



National Star

Realising the aspirations
of people with disabilities

JOB DESCRIPTION

1. JOB TITLE:

Occupational Therapy (OT) Deputy Manager- Maternity cover

2. ORGANISATIONAL RESPONSIBILITIES:

Reports to: OT Manager
Head of Therapies

Line Management / Supervision / Mentoring: Occupational Therapists
Occupational Therapy Apprentices
Occupational Therapy Assistants

Liaises with: Students and their families / carers.
OT colleagues
Learning Program Managers and Deputy Managers
Senior Residential Teams
Members of internal multidisciplinary team (MDT)
Allied Health Professionals
External Agencies and Stakeholders

3. MAIN PURPOSE OF JOB ROLE:

To support the Manager in the successful running of the OT team to deliver a high standard of therapy across the National Star provision, and to deputise in their absence. To ensure the therapeutic needs of learners are met, ensuring health and wellbeing is maintained, whilst promoting development and progress in relation to individual students' EHCP outcomes, associated goals, and long-term aspirations. Working with the OT Manager, you will be supporting, developing, and managing the team of Therapists and Assistants across various National Star sites, including colleagues who primarily work in other geographical locations. Your clinical skills and specialist knowledge will support the continued professional development of the therapists within the team.

4. PRIMARY TASKS:

To work closely with the Occupational Therapy Manager (OT) to support with:

- Day-to-day running of department and support of staff related matters e.g., managing staff absences (MDT communication / cover arrangements); Staff Development requests, coordinating Clinical Placements, OT Apprenticeships, Level 3 Apprentice shadow shifts, and Bank / Locum roles; Occupational Health referrals; Access to Work assessments; and other pastoral affairs which may require HR / Mental Health First Aider / wider health and wellbeing support (e.g., Westfield Health / Employee Assistance Helpline). This may include management responsibilities for colleagues who primarily work in other geographical locations.
- Working with the OT Manager to Coordinate the integrated OT provision to best meet the needs of learners, including responsibility for overseeing the organization and delivery of individual and OT group provision.
- To provide Clinical supervision, support, and management to a cohort of Therapists, Apprentices and Assistants, within the OT team. This may include supervisory responsibilities for colleagues who primarily work in other geographical locations.
- To deputise for the OT Manager as and when required, including close working alongside other Therapy Managers, Heads of Learning and Support, Programme Managers, and Personalised Learning Manager.
- The be involved in quality assurance and development of practice within OT team, to maintain a high standard of delivery and enhance the provision. This includes being part of National Star college observation of practice team.
- Alongside the OT Manager to develop and coordinate the OT private provision within National Star.
- To support the management and development of specialist skills within the OT team, i.e., Sensory Integration, 24-postural management, upper limb function and use of specialist equipment within National Star.

- To have the ability to formulate, implement and provide oversight of effective OT specific assessments and interventions that support independence and are strengths based.
- To undertake specialist training to maintain and develop best practice and meet student needs and professional registration.
- To support team growth and development including Therapists, Apprentices, Technicians and Assistant roles, working alongside the OT Manager.
- To actively promote internal CPD opportunities with the OT team.
- To contribute to training, coaching, and mentoring of staff in developing best working practices across college to meet organizational goals.
- To promote the health and well-being of students, either directly or indirectly through the training and support of other staff.
- To accurately record all therapeutic interventions and ensure electronic documentation is completed in accordance with National star college and professional standards, protocols, and guidelines; including a responsibility to ensure that accurate records are maintained by the OT team and, where appropriate, shared in with students, staff, families, and external professionals.
- To contribute to the development of Learning Programmes, representing the OT department in cross-College meetings and promoting students' Independence skills across the organization.
- To manage own caseload and effectively assess, plan, implement and evaluate therapy programmes within a personal caseload, including organization of own and others. Oversee and coordinate the assessments for pre-college assessments for potential new students.
- To fulfil requirements of National Star Performance Management across the OT team as required, including Probation Reviews, Support and Development meetings, and Annual Performance Management Reviews.
- To provide clinical and statistical information including audits and outcome measures as required.

- Able to work independently as well as part of a team, to prioritize workload, to communicate and co-ordinate tasks according to demand and timescales.
- To participate in National star's college Self-Assessment processes (SAR), review of policies and procedures, and quality improvement planning.
- To comply with all National Star College policies and procedures and the professional Codes of Practice as defined by the Royal College of Occupational Therapists (RCOT) and Health and Care Professionals Councils (HCPC); including a responsibility to ensure that organisational and professional Quality Standards are promoted throughout the department.
- To promote a professional image and raise the profile and role of the OT service, both within the College and the wider community, including other relevant professionals outside of National Star College and external agencies.
- To demonstrate personal commitment to equality, diversity, and inclusion to ensure we develop a community which celebrates and values diversity.
- To maintain student confidentiality, unless the consequences of disclosure are detrimental to students, staff and College.
- To promote and adhere to the College's Health and Safety At Work policy and procedures.
- To be responsive to the unpredictable demands of the post, undertaking such other duties that may be within the scope of the role function or may be required by the OT Manager, Head of Learning and Support, Director of Learning and Support, or other members of senior management.

