



Job Description

<i>Job Title:</i>	Occupational Therapist
<i>Hours:</i>	3 days (22.5 hours per week): 52 – 48 week contract negotiable
<i>Base:</i>	Fleming House, Romsey, Hants
<i>Accountable to:</i>	Director of Alex Kelly Ltd
<i>Qualifications:</i>	Registered Occupational Therapist

Job Summary

The post holder will work as an Occupational Therapist (OT) under the direction of Alex Kelly, Director of Alex Kelly Ltd. Alex Kelly Ltd is an independent provider of Speech and Language Therapy (SLT) & OT, training and a Day Service 'Speaking Space'. You will join a team of 27 staff who are a mixture of SLTs, OTs and support workers. You will provide an occupational therapy service into a number of schools within Hampshire for children with ASD (autistic spectrum disorder), LD (learning disability) and/or SEMH (social, emotional and mental health). This will include working closely with the coordinator of school services within the designated schools, liaising with the school SENCOs, training teaching staff, overseeing referrals to the OT service and organising the timetable. In these schools you will manage a specialist caseload independently and this will include assessment, diagnosing, prioritizing, managing intervention, evaluating, measuring outcomes of practice and discharging children with sensory processing disorders, engagement or independence needs, functional performance, posture and seating, aids and equipment as requested. You will develop and implement specialist treatment packages for children and will be accountable for your own professional actions and for ensuring others involved in implementing these are adequately trained. You will work closely with teaching staff and other professionals as appropriate, providing advice, training and education as necessary. You will also be asked to do some consultancy work across Hampshire. This would primarily be providing 1:1 OT intervention within schools or family homes and on occasions within Fleming House.

You will be line managed by Naomi Pearson, service development manager at Speaking Space and you will be supervised by Ellie Jones (OT). As part of your job, you will be given time within your week to complete CPD (continuing professional development). There is also opportunity to complete specific projects during school holiday time.

Main Duties - Clinical

- 1 To provide a specialist occupational therapy service within the designated areas of service and to be accountable for their own professional actions.
- 2 To manage a specialist caseload. This will include assessing, diagnosing, prioritising, onward referring, managing intervention, evaluating, measuring outcomes of practice and discharging children with sensory processing disorders, engagement or independence needs, functional performance, posture and seating, aids and equipment as requested.
- 3 To develop and implement occupational therapy programmes for children within the schools. To be accountable for ensuring others involved in the implementation of these are trained adequately.
- 4 To give advice to teachers on meeting the sensory, engagement and independence needs of children within the classroom.
- 5 To identify training needs relating to sensory, engagement and independence needs of clients.
- 6 To be responsible for providing information to the directors of Alex Kelly Ltd for the purpose of planning and policy development/issues including the prioritising of needs relating to occupational therapy within the schools.
- 7 To advise on any changes in the pattern of need for the provision of therapy.



- 8 To advise on appropriate materials, strategies and tools to develop sensory, engagement and independence skills and awareness throughout the services.
- 9 To participate in specialist multi-disciplinary/joint assessment, as appropriate which may result in joint multi-agency working.
- 10 To provide advice and necessary documentation as agreed to inform relevant people of pupil progression.
- 11 To liaise with parents and give advice on relevant programmes to be used within the home.
- 12 To manage own time and be able to prioritise tasks.

Professional

- 13 To be responsible for the supervision of any designated LSAs working with children with communication difficulties.
- 14 To initiate, implement and monitor evidence based practice and clinical audit within the specialism.
- 15 To attend team meetings, specialist meetings, and in service training.
- 16 To implement and monitor professional guidelines and standards.
- 17 To participate in clinical supervision/mentoring.

Education

- 18 To comply with HCPC requirements for continuing professional development.
- 19 To be responsible for individual course planning, implementation and evaluation.

Administrative

- 20 To be responsible for ensuring that clinical records are up to date and accurate in line with professional standards and ensuring compliance with the agreed record keeping systems of the Company.
- 21 To maintain an accurate record of clinical activity on a weekly basis and collect and collate other information as required by Alex Kelly Ltd.

General Requirements

- 22 Ensure the company's policies and procedures are adhered to at all times, including taking all reasonable steps to manage and promote a safe and healthy working environment which is free from discrimination.
- 23 Ensure compliance with the Company's policy on confidentiality and the Data Protection Act 1998 as amended relating to information held manually or on computerised systems.
- 24 To ensure a constant awareness of health, welfare and safety issues affecting you, colleagues, patients and visitors, reporting any accidents or fault in line with Company or school policy.
- 25 To participate in personal training and development, including the appraisal process and attend all relevant training courses as required.



Person Specification

Requirement	Essential	Desirable
Education/Qualifications:		
Registered member of BAOT and HCPC	X	
Sensory Integration training	X	
Experience:		
Experience of working in learning disability and autism		X
Experience of working with people with social, emotional and / or behavioural difficulties		X
Experience of working within a school setting		X
Experience of supervising others		X
Experience of developing and implementing training packages		X
Skills/Abilities:		
Ability to define differential diagnosis on the basis of evidence from assessment	X	
Ability to use own judgement and initiative	X	
Ability to work on own initiative and prioritise workload	X	
Strong communication skills	X	
Excellent social skills	X	
Good organisational skills	X	
Reflective practitioner	X	
Ability to support less experienced staff e.g. support workers, TAs	X	
Presentation skills		X
Problem solving skills	X	
Driving licence		X
Knowledge:		
Knowledge of the general needs of children with LD and ASD	X	
Knowledge of sensory, engagement and independence needs of children with LD and ASD	X	
Knowledge of sensory, engagement and independence needs of children with SEMH	X	
Disposition		
A passion for working with people with disabilities	X	
Good sense of humour	X	
Open and friendly manner	X	
A team player	X	
Efficient and dependable working practices e.g. punctual and reliable	X	

NB This job description seeks to outline the key duties and responsibilities of the post; it is not a definitive document and does not form part of the main statement of Terms and Conditions. The job description will be reviewed during the annual appraisal process.

The post holder may be required to undertake other duties as required, which fall within the grading of this post, to meet the needs of this new and developing service.