



**Crowdys Hill
School**

Crowdys Hill School

Occupational Therapist

(full or part-time – minimum 3 days per week)

Start date – to be confirmed

**Salary: £36,646 - £41,938 (pro-rata)
– dependent on experience**

Interviews – to be confirmed



Thank you for your interest in the vacancy at Crowdys Hill School.

These guidance notes are designed to provide you with information to help you complete your application form correctly and give you information about our and on our recruitment process and associated policies. You should read all the guidance notes prior to completion of the application form. If you would like any further advice regarding the vacancy or the recruitment process please contact Trudy Topp Senior Admin Manager at Crowdys Hill School – 01793 312266 or email ftopp@crowdyhill.swindon.sch.uk

When completing the application form, please refer to the following information:

Job Description – this details the main duties and requirements for the post and provides an understanding of the role

Person Specification – this describes the skills, knowledge and experience required for the post

Advertisement – this will give you brief details of the job and key dates of the recruitment process

Please ensure you complete all parts of the application form, unless otherwise indicated, preferably electronically. **Curriculum Vitae (CV's) are not accepted.**

The application form will be used to assess your skills, knowledge and suitability for the job against the criteria on the person specification, so please ensure it is accurate and complete.

If you require additional space, separate sheets will be accepted, but please ensure they are attached securely to the back of the application form or as attachments if submitting electronically.

Late applications will not normally be considered.

We reserve the right to contact any of your previous employers/educational establishments to verify the information provided.

Personal Details

Only personal information required for processing your application is requested in the main body of the application form.

Disabled Applicants

As an equal opportunity employer, we welcome applications from disabled people. Disabled applicants meeting all the essential criteria will be shortlisted for interview or test.

If you consider yourself disabled, **please indicate this on the form in the appropriate section** also indicating if you require any adjustments and/or adaptations in order to attend for interview.

Equal Opportunities

To view the Equal Opportunities Policy in full, please visit <https://crowdyhill.swindon.sch.uk/policies.html>

SAFEGUARDING

Safeguarding pupils at Crowdys Hill is a priority. All appointments to posts are made through stringent adherence to the requirements of 'Keeping Children Safe in Education' (most recent edition). The school maintains a cohort of staff trained in Safer Recruitment and the trained colleague(s) most appropriate to this post will participate in the selection process.

All staff will be trained annually in Child Protection requirements. Cognisant of Part 1 of 'Keeping Children Safe in Education', (most recent edition), staff are required to refer all Child Protection concerns to the Child Protection trained staff team in their school (recognising that they can refer directly themselves in extraordinary circumstances). Those trained in Child Protection are identified throughout school documentation and on the school's website.

Within their work, employees are required to identify, attempt to prevent or at least minimise the risk of interpersonal abuse or violence; safeguarding children, other vulnerable people and themselves. This includes the timely sharing of information with appropriate colleagues to enable action to be initiated and protection to be afforded to both pupils and/or colleagues as needed.

All employees are required to be aware of and update colleagues, as appropriate, to comply with current legislation and statutory guidance which will affect their practice in role and must adhere to all policies and protocols of Crowdys Hill School.

We are committed to keeping children and young people safe from harm and abuse and to promoting their welfare, and we expect that everyone who comes to work for us will share the same commitment. Fulfilling this responsibility includes making sure that our recruitment process includes a range of measures to identify those who may be unsuitable to work with children and young people.

In accordance with the provisions of the Data Protection Act 1998, and new GDPR 2018, jobholders should take reasonable care to ensure that personal data is not disclosed outside Council procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the Council's written procedures

To comply with the Asylum and Immigration Act 1998 (as amended by S147 of the Nationality and Immigration and Asylum Act 2002) all prospective employees will be required to supply evidence of eligibility to work in the UK.

Crowdys Hill School is committed to safeguarding and promoting the welfare of children. We are an equal opportunities employer. Pre-employment checks including employment references, an Occupational Health Check and an Enhanced DBS Disclosure will be required for the successful applicant. Photographic identification, evidence of right to work in the UK, proof of current address and certificates of any relevant qualifications will need to be provided at interview stage.

This post is exempt from the Rehabilitation of Offenders Act 1974. Crowdys Hill School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Background checks and an enhanced DBS will be required. Further information about what the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 means for applicants is provided on the Application Form.

Applicants must be fluent in the English Language (as a requirement of Part 7 of the Immigration Act – for the effective performance of a customer facing role).

In addition, all roles within the school/college are covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, and are subject to an enhanced Disclosure and Barring Service (DBS) (formerly Criminal Records Bureau (CRB)) check. These posts may also be subject to further DBS re-checks at appropriate intervals.

Please note that having a criminal record is not an automatic bar from working with us: whether or not your criminal record has a bearing on the post you have applied for will be carefully considered as part of the recruitment process. This may involve a discussion with yourself about the circumstances and background to your offences.

