



Job Description

Specialist Occupational Therapist

Reporting to: Clinical Lead

Responsible for: This role may have responsibility for supervising junior members of the team and/or students on placement as required.

Aims of the post

The post holder will report to and work closely with the Clinical Lead, along with other members of the Integrated Therapies Team and Educational and Care Senior Management Teams.

The post holder will be responsible for supporting clinical work as part of the Integrated Therapies Team, representing the organisation by providing support and guidance to team members and the wider staff group and ensuring a client focused service. The role is a collaborative one working with individuals and groups across professional and organisational boundaries.

Main purpose of the job

- Work as part of the Integrated Therapies Team to deliver a Specialist Occupational Therapy Service to children in primary and secondary education, young adults in specialist further education and children and young people experiencing care with speech, language, and communication needs (SLCN), sensory and occupational needs within the context of neurodevelopmental conditions, e.g., autism, and/or social, emotional and mental health needs (SEMH) and/or eating, drinking, and swallowing difficulties.
- Manage a complex caseload of children and/or young adults with needs which may include learning difficulties and disabilities, autism, ADHD, SEMH and Developmental Language Disorder (DLD) and other associated or co-occurring communication, occupational or sensory difficulties and/or eating, drinking, and swallowing difficulties.
- Will support the Clinical Lead by providing supervision to junior members of the team or students on placement as required.
- Will work as part of a multidisciplinary team with internal and external colleagues.
- Will provide training and education to Phoenix Learning and Care colleagues and parents/carers or others as required.
- Will develop and deliver therapy programmes to children and/or young adults in specialist educational services with SLCN, sensory and occupational needs.

Competency 1: Clinical Responsibilities

- 1.1 To adopt and demonstrate a pro-neurodiversity and trauma informed and reducing approach to working with neurodivergent children and adults.
- 1.2 Independently assess, diagnose, formulate provision maps, write letters and assessment reports and provide appropriate intervention for children and/or young adults in specialist education with complex SLCN, sensory and occupational needs and/or their teachers and carers.
- 1.3 Work individually and as part of the multi-disciplinary Integrated Therapies Team and wider Adult Services, Childcare and Education teams to provide a service for children and/or young adults with complex SLCN, sensory and occupational needs including related to behaviours of concern or distress.
- 1.4 To monitor, evaluate and modify goals/treatment using appropriate outcome measures to ensure effectiveness of interventions.
- 1.5 To be able to work within the context of a Positive Behaviour Support framework (non-aversive with a focus on quality of life and ensuring that our practice honours neurodivergent autonomy, agency, promotes acceptance, and authenticity).
- 1.6 Review and discharge children and/or young adults with complex SLCN, sensory and occupational needs appropriately (within the context of an open caseload), making onwards referrals where necessary.
- 1.7 Adapt practice to meet an individual's circumstances, including due regard for cultural and linguistic differences and stress or distressed behaviours.
- 1.8 Select and prepare appropriate equipment or resources required for the implementation of the Occupational Therapy provision map.
- 1.9 Regularly work alongside and in collaboration with other members of the Integrated Therapies Team, including Associates and identify opportunities for joint clinical working.
- 1.10 Regularly work alongside and in collaboration with other care and educational professionals to ensure open communication is maintained and an effective Occupational Therapy service is provided.
- 1.11 Maintain clear lines of communication with the referrers of assessment, intervention, and outcomes.
- 1.12 Carry out lone or joint admissions assessment visits for potential new service user placements as agreed with the Clinical Lead or Therapies Director.
- 1.13 Refer on to other specialist services and agencies as appropriate.
- 1.14 Attend and contribute to wider team meetings as required.
- 1.15 Provide training to team members to promote the understanding of Occupational Therapy and the needs of children with complex SLCN, sensory and occupational needs, including but not limited to, autism and SEMH.
- 1.16 Actively involve children and/or young adults with complex SLCN, sensory and occupational needs in decisions about their own healthcare including but not limited to, goal setting and review, experiences of the Occupational Therapy service, inputting into their EHCP reviews, and informing capacity assessments and best interest decision making as appropriate.
- 1.17 Demonstrate skills in motivating children and/or young adults with complex SLCN, sensory and occupational needs, teachers, families and/or paid carers to engage with

Occupational Therapy and the MDT as indicated and always within a Neurodiversity-affirming and trauma reducing context.

- 1.18 Support and mentor Occupational Therapy students on placement, demonstrating the power and benefit of direct therapy in addressing communication, sensory and occupational difficulties in the context of supporting and reducing SEMH.
- 1.19 To provide assessment, advice and guidance to other children and adults receiving education or care from Phoenix Learning and Care Group Services, across a large geographical area, as required by the organisation and agreed with the Clinical Lead or Therapies Director.

