



## **Job Description**

Position	Occupational Therapy Assistant - Band 3
Reports to	Therapy Lead
Location	Heathermount School

### **Main Purpose:**

- To work as part of a multidisciplinary team, supporting Occupational Therapists input within the school environment to address the emotional and behavioural needs of students with autism spectrum condition (ASC).
- To support and develop the staff team in their understanding of the emotional and behavioural needs of students with ASC.
- To liaise with external professionals and family members. To engage in relevant service evaluation and to advise other professionals as appropriate.

### **Main Tasks and Responsibilities:**

- Working closely with our certified Occupational Therapist, the Occupational Therapy Assistant (OTA) will implement programs to develop gross and fine motor skills, life skills, visual perceptual skills and functional skills during 1:1 work or small group input.
- The OTA will work closely with the Occupational Therapist to compile, implement and follow up on sensory diets and sensory circuits.
- Working with the Occupational Therapist they will also look at adaptive equipment to support independence.
- The OTA will also help manage client notes and files as well as develop therapy plans and goals for individual students.

### **Clinical / Professional Practise**

#### **Assessment procedures:**

- The OTA supports the OT during the assessment process by providing feedback about student functioning in the classroom and other settings (e.g. lunch hall, break time), arranging questionnaires, completing classroom observations and liaising with staff to gain feedback.

### **Therapy input:**

- The OTA follows a treatment program developed in collaboration with the Occupational Therapist. This may involve 1:1 therapy input (e.g. teaching specific techniques, working on developing specific skills), small group input (e.g. implementing handwriting programs, sensory circuits, Zones of Regulation) or in-class support.
- The OTA supports the implementation of sensory diets, follows up on input within classrooms and brings treatment that is not having the intended effect to the attention of the OT.
- The OTA plans, conducts and reviews one-to-one and group therapy sessions, ensuring activities and interventions continue to meet the needs of the student and are consistent with the provisions detailed in the student's therapy plan.
- The OTA has frequent liaison with class teachers and teaching assistants regarding difficulties and challenges students have within the classroom or school setting.
- The OTA works closely with other members of the multi-disciplinary team such as Speech and Language Therapy and Psychology, sharing knowledge, supporting therapy input or working jointly where applicable.

### **Admin:**

- The OTA manages, monitors and reviews an assigned caseload through regular consultation and liaison with professional and/or clinical colleagues.
- Maintains accurate and up-to-date records in the form of case notes, case files, clinical reports and other associated documentation presenting and sharing relevant information and knowledge concerning assigned clients with professional and/or clinical colleagues at regular case conference meetings or during supervision.
- Keeps an up to date audit of student needs (EHCP outcomes) and provision (therapy input).
- Oversees equipment orders and allocation of sensory or adaptive equipment for students. Keeps supplies ready by taking an inventory of stock, placing orders and verifying receipt.
- Develops resources for use within Heathermount School during individual, group or classroom settings.

### **Other Role requirements:**

- Maintains safe, secure and healthy work environment by establishing, following and enforcing standards and procedures, complying with legal regulations.
- Serves and protects the Occupational Therapy practice by adhering to professional standards, policies and procedures.
- Updates job knowledge by participating in educational opportunities, reading professional publications, maintaining personal networks, and participating in professional organisations.
- Maintains discipline in accordance with the school's procedure and encourages good practice with regard to appearance, behaviour, punctuality and standard of work.
- Attends open days, parent's evenings, review days and event meetings as required.
- Evaluates own practice in relation to student progress, targets and feedback from senior staff monitoring.
- Undertakes any self-development identified in Performance Management Review, personal training and development plans.
- Contributes to the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
- Critically evaluates own teaching and performance to improve effectiveness.
- Provides a role model for students and other staff through consistent professional conduct.
- Undertakes any other duties as may from time to time be specified by the school, that is within the level and responsibility appropriate to the grade of post.
- Completes relevant annual obligatory training (e.g. Safeguarding/Prevent training).
- Good interpersonal, oral and written communication skills – listening, understanding, ability to express yourself clearly.
- Understand data protection/confidentiality and need for accurate and timely recording.

### **Personal Development, Supervision and Training:**

- To be accountable for own practice and take every reasonable opportunity to continuously maintain and improve own knowledge, expertise, professional competence and support continual learning and development, to ensure up to date knowledge relevant to the role.
- To use reflective practice, identify own learning needs through proactive participation in clinical supervision, and demonstrate commitment to recording of continuous professional development.
- To participate in regular training sessions, both formal and informal, on a variety of topics relevant to the role in agreement with the Therapy Lead.
- To participate in regular support and supervision from line management



- To attend and implement all mandatory training provided by Cavendish Education and be aware of other learning opportunities.
- To develop a job plan with the line manager to support the delivery of the role.
- To attend and participate in regular team and other meetings, both internal and external.
- To work within the limits of your own competence and seek advice and support when needed.
- To undertake any other duties as may from time to time be specified by the school, that is within the level and responsibility appropriate to the grade of post.
- To undertake any reasonable travelling requirements, to fulfil the tasks and responsibilities of the role.

### **Policies and Procedures:**

- The post holder will be expected, at all times, to be familiar with and comply with the written policies, procedures and guidelines for good practice, issued by Heathermount School and Cavendish Education.
- Ensure the Health & Safety policy and procedures are adhered to at all times.
- Take personal responsibility for your own health and safety and report incidents and potential hazards as necessary.

### **Emotional, Physical and Mental Effort:**

You will be required to effectively manage your time to balance the demands of this role in an environment that can have unpredictable work patterns during your working time, changing priorities and frequent interruptions. You should be able to quickly and effectively adapt your working practices to meet the needs of the students and staff you are working with.

As a result of their Autism and/or comorbid difficulties, some students may exhibit challenging behaviours such as swearing, disengagement, shutdown, and aggression. You will need to be able to manage these behaviours with compassion and professionalism. At Heathermount we aim to de-escalate situations and you will only be required to use appropriate physical intervention techniques if the risk to the student or others is deemed unsafe. You will be trained in our physical intervention approach.

### **Child Protection:**

All employees have a duty for safeguarding and promoting the welfare of children and young persons. Staff must be aware of the school's procedures for raising concerns about children's welfare and must report any concerns to the Designated Safeguarding Lead without delay. Staff must also ensure they complete the



appropriate level of safeguarding children training identified by the school as relevant to their role.

**Values, Ethics and Confidentiality:**

When working for Heathermount School all employees are required to work responsibly and be accountable for their actions, upholding dignity and the rights and health and wellbeing of our students and their colleagues. This is achieved by ensuring that the school's values and behaviours are demonstrated in everything we do, and this creates the culture of the school.

To be aware of Equality Diversity & Inclusion characteristics and ensure that these are considered appropriately throughout all work undertaken.

All staff are required to respect the confidentiality of all matters they may learn relating to their employment, other members of staff and the public.

This job description is intended to be a dynamic document, subject to agreed alteration and development in line with the evolution of the role.

Staff members name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_