



Grove House School

Candidate Information Pack Occupational Therapist

Supporting Excellence

admin@grovehouse.essex.sch.uk | grovehouseschool.co.uk

Headteacher's Letter

Grove House School

Sawyers Hall Lane, Brentwood, Essex, CM15 9DA

Headteacher: Miss L Christodoulides, BA Hons

Telephone: 01277 361498

Email: admin@grovehouse.essex.sch.uk



Dear Applicant

Thank you for your interest in Grove House School. I would like to take this opportunity to tell you a little more about us. We opened as a new special school in September 2015 and quickly grew to our capacity. Due to demand for places at the school, our capacity roll has now further increased and we are again seeking to grow our current staff team. We currently have 114 pupils on roll across years 4-13. All of our pupils have an EHCP and have come to us from mainstream settings and other provisions. Our pupils' priority needs will be around speech, language and communication although many will have associated difficulties such as attention management issues, moderate learning difficulties and social and emotional needs.

Currently we have 10 form groups - one KS2, four KS3, three KS4 and two sixth form classes. Classes are ideally in groups of 12-15 pupils. Each class is generally supported by 2 Learning Support Assistants who stay with the class group across all lessons. Our teaching and therapy staff work together to support pupils.

We are a very friendly, supportive and welcoming staff. Our curriculum, whilst based on the national curriculum, is continually reviewed and ever changing as we look to meet the wide variety of individual pupil needs within each class group. Whilst this may have its challenges it also is extremely rewarding in that our staff have the flexibility to be creative and innovative in the development and delivery of the curriculum.

We are part of the SEAX Trust, a MAT consisting of 5 special schools, bringing opportunity to work collaboratively with other colleagues in our trust schools. Additionally we have a highly skilled and dedicated board of governors, some of whom were the proposers of the free school in its early days. They have supported us way beyond expectations and continue to be a valuable asset to the school.

I very much hope the post is of interest to you – please do contact us for further discussion.

Kind regards

Lisa Christodoulides



Head of Therapy Letter



Grove House School

Sawyers Hall Lane, Brentwood, Essex, CM15 9DA

Headteacher: Miss L Christodoulides, BA Hons

Telephone: 01277 361498

Email: admin@grovehouse.essex.sch.uk

Dear Applicant,

Thank you for your interest in Grove House School and the Occupational Therapist role we have to offer. I would like to take this opportunity to tell you a little bit about the Therapy Team and Occupational Therapy provision within the school and what the job entails.

We are very excited to say that our Therapy team is growing nicely in conjunction with the school's growth and look forward to welcoming a new Occupational Therapist to our team. The successful applicant will be working alongside three Speech and Language Therapists and our part time Music Therapist. We are very lucky to have an outstanding Occupational Therapy room and Sensory room to support our students needs.

Occupational Therapy in the school is delivered as a whole school/whole class approach. Our Occupational Therapist carries out Games sessions which involves helping students to develop their fine and gross motor skills, core stability and strength and hand-eye co-ordination. Sessions can also include work on emotional regulation, self-esteem and life skills. This type of service delivery allows for a better understanding of each pupil's physical, sensory and emotional profile, generalisation of OT Skills and immediate support and advice to staff members on how best to support pupils. Collaborative practice is key to ensuring student progress and they are supported in the best possible way. The role includes formulating, implementing and reviewing intervention packages for specific students, as well as contributing to annual reviews. Whilst Occupational Therapy is delivered as a whole class/school approach, there is the opportunity to work more directly on an individual basis with a small number of our pupils who have more specific profiles e.g. sensory diets and specialist equipment. The role also includes ongoing support and training to parents and staff members.

The role will be well supported with regular supervision and there is a healthy training and resource budget to enable CPD and evidence based practice. The role also benefits from working collaboratively with the other health professionals and educational professionals within the school.

I do hope this information is useful. Please do not hesitate to contact for more information or to arrange a visit to look around the school.

Kind regards,

Jade Gosling-White

Head of Therapy

Our Therapy Provision

‘The school provides pupils with high quality therapeutic provision. This is making a positive contribution to pupils’ self-esteem’ *Ofsted 2018*



Staff form a cohesive and enthusiastic team which ensures that pupils make good progress. They are passionate about re-engaging pupils in their learning and helping them to fulfil their potential, both academically and socially. *Ofsted 2018*

Occupational therapists provide classroom support in practical subjects where necessary. Movement breaks are implemented to meet the needs of those pupils with fine motor, gross motor and sensory processing difficulties. *Ofsted 2018*



