

## **BEDELSFORD SCHOOL**

### **JOB DESCRIPTION**

#### **OCCUPATIONAL THERAPY ASSISTANT**

#### **GRADE D+2**

**Responsible to:** Principal/ Vice Principal in liaison with OH&AT Paediatric Occupational Therapist

**Responsible for:** Pupils as Instructed by Senior Leadership Team in liaison with OT

**Important Internal Relationships:** Pupils, Staff, OHC&AT, Healthcare Team and Governors.

**Important External Relationships:** Parents, Local Authorities/AFC, Visitors, Police & Support Agencies.

#### **Main Purpose of Job:**

To provide assistance to the teaching and support staff to work towards achieving pupils ILL's within the allocated school provision and to support the Occupational Therapists, on delivery of current therapy programmes for students, who are based within the school.

To actively participate within the whole school team, develop good relationships and promote harmony in the school.

#### **Main Responsibilities:**

##### **Therapy/Class Duties:**

- To assist with the implementation of pupil occupational therapy programmes and reviews within the educational setting (group and individual), under regular direction and monthly supervision with the Therapist.
- To develop an awareness and understanding of the specific needs of each child and to monitor individual responses for feedback (needs and progress) to the Therapist during supervision.
- To establish and develop a supportive relationship with the pupils, their parents/carers and class staff and support/direct therapy programmes being implemented at agreed times and under appropriate conditions across the week by key/named staff.
- To establish, implement and develop a good collaborative working relationship with appropriate professionals within the Educational and Health services and attend Multidisciplinary meetings or case/annual reviews when appropriate.
- To be aware of the need to maintain the dignity of every child and confidential issues that pertain to them.
- To maintain a comprehensive log of progress and observations made within group/individual programmes, as advised by the Therapist.

- To obtain, prepare, maintain and clean therapy equipment and materials.
  - To prepare and clear treatment areas between treatment sessions.
  - To be willing and able to learn about specialist therapeutic equipment and techniques/approaches.
  - To monitor the safe and appropriate use of equipment by the pupils and class staff.
  - To follow the guidelines for individual support, care needs and medical interventions (including but not exclusively gastro feeding, suctioning and tracheostomy, administering drugs). undertaking any required training.
  - To ensure pupils are moved according to their written manual handling care plans, raising any concern with the Senior TA responsible for manual handling.
  - To prepare classroom/corridors to the standard as directed by class teacher.
  - To engage with pupils during lesson and break times, promoting their independence and communication as outlined in the School's curriculum aims and pupils' Individual Learning Intentions.
  - Develop positive activities for the pupils and establish constructive relationships with them.
- Make suggestions towards the development and assist in the implementation of Individual Learning Intentions/Behavior Plans and Personal Care and feeding programmes too.

#### **Administrative Duties:**

- Filing for each of the children's educational/therapy needs.
- Maintaining/using the computerised system for all therapy/education processes.
- Collating & distributing reports and therapy programmes.
- Taking responsibility for the organisation & administration of groups [in conjunction with therapy guidance], including booking appropriate space, advising all relevant persons, preparing resources etc.
- Take a lead role in scheduling regular weekly therapy sessions and being a key contact for therapy feedback from staff/parents etc.
- Answering the telephones and taking messages efficiently.
- To carry out direct work with student's including, planning, implementing and recording individual sessions in three different recording systems – ACN –RBK, MIS – OHCAT, paper system – TSSC
- Assist with Seating Clinics: Monitor appropriate referrals, assist in collating lists of learners for seating clinics, set up of area as well as make modifications and adjustments to current seating systems under the guidance of the Therapist.

- To complete clinical notes of interventions through Advanced Care Notes, MIS for OHCAT and other systems as appropriate.
- Monitoring and keeping a record of student equipment and programmes within classrooms.
- Assist to organise Hand Splint Clinic: writing/distributing appointment letters, recording in a school system, ACN, Modern desktop.
- Hand Splints ordering process: creating a quote, emails, phone calls, recording and tracking all process in two different systems.
- Equipment ordering process: Ordering of resources and equipment as advised by Therapist.
- Equipment monitoring process: Regular updating of equipment inventory as well as appropriate labelling of equipment as per equipment policy.
- Gathering & collating information for therapists.

#### Education and Training/Self-Development:

- To attend/assist in service training provided by the therapist.
- To attend statutory training as required by Education and appropriate training for Health e.g. Moving & Handling, Paediatric Resuscitation.
- To identify own training and development needs and undertake appropriate training/education as required, supported by regular Personal Development Plan [PDP].
- To be aware of the Health & Safety aspects of work, and adhere to school Policies

#### Other duties:

- Contribute to the overall corporate ethos, vision and philosophy of the school
- Work as a member of a team, planning co-operatively, sharing information, ideas and expertise.
- Establish and maintain a positive regard towards both pupils and staff.
- Be willing
- Be aware of, and comply with policies and procedures relating to safeguarding, health and safety and data protection, reporting all concerns to an appropriate person
- Have full regard to Equality of Opportunity and comply with policies and procedures to this effect.
- Be aware of confidential issues and to keep confidences as appropriate
- Attend and participate in meetings as is reasonably required. Participate in training and other learning activities as required, this may occasionally involve twilight training sessions.
- To attend school on INSET Days, if part of your working week, and be involved in training.

- To undertake any other duties as required as directed.
- No annual leave to be taken in term time.

Julia James

Headteacher

Date

BEDELSFORD SCHOOL

Occupational Therapy Assistant

Date

**OCCUPATIONAL THERAPY ASSISTANT PERSON SPECIFICATION (GRADE C)**

Essential	Desirable
Experience	
Experience of working with, or caring for children	Experience of working with SEN
	Knowledge of occupational therapy
Basic ICT Skills	
GCSE Maths and English Grade C/5 or equivalent	
Personal Attributes	
Ability to work constructively as part of a team	
A good range of communication skills	
Ability to follow instructions	
Commitment to promoting and safeguarding the welfare of children	
Willingness and ability to learn new skills in relation to SEN	
Qualifications	
	Makaton or other sign language
	ICT qualification