

LINDEN LODGE SCHOOL

Job Description



STATUS

Job Title: Occupational Therapy Assistant

Accountable to: Occupational Therapy Lead & Therapy Lead

Grade: AfC Band 3

CONTEXT

The OT Assistant will work under the supervision of qualified Occupational Therapy staff contributing to assessment for and maintenance of specialist OT equipment.

The OT Assistant provides specialist technical support to the OT team around equipment such as wheelchairs and standing frames as well as supporting staff and parents/carers with basic maintenance tasks such as changing batteries and wheels.

The postholder will be able to undertake 'hands on' work with therapy equipment as well as liaising with outside organisations when required.

Clinical

- To undertake clinical duties with caseload of students under the supervision of a qualified therapist.
- To be responsible for implementing programmes, assessing progress and using initiative to suggest changes to treatment plan within agreed competencies.
- To assist the therapist undertake the assessment and progression of treatment for students identified within a delegated caseload
- To use recognised outcome measures to evaluate the effect of Therapy interventions and ensure that treatment programmes are progressing appropriately.
- To promote understanding of the aims of Therapy and to ensure continuation of the treatment programme.
- To participate in multidisciplinary/multi-agency team meetings and case conferences to ensure the co-ordination of student care.
- To ensure accurate, comprehensive and up to date clinical records are maintained in accordance with Trust guidance and agreed criteria
- To communicate and advise regarding student related information effectively to ensure collaborative working within the Therapy service and with other professionals across health and other agencies to ensure the delivery of a co-ordinated multidisciplinary service.

Equipment Maintenance

- Undertake basic repairs and maintenance of student equipment including (but not limited to) changing part and assessing the equipment's condition.
- Lead in the regular inspection and safe use of equipment.
- To comply with Health & Safety and school requirements for safe disposal of equipment when it reaches the end of its serviceable life.
- Build positive working relationships with external contractors/suppliers
- Liaise with equipment providers around provision of spare parts and recommended contractors for complex/specialist repairs as required.

Knowledge and Training

- To provide information, teaching and instruction to relatives, carers, other disciplines and agencies around equipment for students.
- Provide INSET or class based staff training around items of equipment as required.
- Maintain knowledge of new equipment coming onto the market and (working with OT and Therapy Leads) source and disseminate training around this equipment.
- Engage with and be responsible for maintaining own competency through continuing professional development activities including (but not limited to) reflective practice, maintenance of a personal portfolio and the attendance of specialist training courses as appropriate.
- Participate in mandatory/statutory training as required by the school, academy and/or national standards

Service Provision

- In collaboration with supervising therapist to manage day to day workload, maintain level of service and assist other members of the team on urgent matters when required.
- To ensure the effective exchange of information across team
- To maintain communication links and collaborative working with all therapy and school staff working within the organisation.

Other Duties

- Actively participate in CPD and other training opportunities that are required of you by the Therapy team or school.
- Undertake any other duties commensurate with the post and grade that may be required of you by the Senior Therapist, Therapy Lead or Headteacher.

<i>Safeguarding</i>	<p>Be fully aware of and understand the duties and responsibilities arising from the Children's Act and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation</p> <p>Be fully aware of the principles of safeguarding as they apply to vulnerable adults to the workers role</p> <p>Ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection</p>
<i>Leadership</i>	To work under overall supervision of the Headteacher
<i>CPD</i>	Commitment to own continued professional development and to undertake mandatory training as required
<i>Service and Self Review</i>	<p>Participate in the School's Self Review of performance</p> <p>Review methods of effective teaching and learning</p>
<i>Behaviour / Risk Management</i>	Work with other colleagues to ensure safety of both workers and users at all times
<i>Supporting other colleagues</i>	Work with and support other colleagues to ensure the smooth and effective running of the School
GENERAL DETAILS <p>Please note, the school does have a residential provision and therefore, the postholder may be required to work outside normal office hours to cover any needs or requirements within the residential provision.</p>	
REVIEW <p>This job description does NOT define all the duties and responsibilities commensurate with the post. As such, it will be reviewed at the end of the academic year or earlier if necessary and may be amended at any time after consultation with you.</p>	