Speech and language therapists work alongside teaching staff in the classroom to support pupils’ needs. This builds pupils’ confidence so they are able to access more challenging work. Pupils have music therapy that supports the development of communication, interaction, self-expression, and listening and responding skills. An OT is available to support pupils with motor or sensory processing difficulties. *Ofsted 2018*

The school’s work to promote pupils’ personal development and welfare is outstanding. *Ofsted 2018*

Grove House School



Occupational Therapist

23.25 hours per week/ 39 weeks per year

Term time plus inset days

This post is paid on NHS Band 5 - 6 depending on skills and experience

This corresponds to LGP Band 7 - 9

Actual Pro-rata Salary Range: £14,246 - £20,489

Job Description and Person Specification

Job Title	Occupational Therapist
Grade	This post is paid at equivalent to NHS Band 5 - 6 (which corresponds to LGP Bands 7 - 9).
Based at	Grove House School
Reports to	Headteacher, Head of Therapy
Liaison with	Head teacher, Deputy Headteacher, Assistant Headteacher, Senior, Head of Therapy, Leadership team, Therapy team, Teaching staff, support staff, pupils
Job purpose	<p>To support students in developing their independence, participation and confidence in daily living tasks.</p> <p>To provide advice, arrange equipment or recommend alterations to the school setting and ensure safe and competent use of such equipment.</p> <p>To provide specialist training to school staff in order to develop their skills in implementing OT strategies and interventions</p>
Principal Accountabilities	<ul style="list-style-type: none">• To independently manage and review caseload.• To formulate, deliver and review OT programmes for both group and 1:1 intervention.• To give advice and recommendations to support students in managing their sensory/physical/emotional needs to develop their engagement, participation and attention.• To contribute to annual reviews through writing reports following assessment, including SMART targets and recommendations (and attend annual review meetings where needed).• To formulate and update sensory diets and ensure staff are equipped with the knowledge to carry out recommendations.

Job Description



Main Duties and Responsibilities:

- Responsible for the high quality, pupil-centred and evidence-based provision of a range of comprehensive specialist Occupational Therapy intervention packages to pupils with SLCN.
- Responsible for providing OT assessment, treatment, management and advice using specialist clinical skills and knowledge for pupils with a wide range of developmental difficulties and/or disabilities.
- Responsible for promoting collaborative working practices with all staff in order to ensure Occupational Therapy is integrated into curriculum planning and delivery, the extended curriculum as well as the pupils' home life.
- To develop and deliver training to staff, parents and other stakeholders.
- To contribute to the analysis, planning,, audit, development and evaluation of the OT service at GHS.
- To attend and contribute to annual reviews.
- To write high quality reports for reviews and referrals including SMART targets.
- To contribute to the school's enrichment programme as appropriate.
- To support the Senior Management Team in admissions and transition work.
- To create systems and processes required for the effective monitoring and assessment of pupil progress against agreed targets alongside therapy team.
- To ensure that professional standards are maintained as per HCPC standards, including timely note keeping.
- To work with colleagues to create a shared culture and positive environment ensuring all pupils fulfill their potential and are safe and happy at school.
- To ensure creativity, innovation and use of appropriate new technologies and strategies to achieve excellence.
- To create and maintain good working relationships with professional colleagues within the school and from external agencies to ensure effective collaboration takes place.
- To review regularly own practice and achievements, set personal targets and take responsibility for own personal development. Take account of feedback from others.
- To promote the protection and safeguarding of all pupils and to raise any concerns in accordance with school policies/procedures.
- To take reasonable care for his/her own health and safety and any other person(s) who may be affected by his/her acts or omissions at work, in accordance with the Health & Safety legislation.
- Be competent and able in safe manual handling of children and young people in the context of Occupational Therapy.

Clinical Duties and Responsibilities:

- To carry out comprehensive and specialist Occupational Therapy assessments of pupils with a range of complex special needs.
- To provide a specialist Occupational Therapy pre admissions assessment where appropriate.

- Using clinical reasoning skills, to analyse and interpret complex assessment findings, from both standardised and non-standardised assessments in order to ascertain progress potential and formulate uni-disciplinary and multi-disciplinary therapy goals.
- To develop and deliver individual, group and whole class evidence-based intervention programmes for pupils with a range of clinical, social and learning needs.
- To formulate treatment plans, set SMART goals and use effective outcome measures.
- To create and review sensory diets for specified students.
- To recommend and organise the purchase of specialist equipment in line with GHS procedures. To set up and adjust specialist equipment for pupils and train parents, carers, teaching staff and other agencies in its safe use.
- To review specialist equipment and monitor the effectiveness and frequency of its use.
- To integrate specialist OT skills as fully as possible into the classroom and across the timetable of school activities. Liaise with teachers, Speech and Language Therapists and associate staff on the planning and delivery of therapy activities. To contribute to the Life Skills programme where appropriate.
- To provide specialist advice within the clinical field on the management of pupils with SLCN to a range of audiences including internal staff and external agencies.
- To provide training to parents/carers in order to ensure therapeutic aims are being generalised to the home environment.
- To develop specialist skills in a specific clinical area relevant to the caseload at Grove House School.
- To be responsible for ensuring that in situations whereby the duty of care of pupils at Grove House School comes to an end that the appropriate referrals are made onwards.
- To be available for home visits or to escort pupils to external activities as appropriate.
- To delegate work to and provide guidance/ training to staff as appropriate.

