

High Grange

Occupational Therapist

Job Specification

Job Title: *Paediatric Occupational Therapist*

Reports to: *Principal, Headteacher, Head of Therapy, Schools' Board of Directors*

Type of Position: *Part time 0.8 WTE*

Salary: *Band 6*

Deadline: *29th May 2026*

Interviews: *Week Commencing 8th June 2026*



Job Summary:

- To demonstrate specialist clinical skills and knowledge of children's occupational therapy as it relates to autistic spectrum disorder. This must include Paediatric and Sensory Integration training and experience.
- To assess the occupational performance and functional needs of the students on caseload.
- To plan, implement and evaluate occupational therapy for this caseload on an on-going basis.
- To work collaboratively as part of an integrated, multidisciplinary team, enhancing students' access to a broad and balanced curriculum.
- To contribute towards the provision of advice, training and information to education staff and other health professionals within the school environment.
- To liaise with parents/carers and external agencies.

SPECIFIC DUTIES AND RESPONSIBILITIES

Student Provision

- Contributing towards the ethos of the school, especially via appropriate provision for each student, which enables them to make good academic progress and provides a positive educational experience
- To carry a specific allocated defined caseload of young people, with responsibility for implementing the occupational therapy process in an effective and efficient manner
- To select and conduct specific specialist occupational therapy assessments, addressing the sensory, physical, psychosocial, behavioural, perceptual, cognitive and environmental needs of students.
- To independently plan, organise, provide and evaluate specialist occupational therapy in consultation with other colleagues, adopting a client centred or family centred approach to therapy, collaborating with clients (and/or carer(s) where appropriate) in all aspects of the therapy process (assessment, planning, evaluation, reporting).
- To provide individual or group therapy for students with identified occupational therapy needs, consistent with the outcomes focused approach in the child's Education, Health and Care Plan (EHCP) and/or Individual Education Plan (IEP).

- To provide written assessment reports, confirmation review reports, EHCP reports, and annual review reports.
- To demonstrate excellent communication skills with other professionals, carers/parents and the student.
- To maintain up to date and accurate case notes in line with College of Occupational Therapy (RCOT) professional standards.
- To adhere to the Health and Care Professions Council standards (HCPC) and Royal College of Occupational Therapy (RCOT) Code of Ethics and Professional Conduct (2017) and school policies and procedures.
- To share information with others, observing data protection guidelines.
- To demonstrate clinical effectiveness by use of evidence-based practice and outcome measures.
- To generate appropriate strategies for caseload management.
- To monitor the occupational performance and emotional well-being of the client, adapting and facilitating intervention according to perceived client needs.
- To seek opinion from other relevant professionals to form analysis and clinical reasoning where appropriate
- To assume delegated tasks as requested by senior OTs, including participation in working groups, policy development groups.
- To contribute in the development of behaviour management plans, individual education plans, risk assessments and EHCPs.
- To be involved in service development/implementation.
- To advise senior OTs on issues of service delivery including unmet need, shortfall, service pressures etc.
- To be well informed of, adhere to and implement departmental and school policies and guidelines.

Equipment Resources

- To monitor equipment, stock levels and request new equipment as appropriate.
- To be responsible for the prescription, security, care and maintenance of occupational therapy equipment ensuring standards of infection control and safety are maintained.

Development and Training

- To supervise the role of occupational therapy students, students from other professionals, as relevant.
- To provide mentoring, advice and support to colleagues, student occupational therapists, students of other professionals.
- To provide clinical information, professional advice and guidance to other members of the integrated team in relation to occupational performance and sensory processing dysfunction.
- To participate in and develop innovations in areas of risk management, quality standards setting and clinical effectiveness.
- To identify personal training needs. To develop knowledge, skills and expertise within this specialist paediatric area.
- To be responsible for obtaining regular informal and formal supervision.
- To maintain up to date CPD.