Competency 2: Leadership Responsibilities

- 2.1 To provide supervision to junior members of the team, including assistants and students on placement as required. This may include clinical or professional supervision as agreed with the Clinical Lead.
- 2.2 Participate in the team appraisal system and agree a plan of objectives for personal and professional development with the supervisee. Objectives set will reflect the Service and Phoenix Learning and Care Group's plans, including specific objectives relating the areas of work.
- 2.3 Take the lead on organising and running internal peer supervision groups, agreeing format and frequency with the Clinical Lead when required.
- 2.4 Where agreed with the Clinical Lead or Therapies Director, carry out independent auditing activities to review aspects of the Occupational Therapy Service.
- 2.5 To contribute to service/policy development as directed by the Clinical Lead or Therapies Director, including quality standards setting and clinical effectiveness, using specialist knowledge.
- 2.6 To carry out delegated responsibilities, e.g., chairing of team meetings, and/or oversee the development of clinical practice and governance on behalf of the Clinical Lead where necessary.
- 2.7 Contribute to the ongoing growth of the Allied Health Professions service ensuring sustainability and the delivery of prudent healthcare.
- 2.8 Use negotiation skills in the management of conflict across a range of situations and deal with informal complaints sensitively, avoiding escalation where possible and liaising with the Clinical Lead.
- 2.9 Managing up any concerns raised through supervision or support of junior members of the team.

Competency 3: Service development, research and admin duties

- 3.1 To carry out a range of administrative duties including answering queries, booking appointments, and gathering data.
- 3.2 To complete a range of word processing tasks.
- 3.3 To create a range of therapy resources as required.
- 3.4 Contribute to research, as appropriate, and participate in departmental research design and implementation.

- 3.5 To participate in local clinical governance/audit/research projects by providing data as required, and may, with support, contribute to departmental audit/research design.
- 3.6 Carry out appropriate measures to monitor efficacy of management, as required, and to contribute to the overall measurement of standards.
- 3.7 Maintain and provide full, accurate and comprehensive case records and reports as required by HCPC, the EHCP process and Integrated Therapies Team standards.
- 3.8 To be responsible for the security of own case notes and equipment in base and in transit.
- 3.9 To obtain informed consent to treatment and document this in accordance with service procedures.
- 3.10 To complete appropriate risk and other assessments and document them in a timely manner in accordance with company policy.
- 3.11 To ensure all equipment/tools/materials used for therapeutic activities/interventions are maintained in a safe and proper condition and appropriately risk assessed.

Competency 4: Personal and professional development

- 4.1 Undertake mandatory training and any other training relevant to the role as required by the organisation.
- 4.2 To maintain and extend clinical knowledge by reading, case discussion or attending training and clinical excellence networks (CENs). These may be during work hours or self-directed learning outside of work time.
- 4.3 To attend and actively participate in regular Allied Health Professionals and Integrated Therapies Team meetings and away days to review and develop the delivery of the service.
- 4.4 To maintain a written record of continual professional development.
- 4.5 To be continually committed to Neurodiversity Affirming Occupational Therapy and own development of skills and knowledge in this area.

Competency 5: Health, Safety & Wellbeing

- 5.1 Take care of your own health and safety and that of people who may be affected, including People we support, fellow colleagues and visitors by what you do (or do not do).
- 5.2 Cooperate with others on health and safety, and not interfere with, or misuse, anything provided for your health, safety or welfare.
- 5.3 Follow the Company's Policies and procedures, training and instruction you have received while at work.
- 5.4 Immediately report and Health and Safety concerns to your line manager.
- 5.5 Safeguard and protect children and adults at risk at all times and report any concerns as per the organisation's safeguarding policies.

Competency 6: Relationships

- 6.1 Establish and maintain balanced and cordial relationships with employees, leaders, customers, the local community and other parties to whom Phoenix has dealings.
- 6.2 Always represent the Company and our services in a professional way.
- 6.3 Work as an integral part of the Integrated Therapies Team promoting joint working wherever possible.
- 6.4 Work as an integral part of the operational team; supporting the operations team to provide high quality customer service.
- 6.5 Take steps to ensure confidentiality of records & information in day-to-day communication & understand when certain information may need to be passed on.
- 6.6 Develop positive and proactive relationships with Central Support 'Hub' services (e.g. Recruitment, Central HR Administration, Finance, Maintenance, IT and other central support services).

Competency 7: Personal Responsibilities

- 7.1 The post holder must adhere to the organisations risk assessment and risk management processes.
- 7.2 It is a condition of your employment that you are currently registered with HCPC and it is your responsibility to maintain your professional registration.
- 7.3 Participate in clinical supervision on a regular basis.
- 7.4 Maintain an understanding of the legal framework within which our services operate; supporting to develop policy in line with current legislation and keeping abreast of modern commercial procedures and best practice.
- 7.5 Plan, manage and prioritise own complex caseload independently within agreed systems and processes and with the support of the Clinical Lead.
- 7.6 Understand your responsibilities for safeguarding when interacting with people we support, their personal information and when visiting any of our services.
- 7.7 This role will act as a role model for the Phoenix Values and Code of Conduct.
- 7.8 To maintain appropriate confidentiality of information relating to the Company and its employees and maintain compliance with the Data Protection Act and General Data Protections Regulations (GDPR).