References

All applicants are expected to provide **three referees**, as detailed on the application form.

If you have just completed full-time education you will need to provide the name of your Headteacher/Principal or other professional as a reference. If you are self-employed you will need to provide details of individuals/businesses that can provide you with a professional reference.

'Open' references e.g. those addressed "To Whom It May Concern", will not be accepted.

Supporting Documents

All applicants called for interview will be required to provide original evidence for the following:

For interview:

Photographic Identification

Proof of Eligibility to Work in the UK**

Proof of current address – less than 3 months old

Qualifications/Training – if applicable

When employment is offered:

DBS (formerly CRB) application form*

Confirmation of Registration with the relevant Professional Body – if applicable

Driving documents – if applicable

We **will not** be able to confirm an offer of employment until we have confirmed the above and received suitable references.

* Details of what documentary evidence you can provide will be detailed on the invite to interview letter, alternatively please refer to

http://www.direct.gov.uk/en/Employment/Startinganewjob/DG_195811

** In accordance with the Immigration, Asylum, and Nationality Act 2006, all candidates are required to provide proof of the Right to Work in the United Kingdom. For further information please refer to <https://www.gov.uk/browse/visas-immigration/work-visas>

*** You can check the validity/level of any overseas national's qualifications by contacting the National Recognition Information Centre for the United Kingdom (NARIC) www.naric.org.uk

Employment History & Gaps in Employment

To ensure our responsibilities for safeguarding children and young people are met you must ensure your employment history and reasons for any gaps are clearly detailed. This must be a full history going right back to your first employment, giving the month and year of each job. If this is incomplete and you are shortlisted for interview you will be asked to supply this before the interview date.

Data Protection

The information you provide on your application form and any subsequent information gathered in respect of your application will be held securely, in confidence and processed in accordance with the Data Protection Act 1998 and the new GDPR Regulations 2018.

The information you provide will be used in the following ways:

- To assess your suitability for the post
- To confirm information you have supplied, with third parties, as considered appropriate
- To promote, monitor, and act to ensure our recruitment policies, procedures and processes comply with legislation, our Employment Equality Policy and associated strategies and plans
- To answer requests for information made under the Freedom of Information Act 2000 or related legislation
- It will only be disclosed where lawful obligation applies

Applications and related information in respect of successful candidates will be held securely on computerised and/or manual filing systems in accordance with the Data Protection Act 1998 and the new GDPR Regulations 2018.

Full details available upon request.

JOB DESCRIPTION

OCCUPATIONAL THERAPIST – PART TIME/FULL TIME

Salary:	£36,646 £41,938 (pro rata) – starting point dependent on experience
Hours:	Permanent contract, minimum 3 days per week to full time. Term time only.
Accountable to:	Lead Speech & Language Therapist, Headteacher, Deputy Headteacher
Liaising with:	Teaching staff, TAs, Leadership group members, relevant associate staff, external partners, LA staff, Parents and Governors.

“Learning for Life”

Our emphasis on self-improvement and the continuing desire to do what we do well, is integral to the successful delivery of high-quality teaching, learning and support that serves to meet the complex needs of all our pupils.

Recruiting high quality, specialist staff is of critical importance as part of our improvement process. Each member of our team has individual and specific responsibilities and we are all aware that our shared responsibility is the strength which underpins the successful promotion of Governing Body principles and the school's aims and objectives.

Our school, and the needs of the pupils on our roll, demands flexible, solution focussed and positive responses from all staff, who are expected to exercise individual initiative within a team framework. We are, therefore, seeking to employ an outstanding professional to support our speech and language provision here at Crowdys Hill.

Crowdys Hill is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All positions will require an enhanced Disclosure and Barring Service (DBS) check and registration with the DBS update service together with all other relevant recruitment checks including obtaining references.

Visits to the school are highly recommended and encouraged.

MAIN JOB PURPOSE

Job Summary

To be responsible for Occupational Therapy and sensory integration service across the School, and to provide Occupational Therapy as part of the multi-disciplinary team to the pupil of the School in line with their EHCP needs; and the needs of the child or young person. Promotion of the importance of OT across the school. Lead trainer and advisor to school staff on using and promoting use of OT strategies to enable CYP to access all areas of their education. Liaison with parents, and promotion of OT strategies for parents to use at home.

Detailed Job Role

1. Clinical

To provide specialist opinion and advice, differential diagnosis, management and outcomes for pupils with occupational therapy needs.

Plan deliver and evaluate therapy treatment programmes as identified in the child or young person's EHCP, including sensory integration therapy, gross motor input and other specialise areas.

To be responsible for providing high quality assessment and recommendations for pupils enrolled at Crowdys Hill School and to disseminate results and progress to relevant parties within the schools setting and parents/carers at home.

To prioritise caseload according to need identified in EHCP, referral and assessment.

