

Job Description

Occupational Therapy (OT) Assistant

REPORTING RELATIONSHIPS

Responsible to: Head of Therapy
Band 6 OT
Senior Learning and Therapy Assistant
Shared Services Director

Accountable to: Principal
Board of Governors

Client group:

Orchard Hill College and Academy Trust (OHC&AT) includes:

- A specialist further education (F.E) day college providing education courses to young adults with moderate, severe/profound and complex learning difficulties and/or disabilities.
- Schools for children with special needs including physical disabilities, PMLD, MLD, autism and social, emotional & mental health needs. OHC&AT provide all or part of the therapy provision to some of these schools.
- OHC&AT has multiple sites across London and Greater London.

JOB PURPOSE AND SCOPE:

- To provide support to the Occupational Therapy team and assist in developing the College's Occupational Therapy's practice, to provide a high quality service to students that attend Orchard Hill College to maximise learning and function.

CLINICAL

- To work within appropriate service / clinical / professional guidelines in the development and delivery of both group and individual clinical interventions, which engage student's in therapeutic activities.
- To work with service users to identify occupational goals within a treatment session as part of the overall occupational therapy care plan.
- To plan and implement individual and/or group interventions, in collaboration with students/or carer, using meaningful graded activity to achieve occupational goals.
- To demonstrate understanding and apply principles of occupational therapy.
- To articulate and promote the role of occupational therapy within the setting
- To assist the Occupational Therapist in the implementation and review of individual manual handling programmes.

- To assist the Occupational Therapist in the implementation and review of individual and group therapy programmes e.g. seating, upper limb, sensory diets.
- To manage a supervised caseload and guidelines and programmes following initial assessment and implementation by the occupational therapist.
- To be able to work unsupervised, undertaking work prescribed by the Occupational Therapist.
- To assess the need for, order, implement the use of and carry out routine maintenance of specialist equipment in liaison with the Occupational Therapist.
- To liaise with other health professionals both internally and externally

COMMUNICATION

- To maintain effective communication networks with students and carers, team members, occupational therapy colleagues and other agencies.
- To work as an integrated member of the multidisciplinary team, contributing to clinical discussion.

DOCUMENTATION

- To ensure that written and electronic records and activity data are maintained in accordance with Professional and Trust standards.
- To ensure all written documentation represents the occupational therapy process, with a clear focus on function and occupational performance.
- Clinical notes to be completed timeously on the therapy data base as per guidance from the senior OT
- To support OT's with regards to resources and paperwork under guidance
- Flexibility to support other Members of the multidisciplinary team (MDT) with overlapping paperwork.

PROFESSIONAL ETHICS

- To adhere to the COT Code of Ethics and Professional Conduct and all other relevant OHC&AT policies and procedures.
- To respect values, cultural and religious diversity of individuals and contribute to the provision of a service sensitive to their needs.

LEADERSHIP, SUPERVISION & APPRAISAL

- To actively engage in supervision and appraisal.
- To review and reflect on own practice and performance and implement changes accordingly.

DEVELOPING OTHERS

- To participate in the induction, training and education of students and other staff in this setting.
- To be actively involved in setting up training for other staff and leading on training as appropriate

SERVICE DEVELOPMENT & DELIVERY

- To contribute to the delivery of the Trust Occupational Therapy service.
- To seek feedback from service users regarding their experience of occupational therapy and share feedback with the occupational therapy team to inform service provision.
- To contribute to and make suggestions for the improvement of service delivery.

PROFESSIONAL DEVELOPMENT

- To complete mandatory training.
- To maintain a continuing professional development (CPD) portfolio.
- To develop new skills through a variety of CPD experiences, including formal training and work based learning.
- To engage in available activities in order to keep up to date with current best evidence.

CLINICAL GOVERNANCE QUALITY STANDARDS

- To contribute to the maintenance and monitoring of service standards as directed by an Occupational Therapist.
- To demonstrate an awareness of clinical governance and how it guides practice.
- To adhere to the principles of clinical governance as directed by an Occupational Therapist.
- To demonstrate awareness of national guidelines and legislation relating to health and social care and their impact on service provision.

MANAGEMENT

- To exercise good personal time management, punctuality and consistent reliable attendance.
- To be responsible for the efficient, effective and safe management of resources relevant to the area.

RESEARCH & PRACTICE DEVELOPMENT

- To be aware of developments in own clinical area and apply to practice as directed by an Occupational Therapist.
- To contribute to research activity where appropriate.

PHYSICAL, MENTAL & ENVIRONMENTAL WORKING CONDITIONS

- To move materials and equipment for O.T. activities which will require moderate physical effort.
- To work with service users who may exhibit distressed challenging or aggressive behaviour and to manage challenging situations as they arise, seeking support where needed.
- To use specialist techniques to respond to and deal with challenging behaviour/incidents, in line with the OHC&AT Policies.
- Regular manual handling is an integral part of this post. The post holder will be expected to kneel, sit on heels, move inert adult limbs, support patients while walking, lift and transfer patients, push wheelchairs.
- There is a requirement to assist with learners' personal care.
- The post holder should be prepared to travel between sites.

HEALTH & SAFETY

- To be responsible for the health, safety and welfare of staff, service users and others, ensuring that working practices conform to the Health and Safety at Work Act and other OHC&AT policies.

