

Job Title:	SEND Paediatric Occupational Therapy Assistant
Reports to (job title):	Lead Occupational Therapist
Line Manager to:	n/a
Post details:	Full / Part time considered. £24,000 - £27,000 experience dependent.
Position location:	Community role in West Essex. Based in Harlow

Job purpose

To work as a key member of the multidisciplinary team providing Occupational Therapy assessment, diagnosis and treatment for children with special educational needs and disabilities (SEND), and to support them, their families and carers in self-management and care.

The post holder will be required to carry out general and specialist clinical tasks in support of the Paediatric OT team in the delivery of high quality care.

The emphasis for their work is to work under the supervision of qualified therapists in support of therapy care plans; however there will be instances where the post holder will be required to work as an autonomous practitioner.

The post holder will be responsible for delivering delegated aspects of the care plan under the supervision of registered clinicians.

To undertake support work to aid the physical management of children with a wide range of additional needs working in Health settings, nurseries, special schools and children's own homes.

Under guidance of registered staff carry out and supervise individual and group sessions in the framework of care pathways within Paediatric Occupational Therapy.

To assist in the administrative work of the Occupational Therapists in the team, particularly in relation to specialist equipment provision.

Assist in planning and provide training for carers, teaching staff and other professionals.

Support the work of assistant practitioners and volunteers.

Key responsibilities

This list is intended to summarise the key responsibilities and is not intended to cover every task that may be required of the role: -

Planning and organisational tasks / duties:

- Under guidance of supervising Occupational Therapist, to visit child's home, nursery or school to review and order appropriate equipment for postural management and moving and handling.
- To adjust equipment and provide instruction to all carers on safe equipment use e.g., seating, bathing , toileting and sleep systems.
- Plan and provide programmes of therapeutic activities tailored to individuals and groups within a framework laid down by the registered therapists
- Provide support to parents and carers.
- Work across a range of multi-agency locations according to client need.
- Formulate and review programmes of intervention to be carried out by school staff and parents or volunteers as appropriate including demonstration of techniques and activities, adaptation of programme and training as necessary.
- Provide advice to school staff, parents, carers and other professionals regarding therapy programmes and ensure that information is adapted and presented according to the individual's needs.
- Working at times without direct supervision, to be responsible for assessing children's' progress, adapting therapy programmes and ordering equipment as required within agreed limits and reporting back to supervising therapist.

Communication Skills:

- Provide and receive a range of routine, complex and sensitive information to patients and carers using tact, persuasion and adapted communication techniques as necessary, overcoming barriers to communication.
- Provide advice, instruction and/or training to groups.
- Negotiate and agree decisions in relation to the management of clients with all people involved in their care with the support of senior clinicians as appropriate.
- Communicate information regarding assessment findings and management to school staff, carers, families, the interdisciplinary team and other professionals involved in the care of the child or young person
- Work closely with clients, carers, families and multi-disciplinary team members within Health, Social and Education Services as appropriate.

Our values

Our values are our moral compass and core to our DNA. They underpin the way we deliver our services and treat those who use our services.

To many organisations values are just words which don't translate into reality of the day to day but our values flow through everything that we do, they define who we are, what we stand for and set the expectations of our colleagues, communities, customers and partners. They have been defined by our colleagues and have been integral to our journey so far and will be integral to our future as well.

We have three values which help us stand out from the crowd, not just because there's only three, but because they are unique to who we are. We care, we think, and we do.

Care

- Inspire
- Understand
- Communicate

Think

- Challenge
- Improve
- Learn

Do

- Accountability
- Involve
- Resilience

Confidentiality and Information Security

As our employee you will be required to uphold the confidentiality of all records held by the company, whether patients/service records or corporate information. This duty lasts indefinitely and will continue after you leave the company's employment.