To write reports and updates to contribute to the pupil's annual review.

To deliver high quality therapy either in class or in a small group environment.

To work closely with therapy and teaching colleagues to ensure Occupational Therapy practices are embedded within everyday teaching and learning.

Contribute to the development ongoing specialist education and training development of staff within the school including but not limited to: sensory integration, equipment in the classroom, and motor-skills development.

Maintain a continued relationship with the parents of pupils seen and inform them of changes to their Occupational Therapy provision.

Attendance at professional meetings (including annual reviews) of pupils on your caseload, or ensuring relevant reports are completed on time for review meetings.

Referral of pupils onto other external agencies if necessary.

Maintain own clinical skills in line with the current evidence base.

Provide OT pupil placements, where requested.

2. Administration

To ensure that all recording is maintained and up – to –date. This includes case notes, assessment reports, school intervention reports etc. To provide a high standard of written reports adhering to deadlines.

To be responsible for managing own personal timetable (in consultation with other Therapy colleagues).

Participating in normal school rota duties, including break cover, where applicable.

To be familiar and comply with the contents and impact of relevant legislation relating to the health, education and social welfare of children/young people and their families.

To be an effective member of the multi - disciplinary team. This includes working and liaising with Speech and Language Therapists, Counsellor, teaching staff, Paediatricians, Physiotherapists and other external agencies to ensure a holistic and informed approach towards therapy and the curriculum.

To maintain confidentiality in accordance with Crowdys Hill School policies.

Maintain appropriate registration with professional bodies.

3. Supervision and Training

Identify own training needs as part of the CPD process in discussion with the Lead Therapist and Headteacher.

To set realistic professional goals and targets.

Attendance at appropriate clinical courses, professional meetings, team – meetings, INSET training days etc.

To continue to develop and implement evidence-based practice.

4. Clinical Governance

Participate fully in clinical governance under the guidance of the Lead Therapist and Headteacher.

Work within the recognised guidelines and legal requirements for paediatric care and OT provision e.g. Education Act, Code of Practice, Child Protection, HCPC guidelines

Maintain the highest level of evidence-based knowledge of the specialist field through regular searches of library databases and other information sources.

5. General

Be responsible for effective time management.

Be responsible for the security, care and maintenance of equipment ensuring standards of infection control and safety are maintained.

Follow school's safeguarding policy, and other relevant policies.

PERSON SPECIFICATION: OCCUPATIONAL THERAPIST

In order to effectively undertake this role, the following attributes have been identified as important for the post holder to have.

Qualifications	Essential	Desirable	A	I	R
Degree in Occupational Therapy	✓		✓		
Evidence of continuing professional development relating to children and young people's communication needs	✓		✓	✓	
Registered Member of the Health Care Professional's Council	✓			✓	
Higher degree		✓	✓	✓	
Further relevant qualifications in sensory integration therapy		✓	✓	✓	
Experience					
A proven track record of recent successful work with a range of pupils with SEND, especially those with autism and complex needs	✓		✓	✓	
At least two years' experience working as a Paediatric Occupational Therapist.	✓		✓		
Recent and relevant multi-disciplinary and multi-agency team working	✓		✓	✓	
An up to date knowledge and experience of wider educational and health issues, particularly for pupils with SEN	✓		✓	✓	
Evidence of the successful and innovative use of ICT	✓		✓		
Evidence of ability to develop positive and effective relationships with pupils, staff, governors, parents/carers and other stakeholders	✓		✓	✓	✓
Experience of working with colleagues to raise achievement and participation successfully	✓		✓		
Skills					
An inspirational professional who is imaginative, creative and visionary	✓		✓	✓	✓
An excellent communicator with knowledge of sensory integration therapy	✓		✓	✓	✓
Knowledge of how therapy strategies can be integrated into the classroom	✓		✓	✓	✓
Ability to make a significant contribution to the development of a creative and practical learning environment	✓		✓	✓	✓
Ability & willingness to share own good practice and encourage others to do the same	✓		✓		✓

Proven track record of having skill to sensitively manage conflict and inspire confidence in pupils and parents through building positive and sustained relationships.	✓		✓		✓
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Attributes	Essential	Desirable	A	I	R
Proven ability to have the resilience to be calm and measured under pressure	✓			✓	
To fully support the Head and SLT and to be personally loyal to the school at all times	✓				✓
High level of integrity, honesty and fairness	✓				✓
Ability to communicate orally and in writing	✓		✓	✓	
Self-motivated and able to work with initiative	✓		✓		✓
Demonstrate effective time management skills	✓		✓	✓	✓
Readiness to reflect on, evaluate and improve practice	✓				✓
Eye for detail, logical and analytical	✓		✓		✓
Sense of humour with infectious enthusiasm	✓			✓	

These attributes will be identified by means of the application, interview and references as appropriate.