

JOB DESCRIPTION: Paediatric Occupational Therapist Job Description

Job Title: Specialist SEMH Lead Schools-Based Paediatric Occupational Therapist

Responsible To: Director of Service

Client Group: SEMH School Case Load

Main duties are as follows:

Core activities

- To manage the occupational needs of clients.
- Provide assessment using standardised and non-standardised tools across 0-18 years
- Writing comprehensive, accurate and detailed reports, using the most up-to-date templates and proofing to ensure high-quality reports are produced.
- Provision of appropriate intervention, via specialist, targeted and universal strategies and frames of working, e.g., groups, training, 1:1
- Identify appropriate outcomes to inform treatment provision and pathway , and review these as appropriate.
- Evaluation of treatment outcomes
- Attendance at case discussion, school/family meeting or EHCP (Education, Health, and Care Plan) reviews.
- Offering advice and support to parents, carers and relevant others about individual clients and demonstrate practical procedures where appropriate
- Advocate for child and family needs
- Working within the OT scope of practice and specialism and making onward referrals as necessary.
- Review and discharge when appropriate and support junior staff members with the process as needed.
- To be responsible for managing a defined caseload and advising the line manager of any difficulties with this.

- To work with and supervise assistants, junior therapists, or students.
- To work collaboratively with colleagues from other professions and agencies, in particular schools.
- To maintain accurate, up-to-date records for each client.
- To provide training to external agencies as a representative of London Children's Practice (LCP).
- To work collaboratively with key stakeholders and senior leadership within the school setting and escalate concerns with the school and LCP leadership team as needed.
- To abide by safeguarding processes in LCP and escalate concerns as and when they arise within 24 hours.
- Support with caseload allocation within school settings amongst the OT team on site.

Managing own performance and development

- Being aware of and complying with policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality, and data protection, and reporting all concerns to an appropriate designated person.
- Contributing to the overall ethos/work/aims of the company.
- Appreciating and supporting the role of other professionals.
- Attending relevant meetings as required.
- Participating in training and performance management as required.
- Achieve challenging professional goals.
- Take responsibility for your own professional development.
- Maintain up-to-date records of CPD (Continuing Professional Development), supervision and individual professional development plan.
- Seek out individual learning opportunities internally and externally to LCP (London Children's Practice).
- Ensure you are adequately prepared to perform duties required of you.
- Manage own sick leave and follow the report and communication procedures.

Team role

- To attend and contribute to team and department meetings
- To contribute to team/service developments and projects within LCP
- To liaise with other relevant professionals and contribute to multidisciplinary and multi-agency meetings as appropriate
- To provide reports, information, and advice on the needs of this client group
- To disseminate knowledge and training within LCP

Clinical governance

- To adhere to national and local standards relating to professional practice and maintain quality standards of service
- To adhere to HCPC (Health Care Professions Council) ethics and guidelines and work within your scope of practice
- To continuously develop clinical expertise and achieve goals set for personal and professional development, with reference to the RCOT guidelines
- To maintain up-to-date knowledge of:
 - Relevant clinical developments
 - Relevant legislation
 - Employers' policies and procedures
- To comply with health & safety guidance
- To comply with the safeguarding policy and guidelines
- To represent LCP's core values at all times
- Notify LCP of any changes to your registration or criminal history

Specialist Lead Role:

The Specialist Occupational Therapist will be responsible for leading the overall occupational therapy SEMH team in their area of specialism. This role combines leadership and clinical responsibilities and will work closely with the speech & language therapy clinical manager to upskill the staff team.

In addition to your responsibilities as a therapist, these are the Specialist Speech & Language Therapist responsibilities:

Clinical Practice

- Delivering specialist OT assessments and interventions in your area of specialism.
- Developing, monitoring, and reviewing individualised therapy plans in your area of specialism.
- Providing clinical reports to support EHCPs, annual reviews, and tribunal processes.
- Leading on therapeutic interventions.
- Working collaboratively with multidisciplinary teams, including teachers, occupational therapists, and psychologists.
- Supporting the set-up of services, within SEMH and Mainstream settings, including specialist, targeted and universal provision in your area of specialism.
- Building and maintaining rapport with LCP senior management and team leads to support staff in your area of specialism.
- Using evidence-based practice to evaluate the effectiveness of therapy in your area of specialism and adapting as needed, and supporting the OT team to do likewise.
- Contributing to service development initiatives.
- Providing training and support for junior colleagues, assistants, or students as required.

Training & Capacity Building

- Designing and delivering staff training to support in your area of specialism.
- Mentoring staff in your area of specialism.

Safeguarding & Compliance

- Maintaining accurate, confidential, and up-to-date records in accordance with GDPR and HCPC standards.
- Adhering to safeguarding responsibilities in line with school and local authority policy.
- Ensuring service quality through audits, feedback, and continuous improvement.

Communication and Relationships

- Support individual team members in your settings on day-to-day needs and problem-solve issues that arise.
- Communicate and disseminate information on news, policies and procedures to team members that is communicated by the school or LCP.
- Respond to staff queries in a timely manner & direct staff to appropriate individual as required.
- Support any conflict management within the school and escalate to Director of your service when required for additional support.

Policy and Service Development

- Adhere to LCP/OFG policy and ensure all team members do the same.
- Deliver on identified projects and/or contribute to wider project delivery.
- Engage with staff within scope of role, and/or direct them to correct person as required.
- Reporting and Feeding up to Directors/COO

- Any requests outside of general policies.
- Any performance related issues, concerns or positive achievements.
- Any ideas of projects/services.