Professional/Organisational:

- To maintain clinical records in accordance with HCPC and Grove House standards.
- To carry out all necessary clinical administration efficiently and in a timely manner in line with school wide policy and procedures.
- To gather and update activity data accurately and regularly, ensuring the provision of such information promptly as requested by the SMT.
- To attend professional meetings as requested by the SMT for the benefit of the school's provision.
- To contribute to the development of curriculum and subject plans, implementing projects and adhering to school objectives.
- To work with the SMT to ensure that families and pupils are involved in decision making and care planning wherever possible.
- To independently manage own caseload and make appropriate recommendations.
- To timetable pupil access to the OT room for specific interventions.
- To advise on home and school environmental alterations, such as ear defenders/move n sit cushion./writing slope
- To ensure that all equipment defects, accidents and complaints are reported to the line manager immediately and appropriate action is taken by those concerned in line with school policies and protocols.
- To be aware of and adhere to national, local and school professional protocol/policies and code of conduct. To be accountable for own professional development, accessing appraisal and regular

supervision as well as participate in the school performance management process. Any concerns regarding these processes must be raised to line manager.

- To identify and be responsible for personal/professional development evidenced by Personal Development Plan/Professional Portfolio developed within an appraisal framework.
- To attend mandatory training on an annual basis (e.g. fire, first aid) and specialist short courses in the specialist clinical areas relevant to the needs of the GHS cohort in order to keep up to date with new techniques and developments and ensure maintenance of good practice.
- To deliver all OT services in line with standards set by the regulatory body (Health Professions Council), the Professional body (British Association of Occupational Therapists), the Government and GHS policies in order to meet the requirements of professional registration.

Communication:

- To develop excellent verbal and written communication skills through supervision and reflective practice.
- To participate in multi-disciplinary/school wide team building and policy development.
- To establish and maintain effective working relations with all school staff in order to support collaborative working practices.
- To communicate information on pupil progress to parents/carers and a range of professionals in a concise and professional manner.
- To share information with all members of the multidisciplinary team, referrers and external agencies as appropriate observing data protection and confidentiality guidelines.

Person Specification



It is recognised that a Specialist Occupational Therapist may initially commence their employment in this post without fully developed specialist skills and knowledge in the field of paediatrics. They are, however, expected to achieve the standards outlined in the job description in order to meet the full duties and responsibilities of the post.

Qualifications and Experience	Essential	Desirable
Recognised Occupational Therapy Degree Qualification or equivalent (e.g. Dip COT; PG Dip COT; BSc OT – the qualification must be recognised by the World Federation of Occupational Therapists).	✓	
Registration with the Health & Care Professions Council (HCPC).	✓	
Registration or a willingness to register as a member of the British Association of Occupational Therapists (BAOT) and follow relevant BAOT special interest groups.		✓
Successful completion of post-registration courses relating to SEN		✓
Experience of working in a school setting and with a multidisciplinary team		✓
Specialist knowledge and experience of assessment tools and appropriate therapeutic interventions relevant to the needs of the pupil group of Grove House School (e.g. Sensory Integration Therapy, Sensory Processing Disorder ADHD, Autistic Spectrum Disorders, SpLD etc.)		✓
Experience of managing own caseload of children/young people with a range of special educational needs.		✓
In-depth knowledge of audit/research methodologies relevant to the field.		✓
General knowledge of child development and disorders, and their likely impact on a child's functional abilities, independence and safety.	✓	
Basic knowledge of neurodevelopmental treatment approaches.	✓	
Ability to use safely a range of specialised Sensory Integration Equipment and to be responsible for its upkeep.		✓
Working knowledge of local and national procedures and legal frameworks relevant to the field of specialism and the ability to apply this knowledge to clinical practice.		✓