RISK ASSESSMENT

- To undertake risk assessments and manage risk in line with Trust and local policies in relation to own clinical area as directed by an Occupational Therapist.
- To recognise potential crisis situations and act responsively and responsibly to resolve the situation, seeking assistance if required.
- To be aware of the vulnerability of service users and families and act in accordance with Protection of Vulnerable Adults, Child Protection and OHC&AT Safeguarding Policies where concerns arise.

DATA PROTECTION ACT 1998

Under provision of this act it is the responsibility of each member of staff to ensure that all information, held manually or on computerised systems, related to students, staff or visitors to which he has access during the course of their employment is regarded as strictly confidential. Failure to observe confidentiality may result in disciplinary action.

This is not an exhaustive list of duties and responsibilities and the post holder may be required to undertake other duties that fall within the grade of the job, in discussion with the manager.

This content of the job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder.

Notes

- Regular manual handling is an integral part of this post.
- Many of the learners have complex physical disabilities and complex health needs. These include challenging behaviour and mental health issues.
- The post holder should be prepared to work in all the College centres, and schools within OHC & AT and at affiliates' venues and be willing to undertake competency development to work in various clinical areas

This is not an exhaustive list of duties and responsibilities and the post holder may be required to undertake other duties that fall within the grade of the job, in discussion with the manager.

This content of the job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder.

The post holder is expected to comply with all relevant Orchard Hill policies, procedures and guidelines, including those relating to Equal Opportunities, Safeguarding Children and Vulnerable Adults, Health and Safety and Confidentiality of Information.

Person Specification

Specialist Occupational Therapy Assistant

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form. If you are selected for interview you may be asked also to undertake practical tests to cover the skills and abilities shown below

	Essential	Desirable	Evidence
TRAINING & QUALIFICATIONS	<ul style="list-style-type: none"> ➤ 5 GCSEs or equivalent including English and Maths. 	<ul style="list-style-type: none"> ➤ A levels, or equivalent qualification. ➤ Qualification in working with children and/or adults 	Application form Certificates Interview
EXPERIENCE	<ul style="list-style-type: none"> ➤ Experience of working as a therapy assistant or discipline specific assistant in an educational/health setting ➤ Experience of working with groups of people in health care, teaching or voluntary organisations. 	<ul style="list-style-type: none"> ➤ Experience of working in an educational setting 	Application form Interview
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> ➤ Ability to use a variety of methods to teach occupational skills to students/carers and staff. ➤ Basic IT skills and ability to use standard packages. 	<ul style="list-style-type: none"> ➤ I.T Qualification ➤ Experience working with non-verbal students ➤ Manual handling experience ➤ Carrying out occupational therapy interventions such as upper limb 	Application form Interview Certificate

	<ul style="list-style-type: none"> ➤ Ability to motivate client group. ➤ Ability to work under pressure. ➤ Good personal organisation skills. ➤ Understanding of team dynamics and ability to work as part of a team. ➤ Knowledge different learning and physical disabilities ➤ Effective communication skills (verbal and non-verbal), written and oral. ➤ Awareness of basic health, safety and risk issues in the workplace. 	programmes, sensory diets and skill development programmes.	
OTHER	<ul style="list-style-type: none"> ➤ Commitment to client-centred, non-discriminatory practice ➤ Commitment to life-long learning. ➤ Willingness to learn specific occupational therapy techniques. ➤ Willingness to work flexibly. ➤ Willingness to travel to other sites. 		Application form Interview
PERSONAL QUALITIES	<ul style="list-style-type: none"> ➤ Approachable ➤ Integrity ➤ Good listening skills ➤ Non-judgemental ➤ Motivational skills ➤ Enthusiasm 		Application Interview

Further Information

HOURS OF WORK

Hours of duty are 36 hours per week. You will work from 8.45 a.m. to 4.30 p.m., Monday to Thursday, and from 8.45 a.m. to 4.15 p.m. on Friday, with a half hour lunch break.

SEASON TICKET LOAN

An interest free season ticket loan is available to staff who travel to work by British Rail on a regular basis.

ANNUAL LEAVE

Annual leave entitlement is 40 days per year plus bank holidays. The College closes at Christmas, and closure days will be deducted from the annual leave entitlement. All leave must be taken by arrangement with your Line Manager.

PROBATION

For new appointments, a 12 months probationary period will apply.

EQUAL OPPORTUNITIES

The post holder must at all times carry out her/his job responsibilities with due regard to OHC&AT Equality and Diversity Policy.

NO SMOKING POLICY

Employees will not be permitted to smoke at work.

MEDICAL REPORT

Appointment is subject to a satisfactory medical report.

REHABILITATION ACT

This post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Applicants are, therefore, not entitled to withhold information about convictions, which for other purposes are 'spent' under the provisions of the Act, and, in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the Authority. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the Order applies.

CRIMINAL RECORDS BUREAU CLEARANCE

This post is covered under the 'disclosure of criminal background of those with access to children' provisions, and it is, therefore, necessary for me to check with the Criminal Records Bureau as to the existence and content of any criminal record.

ELIGIBILITY TO WORK IN THE UNITED KINGDOM

Successful candidates will be given an appointment to produce documents proving their identity and demonstrating their eligibility to work in the United Kingdom. These documents will also be used in processing the check with the Criminal Records Bureau.

TRAVELLING AND SUBSISTENCE

The travelling and subsistence expenses of persons called for interview will be met in accordance with the provisions of the National Scheme of Conditions of Service.

If you have any questions and wish to discuss the role further, please contact Shikara Rajballi, Therapy lead or Vicky Samul, Senior Occupational Therapist.