

**Job Description:**  
**Occupational Therapist / Therapy lead**

**Salary: In Line with NHS Banding - allocation dependant on experience. Salary for Inner London Pay Scale matching Inner HCAS band 6 to 8b**

**Hours of Work:** 5 days per week – Flexibility available

**Contract Type:** Term time plus 2 weeks during the College Summer Holidays

**Responsible to:** Deputy Principal/Principal

**Annual Leave:** College holidays (minus 2 weeks during the College Summer Holidays)

**Main purpose of the job**

To lead, develop, and deliver an outstanding Therapy service at Great Oaks College, ensuring Therapy provision is fully integrated across all aspects of the curriculum. The postholder will:

- Provide strategic, clinical, and operational leadership for the college's Therapy provision.
- Lead and deliver high-quality occupational therapy in line with students' EHCP requirements.
- Ensure therapy enables the participation, independence, emotional regulation, and access to learning for all students.
- Act as a key member of the therapy leadership structure, contributing specialist expertise to service development, quality assurance, and the strategic growth of therapy provision.

**Main responsibilities and tasks**

**Strategic Leadership & Service Development**

- Develop and implement a clear therapy strategy aligned to the College Quality Improvement Plan.
- Support and lead a multidisciplinary team including SaLT and Physio, ensuring therapists as well as teaching and learning staff work collaboratively

- Provide expert advice to the Principal, Senior Leadership Team, and College Board.
- Lead service evaluation, quality assurance, and impact measurement.
- Plan and manage service growth in response to student needs and increasing enrolment.
- Promote therapy as a visible, integral part of the college's educational offer.

### **Clinical Governance & Quality Assurance**

- Ensure robust clinical governance, supervision structures, and professional standards across the therapy service.
- Oversee safe and evidence-based practice, including dysphagia, sensory integration, and specialist interventions.
- Develop, implement, and monitor therapy policies, procedures, and documentation standards.
- Maintain compliance with HCPC, RCSLT, RCOT, safeguarding, and statutory guidance.
- Uphold high standards of professional practice, maintaining compliance with HCPC, RCSLT guidelines, safeguarding legislation, and statutory requirements.

### **Occupational Therapy Provision**

- Deliver Occupational Therapy interventions as outlined in EHCPs, including 1:1 and group sessions.
- Assess and support students' functional skills, including ADLs, motor skills, independence, and emotional regulation.
- Design and implement sensory integration and regulation programmes.
- Support staff to embed therapeutic strategies into learning, vocational training, and daily routines.
- Assess and recommend specialist equipment, ensuring appropriate ordering, monitoring, and staff training.
- Produce high-quality written reports for annual reviews and attend reviews as required.
- Contribute to assessment and admissions, including observing students in current settings and advising on equipment needs.

## **Operational Leadership & Line Management**

- To be part of the middle leadership team, contributing to our Quality improvement Plan
- Act as the lead professional for Therapy, supporting taking responsibility for service planning and staff deployment.
- Contribute to recruitment, induction, and development of Therapists.
- Ensure Therapy resources, equipment, and systems are effectively organised and maintained.
- Manage aspects of the Therapy budget where delegated.
- Plan strategically so that students start college with all the equipment and strategies they need to access education
- Ensure we are meeting the needs of our students EHCPs

## **Integrated Working & Training**

- Work collaboratively with the therapy team, teachers, support staff, Employability Coaches, and families to ensure therapy is fully integrated into all learning environments.
- Lead on designing and delivering training for staff, parents/carers, employers, and external partners to strengthen communication practice.
- Support transitions into community or work settings by advising on communication aids, strategies, and environmental adaptations.
- Promote shared responsibility for communication outcomes across therapy and teaching teams.
- Lead on the delivery of our parent events linked to therapies

## **Safeguarding, Equality & Compliance**

- Ensure college safeguarding policies and procedures are always followed across the therapy team.
- Ensure inclusivity and accessibility are embedded across therapy provision.
- Ensure compliance with college policies, statutory frameworks, and inspection requirements.

## **Key Relationships (Internal and External)**

1. The Students
2. Staff at Great Oaks College

3. Clinical supervisors
4. Parents and carers
5. School / College Leadership Team
6. Feeder schools and other educational settings
7. Staff supporting student transition and employment
- 8.

### **Equal Opportunities**

The College has a strong commitment to achieving equality of opportunity and expects all employees to actively promote and implement this in their work.

### **Health and Safety**

The College is committed to providing a healthy and safe working environment and expects all employees to adhere to and promote health and safety policies at all times.

### **Confidentiality**

The College is committed to maintaining the privacy of all staff and students. All staff must handle personal information in a sensitive and professional manner and must not access information they are not authorised to have.

### **Safeguarding**

The College is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults. All staff and volunteers are expected to share this commitment. Appointment is subject to appropriate safeguarding checks.

## **SIGNATURES**

Name of Line Manager: .....

Signed..... Dated.....

Name of Post holder: .....

Signed..... Dated.....