manages own caseload
- To provide OT intervention as specified in pupil individualised Education Health Care Plans.

Responsibility for Policy / Service Development
- To be aware of, adhere to and implement service and team plans and policies
- To be proactive in developing specialist knowledge and be able to comment on and contribute ideas towards proposed service / policy developments
- To be actively involved in the setting and monitoring of standards and policies
- To set and maintain a high standard of clinical care using evidence-based practice
- To maintain professional knowledge and awareness of clinical developments, analyse current research and participate in discussion and implementation on changes in clinical practice
- To be involved in departmental clinical audits when required.

Responsibility for Financial and Physical Resources
- To monitor levels of stock and request new equipment when required
- To be responsible for the security of client and confidential records
- To be responsible for the care and maintenance of equipment ensuring standards of infection control and safety are maintained.

Responsibility for Human Resources
- To adhere to the BAOT code of ethics and professional conduct and work in accordance with the Standards and Policies issued by the RCOT and HCPC.
- To be professional and legally responsible and accountable for all aspects of professional activities working within the codes of practice and professional guidelines
- To be responsible for the supervision and written assessment of OT students and junior staff where necessary, with support and guidance from senior therapists.
- To be reflective and engage in continuous self-directed learning that promotes professional development and quality of practice
- To take responsibility for identifying suitable courses and relevant training programmes to enhance own professional development, keeping abreast of new developments within relevant clinical fields.
- To provide opportunities for colleagues to learn about OT with support from senior therapists depending on knowledge and experience.
- To participate in team discussions, both OT specific as well as within the Therapy Department as a

whole.

Responsibility for Research and Development

- To contribute towards the shared responsibility for the setting, monitoring and evaluation of standards and policies
- To be involved in OT and departmental clinical audits

Freedom to Act

- To be professionally and legally responsible and accountable for all aspects of your professional activities working within the codes of practice and professional guidelines
- To close periods of treatment appropriately, agreeing a point of closure with the carers and other professionals involved

Records management

The post holder has a responsibility to maintain timely and accurate record keeping in accordance with professional guidelines

Confidentiality

To maintain client confidentiality and obtain informed consent

This is not intended to be a comprehensive description of the duties of this post. The post holder may be required to undertake other related duties in the line with the nature and duties of this post which are not specifically mentioned above.