

Job Description

# Job Title Occupational Therapist

**Location** Henshaws Specialist College, Harrogate

**Salary** £15.27 per hour, £29,379.48 per annum

**Hours per Week** 37 hours per week

**Weeks** 52 weeks per year

**Annual Leave** 25 days holiday per year (to be taken during College holiday) plus 10 days statutory holidays

**Reports to** Lead Physiotherapist / Deputy Head of Therapy

**DBS Check** Enhanced Check with child barring list and adult barring list (College student ages range from 16 – 25 years old)

**Job Summary**

This role will lead on the delivery of Occupational Therapy provision and treatments based on a comprehensive assessment of need that results in high quality, evidence based, and cost effective programmes to meet the needs, abilities and aspirations of service users, students and funders. The post holder will ensure high quality therapy delivery and contribute towards the self-assessment processes to ensure continuous improvement across the College. The role involves providing support, advice, and guidance to our colleagues and other professionals.

**Key responsibilities**

Design and deliver high quality occupational therapy treatment and programmes, to ensure that individual students and service users’ needs are met, monitored and evaluated to a high standard.

Treatments and programmes may include but are not limited to: eating and drinking, personal care, hand function, independent living skills, moving and handling, community access, travel training, plan-shop-cook, access to work, and sensory development and integration sessions.

Contribute to the achievement of income generation targets by offering a flexible service from the occupational therapy team to meet requests and needs for services.

Contribute towards the self-assessment and quality processes to ensure that the highest standard of therapy and practice is achieved including peer review and observations.

Keep up to date with new developments and share best practice with colleagues to ensure the service follows current evidenced based practice.

Review and develop all occupational therapy programmes and delivery in response to evolving needs.

Develop and use effective treatments and resources to deliver measurable outcome driven programmes based on the findings of the initial assessment linked to a student’s EHCP.

Develop and deliver training sessions/programmes to colleagues and wider audiences where appropriate to raise awareness and promote best practice.

Support the students’ personal development and transition needs through liaison with external agencies, other professionals and the Transition Team. The service is person centred and promotes a multi-disciplinary approach to programme development, improvement and evaluation.

* Undertake initial therapy assessments for potential new students/service users and create a report based on education, health and care plan outcomes
* Assess, plan, deliver, record, evaluate and report on the development, progress and achievement/attainment of students and service users.
* Produce and monitor the quality of supporting information including individualised therapy support plans.
* Work within Health Care Professions Council boundaries and deliver accredited awards as appropriate. Ensure all associated administration and reports are completed to a high standard.
* Embed therapy best practice into other curriculum areas and assess/evaluate the impact of these interventions.
* Line manage, support, supervise and conduct appraisals for occupational therapy assistant. This will include absence management and performance management where appropriate.
* Direct Enablers and therapy assistants, providing guidance and coaching where appropriate to ensure that all treatments and programmes are effectively supported and evaluated.
* Promote student centred treatment model. Encourage students to take responsibility for their own treatment/programmes
* Ensure and support students to adhere to the Code of Conduct.
* The employee may on occasions be called upon to undertake work in other locations in order to ensure obligations to students, service users and third parties are fulfilled.
* Take responsibility for any aspect of Health and Safety relevant to your role including, duty of care, risk assessments and responsibility for the safety of yourself and others.
* Maintain an inventory of equipment; operate within budget to maintain an effective level of resources.
* Take lead responsibility in College for assessing and monitoring all students who use wheelchairs. Liaise with equipment suppliers or wheelchair services regarding repairs and replacement

**General**

* Attend all Henshaws mandatory and compulsory training sessions, taking responsibility to ensure training is up to date at all times.
* Take responsibility for your own personal and professional development, including CPD where appropriate.
* Facilitate training and knowledge sharing across Henshaws Society, and other providers where appropriate.
* Adhere to and support others to uphold Henshaws Values: Inspiring, Proactive, Sharing, Compassionate, Empowering, Informed
* Offer a flexible approach to working hours to meet the needs of the organisation.
* Represent Henshaws in professional manner at all times, contributing to fundraising, marketing and recruitment activities for Henshaws Society as required.
* The employee may on occasions be called upon to undertake work in other locations in order to ensure obligations to students, service users and third parties are fulfilled.
* Comply with Henshaws Health & Safety requirements and be aware of and adhere to current Henshaws policies and procedures
* Any other duty as required by the line manager commensurate with the post.

Person Specification

In order to be shortlisted you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will then use the
desirable criteria to produce the shortlist.

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| **2ticklogo** | All disabled candidates who meet the minimum essential criteria will be included on the shortlist. |
|  | **Criteria** | **Essential or Desirable** | **How Identified***Application form / Interview / Selection test / copy of certificates.* |
| **Skills and Experience** | Recent experience of delivering programmes of treatments to people with a range of complex needs | Essential | Application forminterview |
| Experience of facilitating initial therapy assessments to create a programme of therapy/treatment | Essential | Application Interview |
| Experience of overseeing and supervising treatments and programmes. | Essential | Interview |
| Experience of training colleagues in carrying out particular therapy programmes | Desirable | Interview |
| Experience of staff management, supervision and appraisal and a demonstrated ability to develop staff | Desirable | Application formInterview |
| Experience of working in Education and learning  | Desirable | Interview |
| Ability to work flexibly to meet the needs and requirements of the students and service users | Essential | Interview |
| Effective communication skills both verbal and written  | Essential | Application formInterview |
| IT literate with a working knowledge of MS office in particular Word, Excel and Outlook | Essential | Application form |
| Ability to create reports to communicate a range of objectives and information with a diverse audience | Desirable | Application form Task |
| Ability to be flexible and adaptable and respond to changing needs of students and service users | Desirable | Interview |
| **General & Specialist Knowledge** | An overview/understanding of all therapy strands undertaken at Henshaws i.e. Occupational Therapist, Physiotherapy and Speech and Language Therapist | Essential  | Application formInterview |
| Knowledge of budgeting and prioritization processes and procedures | Desirable |  |
| Understanding of the needs of students with learning difficulties and/or other disabilities | Essential | Application formInterview |
| Understanding of safeguarding responsibilities in an education environment | Essential | Application form |
| Understanding of Health and Safety in a learning environment | Essential | Application form |
| **Education & Training** | Professional qualification in Occupational Therapy  | Essential | Application formCopy of certificates |
|  | Quaification in Sensory Interation | Desirable | Application form Interview |
| **Special Requirements** | Full driving license or access to a vehicle | Desirable  | Application formCopy of certificates |
| Commitment to the aims and mission of Henshaws Society for Blind People | Essential | Application formInterview |
| Enthusiasm to work with young people to encourage learning and independence | Essential | Application form Interview |

**Henshaws will make every endeavor to make any reasonable adjustments for applicants who require assistance in carrying out their duties due to a disability.**

**Henshaws is committed to safeguarding vulnerable adults and children. The post holder may be required to complete an enhanced DBS disclosure check including barring lists for Adult and/or child barring services.**

**Henshaws is committed to equal opportunities and positively welcomes applications from all sections of the community.**