

**Anfield School
Anfield International Kindergarten
Anfield St. Bosco Koon Ying School
Anfield International Kindergarten & Nursery**

Job Description – Occupational Therapist



RESPONSIBLE TO: THE HEAD OF SCHOOL

OVERVIEW OF THE ROLE:

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Head of School, who will be mindful of their duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of this post. This job description will be reviewed at least annually and any changes will be subject to consultation.

- The Occupational Therapist (OT) will develop, implement, and coordinate the Occupational Therapy program for all identified students, focusing on sensory motor development, functional skills and other identified needs benefiting from occupational therapy input.
- The OT will use clinical reasoning skills to provide direct therapeutic instruction, either one-to-one or in small groups, assessment, evaluation, educational planning, therapeutic intervention and exit planning, under the direction of the Head of School. The OT will share therapeutic guidance with teaching staff, for consistency in approach across all settings.
- At all times, the therapist will adhere to the School's policies and Code of Conduct, whilst demonstrating a visibly strong commitment to the School's ethos and beliefs.
- The OT will act as an advocate for the student; support the school with parent liaison, whilst contributing towards multi-agency work to ensure the best educational and life outcomes for all of our students.
- When required by the Head of School, the OT will support and contribute to the enrolment process with their specific expertise.
- To maintain the highest level of professional suitability for the post, the OT will use professional literature, evidence-based research and continuing education content for evidence-based practice and decision-making.

GENERAL DUTIES:

The Occupational Therapist will:

- Provide appropriate occupational therapy services and deliver the Occupational Therapy program for the School under the direction of the Head of School.
- Work with students exhibiting a range of needs, disorders and diverse presentations.
- Provide therapeutic intervention that is appropriate to the age and learning needs of each individual student and selected through an evidence-based, decision-making process guaranteeing that therapy techniques are clinical in delivery and application.
- Work in collaboration and consultation with the teacher and a range of professionals to; develop, maintain, implement and report on Individualised Education Plans (IEPs) setting appropriate Occupational Therapy targets and where needed, facilitate IEP meetings.
- Evaluate student progress, reassess and update intervention programs as required.
- Collaborate with teachers and teaching staff by sharing information about observations, assessments, interventions and the setting of appropriate personalised learning targets.
- Train and instruct those working with students on how to correctly use equipment and set guidelines for its use.
- Lead as a responsible source for the use of resources in carrying out Occupational Therapy duties and interventions.
- When necessary, jointly plan and deliver lesson content with teaching staff.
- Conduct standardised and non-standardised assessments in collaboration with other professionals who help to identify developmental disorder, learning needs and their appropriate therapeutic intervention.
- Share relevant Occupational Therapy information, signpost and act as a source of support for teaching staff, professionals and parents alike.
- Promote an awareness of the role of Occupational Therapy within the school and home community to maximise the benefit of therapy for targeted students.
- Conduct therapy with a focus on maximising outcomes for all students.
- When required by the Head of School, provide support with admissions by reviewing student interview data and provide relevant recommendations.
- Take responsibility for maintaining their own professional development through network meetings, journals, etc., and inform the Head of School regarding relevant professional development work.
- Advise on the purchasing of therapeutic resources to the Head of School.
- Monitor and keep abreast of new developments in Occupational Therapy.
- Perform other duties as assigned by the Head of School, necessary and relevant to the delivery of a robust and inclusive Occupational Therapy program for all students.

As an Occupational Therapist:

- Be true to the Anfield Mission Statement and work to achieve the stated ideals.
- Foster good quality relationships with children and their families.
- Be wholeheartedly committed to the Christian aims and ethos of the school and be able to implement those aims in your work, where appropriate.
- Contribute to the ethos of Anfield.
- Treat all children as though in your care and not just at your workplace.
- Encourage positive and collaborative home/school partnership and contribute to the life of the school through whole-school initiatives.
- Foster a therapeutic environment and experience, which provides students with the opportunity to fulfil their individual potential.

SAFEGUARDING DUTIES

- Understand and carry out duties arising from the Child Protection Policy in relation to safeguarding children, as this applies to all professionals working within the school.
- Understand and apply the principles of safeguarding relating to vulnerable children.
- Ensure that the designated person for child protection is fully informed, in a timely manner, of any concerns that the Occupational Therapist may have in relation to safeguarding and child protection.

PERSONAL AND PROFESSIONAL DEVELOPMENT

- To be accountable for own professional action and recognise own professional boundaries, seeking advice where appropriate.
- To respect the confidentiality, individuality, values, cultural and religious diversity of students and the wider school community.
- To be aware of the sensitivity required working closely, effectively and in a professional manner with children, parents and other professionals.
- The Occupational Therapist will act as an ambassador of the School; represent the School and its interests in the wider community.
- The Occupational Therapist will abide by the terms and conditions of their employment as outlined in their contract with the School.
- Participate in the performance management system for the appraisal of their performance.
- Attend courses as deemed appropriate for professional development and participate in school-based training.
- Be aware of current trends in Occupational Therapy, teaching and learning, relevant to the successful delivery and implementation of therapeutic interventions.

VISION STATEMENT

Our vision is to ensure each child is given a solid foundation of learning, has a sense of self-confidence and self-belief, and is self-motivated, flexible and cooperative.

MISSION STATEMENT

Anfield is a Catholic school, in an international setting, where all are committed to creating a loving and joy-filled environment that is inspired by Jesus Christ. Anfield is a culturally diverse environment where all children are challenged, both academically and spiritually, to embrace and expand their international connections, enabling them to achieve their full potential and thrive within the global community.

GOALS

- To encourage the development of all students, the qualities of personal responsibility, consideration, courtesy and respect in their relationships with one another, their teachers, the local and global community and the environment.
- To work for excellence in all academic, cultural and sporting endeavours, stimulating excitement in learning and requiring discipline in study, whatever the ability of the child.
- To encourage children to be self-motivated, to strive to do their best in everything they do and to have confidence to take risks.
- To encourage children in independent and critical thinking about the standards and values in society and the global community, and to discover and develop a personal faith to guide them throughout their lives.
- To develop in each child a knowledge, understanding and respect for the Catholic faith.
- To prepare children for their next stage of learning in an internationally-minded environment that encourages high standards of achievement and a life-long love of learning.
- To provide an environment where everyone in our school community feels safe and is aware of their rights and responsibilities.
- To continually move forward, through innovation, creativity and endeavour, and to explore the world with its myriad of opportunities and challenges.

VALUES

In support of our school's vision and mission statement and stated goals, all students are expected to uphold the following tenets. These are not rules but values that are rooted in the Mission statement, which actively encourage positive behaviour and form the foundation of our school's behavioural policy.

- To be honest at all times
- To respect myself and others
- To treat others with kindness
- To respect my property and the property of others
- To be responsible
- To always try my best