



Vacancy within Therapies and Family Support Team at The Queensmill Trust

Job Title: Occupational Therapy Assistant

Grade: Salary dependent on experience

Base: Kensington Queensmill School

Hours: Usually 8/8.30am – 4/4.30pm. Some flexibility required on start and finish times to allow for training and meetings/early and late home visits.

Reporting to:

Line Manager – Therapies and Family Support Manager, The Queensmill Trust

Clinical Supervisor – Occupational Therapy Service lead, Kensington Queensmill School

We are seeking to recruit an Occupational Therapy assistant to support the existing Occupational Therapy team at Kensington Queensmill School and to link and work collaboratively with the Occupational Therapy team in other trust settings. We are looking for candidates who are enthusiastic, highly motivated and well organised and who can show a commitment to supporting autistic children to achieve their potential. It is important that you have an understanding of Occupational Therapy and occupational therapy approaches to supporting autistic children.

The post holder will assist Occupational Therapists in planning and implementing therapy, modelling sessions to school support staff and creating high quality resources for the children. They will also support in the sourcing, maintenance, preparation and organisation of occupational therapy equipment and resources.

Please contact: caroline.bulmer@thequeensmilltrust.com for an application pack including job description and person specification.

Closing date: Friday 17th October 2023

Interviews: Week beginning 30th October



Job Purpose/ Summary of Role

To offer clinical and administrative support to the Queensmill Trust Occupational Therapy team.

Clinical/administration

- To provide direct occupational therapy sessions to individual and groups of students and work directly with families in liaison with Occupational Therapists and Family Support Practitioner.
- To support the collation of Occupational Therapy programmes developed in collaboration with Occupational Therapists.
- To support the implementation of Occupational Therapy programmes working with individuals and groups of students. This will include classroom sensory circuit activities, class multi-sensory room sessions, life skills, vocational skills, girls group, emotional regulation, toileting and fun with food sessions.
- To work with all trust students across all sites as required, with a particular focus on Kensington Queensmill School students.
- To undertake or support with home visits as identified.
- To monitor practice by maintaining student therapy records (writing summary notes about the sessions – what happened, how the students responded), recording progress for use by the student's Occupational Therapist.
- To monitor classroom staff's practice of Occupational Therapy activities through observations to ensure they are performed correctly; providing encouragement and advice; handing over concerns to Occupational Therapist.
- To maintain a safe, secure, and healthy work environment by establishing, following, and enforcing standards and procedures; complying with legal regulations (including updating risk assessments for multi-sensory rooms).
- To demonstrate empathy with and maintain sympathy at all times to the emotional needs of young people, and their families.
- To employ excellent communication skills to encourage young people and staff to undertake therapy programmes.
- To recognise potential conflict when it occurs and seek advice and support from Manager to resolve it.
- To liaise with and provide information for parents, Social Services, external agencies (including Housing) and community charities where necessary to support families, in collaboration with Occupational Therapist.
- To attend or ensure appropriate representation for relevant meetings, parents evenings, coffee mornings, significant incident debriefs.
- To share information with others, observing information sharing and data protection guidelines.
- To support with research projects, audit, and review of the Therapies and Family Support service, as agreed by managers.
- To liaise with and coordinate visitors to Occupational Therapy department.
- To conform to policies and practice of the trust.
- To be aware of, and adhere to, School, local and national Child Protection procedures.
- To develop and maintain skills and knowledge required of an Occupational Therapy Assistant working with autistic children and young people.