All information which identifies living individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 2018 Data Protection Act and should be managed in accordance with this legislation. This and all other information must be held in line with NHS national standards including the Records Management: NHS Code of Practice , NHS Constitution and HSCIC Code of Practice on Confidential Information and should only be accessed or disclosed lawfully. Monitoring of compliance will be undertaken by the Company. Failure to adhere to Information Governance policies and procedures may result in disciplinary action and, where applicable, criminal prosecution.

Information governance responsibilities

You are responsible for the following key aspects of Information Governance (not an exhaustive list):

- Completion of annual information governance training
- Reading applicable policies and procedures
- Understanding key responsibilities outlined in the Information Governance acceptable usage policies and procedures including NHS mandated encryption requirements
- Ensuring the security and confidentiality of all records and personal information assets
- Maintaining timely and accurate record keeping and where appropriate, in accordance with professional guidelines
- Only using email accounts authorised by us. These should be used in accordance with the Sending and Transferring Information Securely Procedures and Acceptable Use Policies.
- Reporting information governance incidents and near misses on CIRIS or to the appropriate person e.g. line manager, Head of Information Governance, Information Security Lead

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- Adherence to the clear desk/screen policy
- Only using approved equipment for conducting business

Governance

Clinical governance is a framework through which organisations delivering health and care services are accountable to continuously improving the quality of their services and safeguarding high standards of care by creating an environment in which clinical and other forms of care flourishes. Employees must be aware that clinical governance places a duty on all staff to ensure that the level of care services they deliver to patients is safe and high quality, and that they follow/comply with our policies and procedures.

Registered Health Professional

All staff who are a member of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements.

Risk Management/Health & Safety

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the company. Staff are required to observe the Hygiene Code and demonstrate good infection control and hand hygiene.

Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for other employees, patients and visitors. It is essential to observe strict fire and security precautions at all times.

All staff must report accidents, incidents and near misses so that the company can learn from them and improve safety.

Safeguarding Children and Vulnerable Adults Responsibility

We are committed to safeguarding and promoting the welfare of children and adults at risk of harm and expects all employees to share this commitment.

Medicines Management Responsibility

Nursing or registered healthcare professionals

Undertake all aspects of medicines management related activities in accordance within the company's medicines policies to ensure the safe, legal and appropriate use of medicines.

Skilled non-registered staff

Undertake all aspects of medicines management related activities in accordance with the company's medicines policy where appropriate training has been given and competencies have been achieved.

Policies and Procedures

All colleagues must comply with the Company Policies and Procedures which can be found on the company intranet.

General

We are committed to serving our community. We aim to make our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so.

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We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will recognise the commitment from our staff to meeting the needs of our patients.

The company recognises a “non-smoking” policy. Employees are not able to smoke anywhere within the premises or when outside on official business.

Equal Opportunities

It is the company’s intention to be an employer of choice and ensure that no job applicants or employees are unfairly disadvantaged on the grounds of gender, disability, race, ethnic origin, colour, age, sexual orientation, religion or belief, trade union membership or any other factors that are not relevant to their capability or potential. To this end, the company has an Equality and Diversity policy and it is the responsibility of each employee to contribute to its success.

Flexibility Statement

This job description is not exhaustive and may change as the post develops or changes to align with service needs. Any such changes will be discussed directly between the post holder and their line manager.

Personal Specification

Essential

- Experience working with children with SEND
- Experience of working as part of a team and independently where appropriate
- Literacy and numeracy skills
- Knowledge and skills acquired through a combination of formal training, short courses, in-house training and experience to diploma level or equivalent E.g.

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- Clear accurate recording and reporting skills
- Ability to use MS office applications, e-mail,
- Organisation skills
- Demonstrate ability to work under pressure and use own initiative
- Demonstrate flexible and positive approach to team working and ability to adapt to change within working situation
- Car owner/driver/access to a motor vehicle (role will involve travel to other sites that cannot be easily accessed by public transport means)
- Demonstrate practical, analytical and judgement skills in patient care relevant to care group
- Good communication skills, both written and verbal
- Motivational skills E.g. healthcoaching
- Ability to plan and lead groups

For any further information or to arrange an informal call please contact:

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Employee signature

Manager signature
