



QUORN HALL
SCHOOL



HARDWICK
HOUSE SCHOOL

**OCCUPATIONAL THERAPIST
APPLICATION PACK**

OCCUPATIONAL THERAPIST

VACANCY DETAILS

Contract Type: 37.5 hours per week, term time only (40 weeks)

Pay Range: £27504.69 - £33226.61 actual salary (FTE £31365 - £37890)

Start Date: January 2021 or sooner

Location: Quorn Hall School and Hardwick House School, Leicestershire

Closing Date: Sunday 13th December 2020 at 5pm

Interviews: week commencing 14th December. Early applications are encouraged and we would consider interviewing at an earlier date.

Thank you for taking the time to consider the role of Occupational Therapist with the Cavendish Education group. Within this application pack you will find information about Quorn Hall School and Hardwick House School, the role, a job description, and a person specification. Should you have any questions or would like to discuss the position, please get in touch. Please note that we can only accept applications that are completed using our application form.



THE SCHOOLS

We are looking for an experienced Occupational Therapist to deliver individual and/or group therapy to our learners across our two schools; Quorn Hall School and Hardwick House School, both within a short distance of each other in Leicestershire.

Quorn Hall School is a specialist therapeutic school for children and young people with autism and social, emotional and mental health needs. The school is on a fantastic journey; we are growing, and with this comes the opportunity to embed the culture and system of a truly integrated education and therapy model.

Hardwick House School is a small independent specialist school for learners with high functioning autism. Our children and young people attend in small groups from Key Stage 2 to Key Stage 4. Our learners have all come from mainstream settings, but their ASD has been a significant barrier and has often led to a very uneven academic and social profile.

Please visit our websites www.hardwickhouseschool.com and www.quornhallschool.com for further information and to find out more about the work that we do. We are part of Cavendish Education, a unique schools group who provide expertise and networking opportunities across the 8 schools in the group.

THE ROLE

As an experienced and well qualified Occupational Therapist, you will help to develop occupational therapy as an integral part of both school's curriculum offers. You will have excellent interpersonal skills and a dynamic approach to secure positive outcomes for our learners. Working across two schools, you will join a growing group of professionals who will drive innovation, performance and challenge, alongside teamwork, sharing and development.

Teaching and therapy staff at both schools work together using a strong multidisciplinary approach to prioritise the development of children's functional communication, social interaction skills and emotional well-being. You will be working alongside a range of colleagues who will support you to thrive in this role, both within the schools and across Cavendish Education. These include the school Leadership Teams, Teachers, Learning Support Assistants, Speech and Language Therapists, Counsellors and other support staff.

We are looking for an Occupational Therapist who will support the development of an appropriate sensory environment within each school and our school's offer for children and young people with autism, social emotional and mental health needs and those with associated communication difficulties.

Quorn Hall School and Hardwick House School are friendly learning communities where every member is valued. We are committed to the development of our children, young people and staff; this includes a weekly programme of CPD and access to an Employee Assistance Programme.

APPLICATIONS

Applicants will need to complete the school application form (available on either school's website) detailing their interest in the role and how they meet the requirements of the person specification. All applications should be returned to karen.jamieson@quornhallschool.com or via the advert on eTeach.

Flexible working (e.g. 3-4 days per week) would be considered for the right candidate.

If you would like to enquire about the role or have any questions, please contact the schools via their websites or email karen.jamieson@quornhallschool.com

COMMITMENT TO SAFEGUARDING

Hardwick House School and Quorn Hall School are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. Offers of employment are subject to an enhanced DBS check.