- To keep updated job knowledge by participating in educational opportunities; reading professional publications or relevant research, with guidance from Occupational Therapist.
- To promote awareness of and explain the role of Occupational Therapists and Assistants to trust staff, and families.
- To contribute to development of information and advice for teachers, parents and carers through leaflets, or on the school website.
- To support with in-service training sessions/workshops led by the Therapies and Family Support department.
- To support with information gathering for review reports, in collaboration with Therapies and teaching staff.
- To receive regular supervision and to ensure best practice and appropriate decision making to promote learning through experience, this includes participation in individual performance review.
- To create and maintain resources boxes and transactional supports to be used for Occupational Therapy interventions.
- To plan and manage budget spending including using a spreadsheet to track and monitor purchases and invoices.
- To maintain department supplies by inventorying stock; placing orders; verifying receipt.
- To maintain sensory equipment following operating instructions; troubleshooting breakdowns; maintaining supplies; performing preventive maintenance; calling for repairs and liaising with suppliers.
- To complete administration tasks, including ordering office supplies, preparing documentations, making resources and filing.
- To collate evidence letters and support with form completion for families to enable their access to specific services and benefits where required.
- To support therapists with assessment and scoring.
- To support with providing evidence and information as required for OFSTED, NAS accreditation and other inspections.

Environment

- To work in students' homes, Kensington Queensmill School, other trust settings and other environments, using public transport when necessary.
- To have due regard for your own personal safety and that of children and young people and their parents/carers.
- To be flexible to the demands of the environment including deadlines and frequent interruptions.
- To be responsible for the security, care and maintenance of equipment ensuring standards of infection control and safety are maintained.
- To comply with relevant trust legislation and guidelines relating to health and safety and work environments.

This is a description of the duties of the post as it is at present. This is not intended to be exhaustive and does not, therefore, form part of your contract of employment. The job will be reviewed on a regular basis in order to ensure that the duties meet the requirements of the service and to make any changes necessary. This procedure will be conducted by each manager in consultation with those working directly with him/her. You will, therefore, be expected to participate fully in such discussions.



Location

The post holder will be based at Kensington Queensmill School but will be required to work at other trust settings throughout the duration of their contract.

Person specification

FACTORS	ESSENTIAL	DESIRABLE
Education/ Qualifications	<ul style="list-style-type: none"> • Formal qualification to show proficiency in English • Attendance at Queensmill and/or external autism workshops/ training. 	<ul style="list-style-type: none"> • Higher Education Degree. • Attendance on/completion of courses focused on occupational therapy approaches.
Experience	<ul style="list-style-type: none"> • Specific experience of working within an autism specific Special School. • Experience of working with autistic children and young people in an education, health or care setting. • Experience of planning and/or leading group sessions to autistic students. 	<ul style="list-style-type: none"> • Experience of working or volunteering with a Therapist (Physio, Speech, Occupational, Music, Play). • Experience of working with a multidisciplinary team. • Experience of involvement in service development/projects. • Experience of delivering training. • Experience providing specialist advice and training/teaching/presenting formally and informally to professionals, parents and carers.
Knowledge	<ul style="list-style-type: none"> • General knowledge of the developmental stages of children and young people. • General knowledge of autism including features, how it impacts on learning, evidence-based strategies and approaches. • Basic knowledge of Occupational Therapy practice relevant to working with children with special needs and their families. • Basic knowledge of the role and boundaries of the Occupational Therapist/therapy Assistant within The Queensmill Trust. • Basic knowledge of Sensory Processing differences and 	<ul style="list-style-type: none"> • Basic knowledge of the National Curriculum and EHC and Annual Review process.



	how these affect autistic children.	
Qualities / Attributes	<ul style="list-style-type: none">• Ability to be flexible and manage a workload of diverse tasks provided by Occupational Therapists.• Motivated, positive attitude and enthusiastic approach.• Ability to present information clearly, in person and in writing.• Excellent interpersonal skills• Ability to work independently and collaboratively in a team, with a range of professionals and organisations.• Excellent organisational and time management skills• Ability to undertake physical activity involved with therapeutic handling of children and young people at including equipment adjustments and manual handling.• Competent IT skills in Microsoft Office and Communicate in Print.• Clear & concise written skills for producing professional documents and accessing / relaying Occupational Therapy related information.• Ability to communicate clearly and sensitively with parents, carers and professionals.• To be creative, solution focused and a problem solver.• The ability to facilitate groups.• An ability to use reasoning skills to monitor and evaluate therapy programme in collaboration with OT.• Ability to plan and prioritise incoming workload.• Ability to reflect on clinical practice and experience.	