Safeguarding

The College takes seriously its responsibility for safeguarding. It is committed to safeguarding and promoting the welfare of young adults and children; and requires that all staff share this responsibility and act accordingly by applying organisational policy and procedure and attending annual safeguarding training.

Equality, Diversity & Inclusion

Through personal example and clear action demonstrate commitment to equality and diversity, ensuring equality of access and treatment in employment and service delivery to all.

Health & Safety

Promote the College's Health and Safety at Work Policy and Procedure and ensure these are implemented effectively within the department.

Working Pattern:

Full time post = 42hrs over 40 Weeks (example 2 x days at 8-4, 3 x day 8-5) Part time hours would consider minimum (0.6 min. = 3 days)

This job sets out a summary of key features of the role. It is not intended to be exhaustive and will be reviewed periodically to ensure it remains appropriate to the role, meeting the changing circumstances and new challenges of the College.

Person Specification

QUALIFICATIONS	ESSENTIAL OR DESIRABLE	METHOD OF ASSESSMENT
Recognised Royal College of Occupational Therapy degree level qualification.	Essential	On application/ interview
Evidence of formal post graduate learning within a relevant field or skill.	Essential	On application/ interview
Membership of The Royal College of Occupational Therapy	Desirable	On application/ interview
Health and Care Professions Council (HCPC) License to Practice	Essential	On application/ interview
Profession specific additional qualifications (i.e. Sensory Integration post graduate certificate, 24-hour postural management training, BAHT Hand therapy qualification, Master's degree in OT etc.	Desirable	On application/ interview
LENGTH AND/NATURE OF EXPERIENCE		
Demonstrates extensive experience and expertise regarding delivering evidence based /best practice clinical interventions with individuals with complex disabilities.	Essential	On application/ Interview
Demonstrates clinical expertise and high levels of competency regarding the managing of caseloads including vulnerable young adults with complex needs.	Essential	On application/ interview
A minimum of 4 years post graduate clinical experience, two years of which was in a senior/specialist role. Able to demonstrate detailed and expert clinical knowledge and experience of working with complex physical disabilities, ASD and learning disabilities.	Essential	On application/ interview
PROFESSIONAL/MANAGERIAL/SPECIALIST KNOWLEDGE		
Demonstrates highly specialist clinical reasoning, knowledge, skills and competencies regarding assessments, interventions, equipment, and competencies regarding a range of therapeutic interventions including current evidence based/best practice.	Essential	On application/ interview
Knowledge of using clinical outcome measures within daily practice. Gathering of statistical information and completion of audits. Has Contributed to organizational self- assessment processes.	Desirable	On application/ interview

Demonstrates a commitment to service development	Desirable	On application/ interview
Demonstrates the ability to deliver supervision to occupational therapy teams with varying levels of expertise, across an organization, including other geographical areas.	Essential	On application/ interview
Demonstrates a range of specialist clinical skills and knowledge, to provide clinical supervision and guidance, to support the continued professional development of therapists, apprentices, and assistants.	Essential	On application/ interview
Experience of delivering training to occupational therapy teams, other therapists and professionals, facilitators, carers/parents, and external agencies.	Essential	On application/ interview
Experience of collaborative working and joint planning across internal and external multi-disciplinary teams.	Essential	On application/ interview
Experience of working with children or young adults as part of an MDT.	Desirable	On application/ interview
Previous management experience or position as a Team lead assisting with the daily operational/organizational duties for a therapy team.	Desirable	On application/ interview
Ability to deputise for the Manager as requested, working within own scope of practice and knowledge base.	Essential	On application/ interview
Experience of completing staff Performance Management reviews i.e., Probation, supervision & development, Induction and Competencies	Essential	On application/ interview
Previous Involvement in clinical audit/governance.	Desirable	On application/ interview
Exceptional report writing skills and ability to prepare information to share clear, concise, and accurate reports with others within the MDT.	Essential	On application/ interview
PERSONAL SKILLS ABILITIES AND ATTRIBUTES		
Routinely demonstrates a clinical leadership style which effectively engages and motivates staff to deliver safe, effective, and high-quality services.	Essential	On application/ interview
Demonstrates highly skilled ability and aptitude to working flexibly in pressured environments with competing priorities and deadlines. This includes working under personal initiative, being organized, using independent judgment and negotiation skills to organize complex information. Ability to work under pressure and to tight deadlines.	Essential	On application/ interview
Ability to analyse and communicate complex operation information from a clinical perspective to a variety of audiences.	Essential	On application/ interview

Demonstrates a practical and creative problem-solving approach with an ability to provide innovative therapeutic interventions.	Essential	On application/ interview
Demonstrates excellent communication skills.	Essential	On application/ interview
Excellent networking skills with the ability to establish and develop effective working relationships and partnerships, both within the department and across a wider organization.	Essential	On application/ interview
OTHER REQUIREMENTS		
Commitment to Equality, Diversity, and Inclusion.	Essential	On application/ Interview
Support the ethos of the College	Essential	On application/ interview
To be fit to work with vulnerable adults and children	Essential	On application/ interview
Able to meet the travel requirements of the post.	Essential	On application/ interview
Full driving license	Desirable	On application/ interview
Ability to use information technology systems and produce high quality assessments, reviews and reports.	Desirable	On application/ interview