



JOB DESCRIPTION

JOB TITLE:	Lead Occupational Therapist
DEPARTMENT:	Therapies
RESPONSIBLE TO:	Head of Psychology and Therapies
SALARY/ GRADE:	Grade 11 – 12
HOURS:	40 hours per week, 52 weeks per year

Sunfield work with children aged 6-19 who have significant levels of special education, health, and care needs in the areas of personal care, non-verbal communication, challenging behaviour, visual impairment including partial and full blindness, and a wide range of sensory integration impairments.

ETHOS

The post holder will be expected to support, embrace, articulate and work with Sunfield's vision, values and purpose. This is then braided with a practical, purposeful and therapeutic education and a homely and nurturing living environment that supports the physical, emotional and spiritual development of each child and young person who attends Sunfield. In addition, Sunfield supports families and carers, and looks to advance the public understanding through education and research.

We are looking for an Occupational Therapist, with training in Sensory Integration, to develop an occupational therapy service embedded within Ruskin Mill's unique method of Practical Skills Therapeutic Education (PSTE) and Rudolf Steiner's approach to human development as interventions to meet the students' sensory and self-regulation needs as identified in the EHC plan.

Training in our method, Practical Skills Therapeutic Education (PSTE), will be provided, but ideally the post holder would have knowledge of or be open to Steiner principles of holistic and experiential education and therapeutic care.

Ruskin Mill Trust's PSTE method involved using an experiential and sensory approach to human development through practical activities within an outdoor environment. These activities support the holistic development of our children and young people towards their acquisition of skills for independence, confidence, building relationships, emotional regulation, and physical and motor development, as well as fostering their sense of belonging ability to contribute to their community.

LIASON

To liaise with all staff employed by the Sunfield, Ruskin Mill Trust, professional bodies, external consultants, and any outside bodies as and when required.

JOB PURPOSE

- To provide, an effective and specialised Occupational Therapy (OT) service to a defined caseload of residential and day students at Sunfield following the Trust method of Practical Skills Therapeutic Education.

- To contribute to the development of sensory and experiential learning plans for students at Sunfield in which sensory and experiential learning is interwoven within their daytime and residential activities.
- To support the creation of resources facilitating sensory and experiential activities within the day and residential provision.
- To actively develop and apply clinical skills in the area of Sensory Integration and to develop clinical skills in both occupational therapy assessment and other baseline assessments used within Sunfield, treatment planning, intervention, and evaluation.
- To provide specialist advice and support to other departments, professionals, and families / carers within the PSTE method.
- To contribute to the evaluation and continued development of the Occupational Therapy Service

STATEMENT OF RESPONSIBILITIES

- To ensure that the professional standards and ethics, as set out by the College of Occupational Therapists (COT) and Health and Care Professions Council (HCPC), and Sunfield's Policies and Procedures are adhered to at all times.

CLINICAL

- To provide comprehensive assessment, treatment planning, intervention and evaluation of the OT input for a caseload of students with complex learning and behaviour needs at Sunfield, as part of an overall integrated provision. This input may also be provided as part of the outreach service, delivering assessment/programme development/direct therapy and evaluation to individuals external to Sunfield, under the supervision of the Head of Psychology and Therapies.
- To use a range of standardised and non-standardised assessment tools and processes to identify the functional, sensory and occupational needs of the students.
- To select and utilise a range of treatment approaches in response to individual needs identified, appropriate to the relevant models of practice and frames of reference. To include both 1-1 sessions, group work and programme development.
- To assess the OT needs of potential students to Sunfield as requested. To analyse assessment results in a multi-disciplinary decision-making process with respect to the suitability of the Sunfield's services for these students.
- To analyse, grade and adapt individual and group activities to meet the occupational performance, environmental and educational needs of the students with particular reference to sensory needs within the speciality.
- To devise and implement programmes to support the development of independent living skills, fine and gross motor skills.
- To work with the teams across site to promote the development of student's independence in activities of daily living. This input will include staff training, staff mentoring, document evaluation, facilitating ADL rep meetings, and further evaluation and monitoring of the process.
- To assess for, issue and review appropriate assistive equipment for students, participating in the maintenance and review of specialist equipment and resources to ensure they meet safety standards.
- To ensure that all staff supporting students in use of specialist/ assistive equipment are familiar with safety guidelines, appropriate use and their own responsibilities, including maintenance, immediate removal of equipment if deemed unsafe and notification of OT staff.
- To comply with relevant legislation, Sunfield policies and procedures regarding working environments.
- To autonomously facilitate clinical sessions with students, with occupational therapy staff, other professionals, in partnership with care staff, education staff and, when appropriate, families.
- To contribute to the organisation, prioritisation and planning of OT assessments, individual intervention sessions and group programmes at Sunfield School, appropriately delegating to other staff where required.
- To apply knowledge and skills in complex learning needs, sensory integration and communication needs during all stages of the OT process.
- To monitor, evaluate and modify treatment for students with multiple needs using appropriate outcome measures in order to measure progress and ensure effective intervention.
- To work as an active member of the multi-disciplinary team understanding profession specific roles and attending and participating in relevant meetings when specified to do so.