Competency 8: Working Conditions

- 8.1 The post holder will be required to regularly lone work.
- 8.2 They may experience children, young people or young adults who present with distressed or stress behaviours and anxiety and who find it difficult to engage with formal means of assessment.
- 8.3 They will be expected to cope with relatives or carers experiencing, anxiety, shock and distress.
- 8.4 They are likely to be required to impart complex or sensitive information to service users or carers where understanding may be limited.
- 8.5 The post will require frequent travelling to various Phoenix Learning and Care Group settings and, on occasions, further afield, for example for their own training.

- 8.6 The post holder will be required to work with technology to deliver the service and achieve their role within the team, for example, use of online platforms such as Microsoft Teams and Zoom to attend meeting, deliver assessment, therapy or training.
- 8.7 This role will include working on complex caseloads or projects which will require the post holder to have the necessary focus and energy to meet service need.

Person Specification

APP – Application INT = Interview AST = Assessment

Essential Criteria	Measurement		
	APP	INT	AST
Recognised degree in Occupational Therapy	✓	✓	
HCPC registration and membership with the Royal College of Occupational Therapists	✓	✓	
Solid experience as an occupational therapist, and the ability to demonstrate relevant experience in the field of learning disabilities/SEMH	✓	✓	
Ability to demonstrate judgement in complex clinical/operational problems, which require investigating, analysing, assessing and resolving	✓	✓	
Demonstrate an empathy and interest in clients/and their occupational therapy needs.	✓	✓	
Knowledge, belief in and skills working within a pro-neurodiversity approach	✓	✓	
Positive interpersonal skills – able to communicate appropriately with team members, carers, patients e.g. delivering difficult messages	✓	✓	
Evidence of working across multi-disciplinary and multi-agency boundaries	✓	✓	
Proactive in identifying own learning needs and filling knowledge gaps, for example, through self-directed learning	✓	✓	
Evidence of initiative and leadership	✓	✓	
Good communication, conflict resolution and negotiation skills, for example, being able to independently handle difficult conversations with parents, carers and other professionals.	✓	✓	
Relevant experience in managing risk and evidence of ability to make decisions as part of a team, regarding people in crisis.	✓	✓	
Driver with a full clean licence	✓	✓	
Ability to travel independently across the Southwest and South Wales and on occasion, further afield	✓	✓	
Experience of writing training materials and delivering training to others	✓	✓	

Desirable Criteria	Measurement		
	APP	INT	AST
Wheelchair accredited	✓	✓	
Post graduate certificate or diploma in Sensory Integration	✓	✓	
Post graduate training in relevant topic, e.g., autism, SEMH, dysphagia, and/or trauma and attachment at Masters or Post Graduate Certificate/Diploma level	✓	✓	
Post graduate qualification in supervising, mentoring or coaching others or a willingness to work towards	✓	✓	
Experience of performance management	✓	✓	
Positive Behaviour Support (PBS), including carrying out functional behavioural assessment, writing or contributing to PBS plans and experience	✓	✓	

Desirable Criteria	Measurement		
	APP	INT	AST
in running interventions to promote capable environments or willingness to undertake informal or formal training in PBS			

Competency Framework

Core	
Demonstrates fortitude in actions and personality	
Continued focus on people we support and engage with	
Communicates and interacts with colleagues positively	
Take responsibility for personal practice and development	
Strives for quality improvement	
Delivers functional competencies	As set out in your job description.

Leadership	
Shares and develops relationships	
Champions team culture and purposeful development	
Plans effectively and delivers innovatively against business objectives	

Values

Organisation Values		Measurement		
		APP	INT	AST
Nurture	To support, cherish and encourage the individual based on their own opportunities now and into the future.	✓	✓	✓
Flourish	To provide the right environment and encouragement for each individual to make their own unique achievements.	✓	✓	✓
Grow	To foster, cultivate and develop positive relationships and progression.	✓	✓	✓

Team Charter		Measurement		
		APP	INT	AST
Honesty	Mutual honesty is the cornerstone of any relationship we build with the people we work with.	✓	✓	✓
Empathy	We work to understand and empathise with all the individuals we care for – it is important we show empathy and not sympathy.	✓	✓	✓
Aspiration	We work to assist all individuals aspire to achieve their goals and outcomes.	✓	✓	✓
Respect	We treat others in the same way we wish to be treated and to build shared respect.	✓	✓	✓
Teamwork	We strive to provide consistency in our approach through effective teamwork and to bring the best out of each other.	✓	✓	✓