JOB DESCRIPTION

OCCUPATIONAL THERAPIST

| Job Purpose |
|---|
| The Occupational Therapist will undertake therapy assessments and interventions at both schools, ensuring that the programmes delivered are integral to each learner's education and development. |
| Interventions / Therapy / Pupil Learning |
| <ul style="list-style-type: none">● Provide occupational therapy to pupils attending Quorn Hall School and Hardwick House Schools● Plan, prepare, deliver and evaluate occupational therapy and sensory integration via assessments and programmes to pupils.● Deliver programmes of therapy that meet pupils' individual needs, also as outlined in their EHCP.● Collaborate with colleagues to ensure a multi-disciplinary team approach to the delivery and assessment of pupil interventions in school and elsewhere as required.● Provide occupational therapy targets for integration into the curriculum as part of each pupil's IEP in consultation with parents and teaching staff.● Assess, record and report on the development, progress and attainment of pupils. |
| Assessments and Reporting |
| <ul style="list-style-type: none">● Provide or contribute to oral and written assessments or reports.● Provide progress reports for Annual Reviews.● Maintain records of intervention. |
| Appraisal |
| <ul style="list-style-type: none">● Participate in any arrangements for the appraisal of your performance as well as for other therapists.● Maintain up to date continuing professional development (CPD) and participate in clinical and management supervision.● Supervise students and therapy assistants if required. |
| Whole School Responsibility |
| <p>In addition to the specific responsibilities of this post, staff will commit to:</p> <ul style="list-style-type: none">● using their influence with other staff and students to promote high standards of behaviour and order within the School● Participate in regular staff and therapy team meetings.● Promote the safeguarding of children and young people at all times. |

This job description sets out the main duties of this post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the approval of the Head of School.

PERSON SPECIFICATION

OCCUPATIONAL THERAPIST

| Education and Qualifications | Criteria | Assessment |
|---|----------|------------|
| A degree or equivalent in Occupational Therapy | E | A |
| Registered Member of RCOT | E | A |
| Registered Member of HCPC | E | A |
| Evidence of commitment to, and continued relevant CPD | E | I |
| Experience of working in an ASD setting | D | A/I |

| Experience | Criteria | Assessment |
|---|----------|------------|
| Extensive and relevant experience post registration (2 years or more) | E | A/I |
| Experience in paediatric occupational therapy as a student | E | A/I |
| Experience working in specialist educational settings with young people with autism and other associated specific learning difficulties | D | A/I |

| Knowledge and Understanding | Criteria | Assessment |
|---|----------|------------|
| Demonstrated knowledge of the needs of children and young people with autism | E | A/I |
| In-depth knowledge of a broad range of assessment procedures relevant to the client group | E | I |
| In-depth knowledge of a broad range of therapeutic interventions and sensory integration programmes appropriate to the client group | E | I |
| Good understanding of inclusion issues and the ability to implement behaviour support strategies | E | A/I |
| Ability to structure clear care plans based on best practice | D | A/I |
| Understanding of the roles of other professionals (relevant to the client group) | E | A/I |
| In-depth knowledge of national professional standards, policies and procedures relevant to the client group | E | A/I |
| Ability to use knowledge to inform sound clinical judgements and decision-making for complex cases | E | A/I |

| | | |
|---|---|-----|
| Knowledge of standards of record keeping and a good understanding of GDPR compliance | E | A/I |
| Knowledge of relevant risk management, health and safety, and awareness of child protection issues and procedures | E | I |

| Skills and Attributes | Criteria | Assessment |
|---|----------|------------|
| Sensory integration skills and qualifications or a willingness to train | D | I |
| Excellent communication skills including the ability to convey sensitive or distressing information to parents/carers | E | I |
| Excellent interpersonal skills including observation, listening and empathy | E | A/I |
| Ability to work confidently with parents/carers and to evaluate the effectiveness of that work | E | A/I |
| Demonstrate ability to be a good team member and assume leadership skills | E | I |
| Good problem solving skills | E | A/I |
| Excellent presentation skills, both verbal and written | E | A/I |
| Demonstrate excellent analytical skills | E | A/I |
| Good organisational skills including administrative abilities and the ability to organise and prioritise own work | E | A/I |
| The ability to effectively support and advise less experienced colleagues | E | A/I |
| Computer literate with the ability to use email, internet, and a computer for clinical and administrative tasks | D | A/I |
| Ability to be flexible | E | I |
| A professional manner | E | I |
| Ability to travel between school sites and other locations as appropriate | E | A/I |

Criteria Key

- E Essential
D Desirable

Assessment Key

- A Application Form
I Interview