Personal qualities and skills	Essential	Desirable
Willingness to undertake post qualification training in areas relevant to the role.	✓	
Ability to recognise own professional boundaries through interpretation of clinical/ professional policies (HCPC, Grove House School and Government).	✓	
Excellent analytical and reflection skills. Able to reflect on practice with peers and mentors, identify own aptitudes and demonstrate good practice to others.		✓
A commitment and enthusiasm to building a collaborative and creative learning environment.	✓	
An effective, engaging and confident communicator with the ability to demonstrate empathy with pupils, carers and colleagues to ensure that effective communication is achieved, particularly where barriers to understanding exist.		✓
Physical abilities to carry out assessment and treatment with pupils with complex needs.. Fit to be able to carry out physical nature of duties including ability to move and lift specialised Sensory Integration equipment safely.	✓	
Good presentation skills, including the use of ICT for presentation, communication and also to support data collection and analysis.		✓
Ability to manage and prioritise own workload with support.	✓	
Ability to review and make service improvements in collaboration with therapy team.	✓	
Ability to adapt practice to meet the needs of pupils, including due regard for cultural and linguistic differences.	✓	
Capable of maintaining good relationships with all those associated with the school.	✓	
The ability to work collaboratively with colleagues as part of a multi-disciplinary team.	✓	

The SEAX Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The duties above are neither exclusive nor exhaustive and the post-holder may be required by the Head teacher to carry out appropriate duties within the context of the job, skills and grade.

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Application Process

Required:	As soon as possible
Visits to school:	If you would like to visit the school, please contact Kate Peters, HR Manager using details below
Closing date:	Monday 15th August, midday
Interview:	Wednesday 24th August
Salary and Band:	This post is paid at equivalent to NHS Band 5 - 6 (which corresponds to LGP Bands 7 - 9).
Hours and Weeks:	3 days per week (actual days to be worked negotiable)
To apply:	Candidates should download and complete a SEAX Trust application form which can be found on the recruitment section of our website or on Essex School Jobs
Queries:	Mrs Kate Peters, Business & HR Manager Email: kate.peters@grovehouseschool.com Grove House School, Sawyers Hall Lane, Brentwood, Essex, CM15 9BZ Tel: 01277 361498
Staff Well-being Cover	Grove House offer extensive Staff Wellbeing and Medical Insurance Cover which includes physiotherapy, counselling and GP on-line support services.

Selection process

Applications will be ranked against the person specification for the role. All shortlisted applicants will be subject to a face to face interview with the selection panel. There may also be a skills test or practical assessment. Further details regarding selection panel members and any planned assessments will be made available to shortlisted candidates in due course.

Shortlisted candidates

Applicants who have been shortlisted for the post will be notified as soon as reasonably practical upon completion of the shortlisting process. The school will only contact shortlisted applicants and therefore if you have not received any communication from the school by this date your application has not been successful on this occasion.

References

References are required at interview, as they form an important part of the selection process. Referees will therefore be contacted **prior to the interview date** in relation to all shortlisted candidates. Please ensure that you have given consent to your referees so that provision can be made without delay. The school may review social media relating to shortlisted candidates as part of the screening process to ascertain whether candidates demonstrate appropriate conduct and behaviour and suitability for employment in a school

The SEAX Trust and all of its academies are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to complete a Disclosure & Barring Service (DBS) application, medical checks and references.

SEAX Trust

Grove House is part of the SEAX Trust

Work with us ...

The **SEAX Trust** is a small but growing partnership of Special Academies within the community of Essex, whose Vision is to:

- **Provide outstanding educational experiences for children and young people with special educational needs**
- **Put the well-being and achievement of pupils at the heart of all decision making**

We consider the main asset towards achieving our Vision is our body of **highly-valued staff** and, in recognition, we implement a wide range of **strategic and person-centred reward practices** in all of our Trust Academies.

Be rewarded by us ...

- We offer a clear and competitive **pay policy** and **progression route**
- **Holiday pay** and **salary** which is paid evenly across the year for our support staff
- Teachers and Local Government **Pension Scheme** facilities

Progress with us ...

- A focus to provide high quality **professional development** opportunities for all staff
- An extensive range of **in-house training** opportunities
- Experienced and **dedicated practitioners** who are keen to help you learn
- A range of exciting internal **career opportunities**

Be inspired by us ...

- **Challenging** roles and **recognition** of achievement
- A **motivational** strategy towards both education and business
- Staff **involvement** in wider decision-making

Be reassured by us ...

- A strategic aim to ensure a **fair work/life balance**
- A **highly supportive** organisational culture
- A firm commitment to the strengths of **equality and diversity**
- A sense of **cohesion and belonging**
- A policy to raise **matters of concern**

Ask us ...

Should you have any general queries regarding staffing at **SEAX Trust**, Kate Stannard will be pleased to speak to you. Please contact: **Kate Stannard, Director of HR for SEAX Trust**

Email: jobs@seaxtrust.com Telephone: 01245 262779

We look forward to hearing from you soon.