- To communicate effectively verbally, in writing or electronically at all levels, including team members, liaison with families, care, education staff and statutory agencies, adhering to confidentiality policies and procedures.
- To liaise with families, care and education staff in the implementation of OT intervention within a PSTE 24-hour curriculum, using consultancy meetings, written guidelines and providing specific training either informally or through presentations.
- To contribute and participate in the development and delivery of training packages to both internal staff and external delegates.
- To identify the need for and refer students on to specialist services (e.g. orthopaedics, neurology) via the GP when additional concerns are noted.

ADMINISTRATION/MANAGEMENT

- To maintain accurate, clear and concise written clinical records and adhering to professional standards and code of ethics as related to documentation and management of digital media (video recording, editing and storage) in accordance with Sunfield's Data Protection Policy.
- To provide written OT reports (Sensory Profiles, Annual Reviews, LAC reviews and/or Planning Meetings) adhering to Sunfield's policies and procedures, professional standards and code of ethics as related to documentation.
- To observe and apply relevant health, safety and security procedures, undertaking and adhering to risk assessments to ensure a safe working environment with particular reference to the treatment setting.
- To maintain and report accurate statistical data and information as required.
- To participate in the recruitment and selection process where required.
- To participate in the induction of new staff to the Psychology and Therapies Department (and other departments when requested) by sharing knowledge and skills.
- To participate in the training, education and assessment of OT students in clinical placements as relevant to level of experience.
- To support and mentor other OT staff, through joint working, supervised assessment and therapy sessions, informal support, case discussion and team CPD activities.
- To provide formal supervision and line management to OT staff where required, undertaking annual appraisals and performance reviews as appropriate.
- To undertake additional responsibilities in the absence of Lead OT, as deemed appropriate by Psychology and Therapies Manager.

SERVICE DEVELOPMENT

- To contribute to the Strategy and Quality Improvement Plan, including Occupational Therapy initiatives, establishing personal targets in line with annual employee review and appraisal.
- To contribute to specific projects as agreed with the Head of Psychology and Therapies in relation to development of services, including OT specific, Psychology and Therapies and general Sunfield initiatives.
- To share specialist knowledge and skills pertinent to OT, providing clinical support and professional opinion within Sunfield School and external agencies as appropriate.
- To undertake research in specialist areas as agreed with the Head of Psychology and Therapies and share own learning with other professionals working with the students at Sunfield.
- To attend and participate in all appropriate meetings and forums as agreed with line manager, providing OT representation and contributing professional opinion as appropriate.
- To participate in external inspections and contribute to the development of clinical audits as appropriate to service.
- To be involved in the development and implementation of training programmes that support the staff who work with the students at Sunfield.
- To advise the Head of Psychology and Therapies of any issues of service delivery/ shortfall and/or pressures relating to specialist area.

AREAS OF SPECIALISM AND PROFESSIONAL DEVELOPMENT

- To actively participate in CPD activities (including the identification of own training needs, attendance at mandatory/relevant internal and external training courses, reading and research) to ensure the maintenance of up-to-date specialist knowledge and skills and ensure fitness to practice as an Occupational Therapist in relation to HCPC.

- To be familiar and comply with the content and impact of relevant legislation relating to the health, education and social welfare of children, young people and families.
- To take active responsibility to ensure that supervision needs are met using reflective practice that relates to clinical practice.
- To actively participate and reflect in supervision regarding the exposure to emotional and distressing aspects of the work, how this affects clinical practice, and ensure professional boundaries are maintained.
- To actively prepare for and participate in annual appraisals and performance reviews.
- To demonstrate, by application in therapy, a knowledge and understanding of methods of communicating with children with Autistic Spectrum Disorders and/or severe learning difficulties, particularly Sensory Integration, and total communication approaches (Picture Exchange System, signing, etc).
- To represent Sunfield School professionally and as part of the organisation at conferences, symposiums and courses as appropriate.
- To make use of resources available to increase and update knowledge of occupational therapy in clinical practice, including evaluating and applying relevant research to clinical practice and disseminating within department.

SAFEGUARDING

- Ensure all staff are issued with Safeguarding Information, Keeping Children Safe in Education (2020) and *'What to do if you are worried a child is being abused– advice for practitioners'* on appointment and annually.
- Read, understand and adhere to the Sunfield safeguarding policy and procedures.
- Staff to be made aware of what action to take if they have a concern about the conduct of a colleague, the home manager or any member of staff employed at Sunfield and how to report these in accordance with the Sunfield policy and procedures.
- Operate safer recruitment principles, including ongoing vigilance.
- Ensure all staff are aware of the NSPCC Whistleblowing Helpline.

OTHER PROFESSIONAL REQUIREMENTS

- To reflect the philosophy of our Mission Statement in their everyday practice.
- To attend and participate in staff in-service training days as directed.
- To participate in work related continued professional development (CPD) and supervision programmes and develop professional and personal skills to achieve agreed targets.
- To deliver training or development opportunities as required.
- To work co-operatively with other staff within the Sunfield.
- To understand and adhere to policies and procedures of the department, team and organisation, ensuring updates are noted following periodic review.
- To be a role model of professional behaviour and practice.
- To exercise good personal time management, punctuality and consistent reliable attendance.
- To undertake any other duties commensurate to the grade which may be required from time to time, to ensure smooth running of the service as directed by the Head of Psychology and Therapies.
- To work with children and young people within Sunfield as and when required.
- To maintain a 'duty of candour' and to be open and honest at all times, ensuring that concerns are raised promptly through the appropriate management routes.
- To be responsible for the care and development for your working area.
- May, from time to time be required to work additional hours as shall be necessary to discharge properly your duties and responsibilities outlined in this job description.
- To undertake any other duties appropriate to this level of post which will evolve as the job progresses until the job description is reviewed.
- **Safe Working Practices for Adults working with Children** - It is the responsibility of each employee to carry out their duties in line with Sunfield Children's Home ethos and culture of safe working practices for Adults working with children and young people and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible

for. To comply with all the policies and procedures of the School including the Sunfield Safeguarding (Child Protection) Policy and Procedure.

- **GDPR and Data Protection Act** - The post holder is required to comply with the above legislation and maintain awareness of the school's policies and procedures relating to GDPR & Data Protection Acts. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.
- **Equality and Diversity** - The post holder will be required to comply with and maintain awareness of Sunfield Children's Home policies relating to Equality and Diversity and complete training
- **Health and Safety** - The post holder must at all times carry out his/ her responsibilities with due regard to Sunfield Children's Home policy, organisation and arrangements for Health and Safety at Work.
- **Flexibility** - All staff will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities of Education and Children's Services. Any changes arising will take account of salary and status. They will also be subject to discussion with individuals or sections affected and with appropriate Trades Unions.

This is a description of the main duties and responsibilities of the post and as such is not intended to be exhaustive. The job description will be periodically reviewed and changed with prior consultation.

PERSON SPECIFICATION Occupational Therapist

Criteria	Essential	Desirable	Assessment
Qualifications	<ul style="list-style-type: none"> • BSc (Hons) or equivalent Occupational Therapy qualification. • HCPC Registration • Sensory Integration level 2/3 minimum 	<ul style="list-style-type: none"> • Relevant associated prior learning qualification • Relevant post-graduate qualification • Sensory Integration level 4 	Application Interview
Experience	<ul style="list-style-type: none"> • Range of post-qualification experience in a variety of settings, including Paediatrics and/or Mental Health. • Documented evidence of continuing professional development. • Solid application of core OT skills and OT process. • Experience of using clinical reasoning skills and setting appropriate goals • Experience of working as part of a multi-disciplinary team. • Experience of supervising/ mentoring staff • Use of standardised assessment tools and outcome measures 	<ul style="list-style-type: none"> • Prior work or voluntary experience of working with children/young people with or without ASD and/or learning difficulties or sensory processing needs. • Supervision and line management of staff. • Involvement in research and clinical audit. • Facilitation of training programmes • Group and individual therapy programme development and facilitation. • Experience of delegation and contributing to the operational management of a team. • Experience of contributing to service development. • Experience of using evidence based practice in own practice. 	Application Interview
Knowledge	<ul style="list-style-type: none"> • Learning disability / paediatric / mental health presentations. • Knowledge and understanding of child development. • Understanding of professional ethics and application in practice. • Awareness of professional identity and the need to work within appropriate boundaries. • Understanding of Sensory Integration Theory. • Knowledge and understanding of Autistic Spectrum Disorders (ASD). 	<ul style="list-style-type: none"> • Knowledge of current legislation affecting children. • Knowledge of therapeutic care as articulated by Rudolf Steiner. 	Application Interview
Communication, Organisational and Personal Skills	<ul style="list-style-type: none"> • Effective and sensitive communicator with children, families and other professionals. • Effective written and verbal communication skills. • Computer literacy. • Organisational ability. • Problem solving skills. • Supervisory skills. • Ability to work autonomously and under supervision as part of a team. • Ability to prepare and present information / papers / research / assessment findings. • Ability to reflect and critically appraise own performance. • Able to engage in moderate physical activities including lifting and handling equipment. • Able to deal with frequent unpredictable situations or events. • Able to deal with emotionally distressing situations or events. • Ability to cope with a pressurised working environment. • Flexibility, patience and empathy. • Ability to reflect, identify and take responsibility for continuing professional development needs. 	<ul style="list-style-type: none"> • Ability to undertake research and apply evidence to practice. • Willingness to work occasional flexible hours if required. • Full (clean) driving Licence • Willingness to undertake occasional travel and/or overnight stays to represent Sunfield and for own professional development • Varied interests and hobbies • Participation in/ support of fundraising/ charity events 	Application Interview

	<ul style="list-style-type: none">• Understand the need for and actively participate in own supervision and constructive use of feedback.• High levels of initiative, innovation and self-motivation.• Desire to accept additional responsibilities.		
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Occupational Therapist

ESSENTIAL	DESIRABLE
Qualifications	
<ul style="list-style-type: none"> • Qualified Teacher Status or recognised equivalent. • Steiner Teacher Certificate or the Ruskin Mill Teacher Development Course Certificate or desire to work towards within two years of appointment. • Degree from a recognised university and relevant teaching experience. • Full, clean driving licence. • Evidence of commitment to own continuous professional development. 	<ul style="list-style-type: none"> • Evidence of recent safeguarding training.
Experience/ Knowledge	
<ul style="list-style-type: none"> • Sound experience of working with children and young people with severe learning disabilities and profound autistic spectrum disorder. • Knowledge and understanding of working in accordance to the Teachers Code of Practice. • Knowledge and understanding of the Independent School Standards. • Knowledge and understanding of the Waldorf-Steiner teaching methodology (or if no experience willingness to learn). • Theory and practice of providing effectively for the individual needs of all children and young people (e.g. classroom organisation and learning strategies), whilst promoting the individuality of students and encouraging self-independence and choice. • Experience of effective planning, monitoring assessment and record keeping and reporting of student progress to promote high quality teaching and learning. • Experience of working with pupils with EHCPs. • Experience of participating in the development of parent and a range of community partnerships. 	<ul style="list-style-type: none"> • Experience of using physical intervention techniques. • Knowledge of TEACCH and Intensive Interaction.
Skills and Abilities	
<ul style="list-style-type: none"> • Ability to develop strategies for meeting SEND including children and young people with autistic spectrum conditions. • Ability to plan programmes of study for a range of subject areas. 	<ul style="list-style-type: none"> • Good ICT skills. • To empathise with the difficulties affecting a voluntary sector organisation.

<ul style="list-style-type: none"> • To build effective relationships with children/ young people, parents/ carers, colleagues and the wider community. • To be able to work creatively and sensitively with children and young people. • Communicate effectively to a wide range of different audiences (verbal, written, using ICT as appropriate). • Ability to support, motivate and inspire colleagues by leading through example. • Deal successfully with situations that may include tackling difficult situations and conflict resolution. • Ability to cope with the physical and emotional demands of working with children and young people that may display challenging behaviour. 	
<p>Other</p>	
<p>Demonstrate a commitment to:</p> <ul style="list-style-type: none"> • Equality of opportunity • Promoting Sunfield Children's Home vision and ethos • High quality, stimulating learning environment • Relating positively to and showing respect for all members Sunfield and its wider community • Ongoing relevant professional self-development • Safeguarding and child protection 	