



National Star

Realising the aspirations
of people with disabilities

JOB DESCRIPTION

Occupational Therapist (Junior / Senior)

ORGANISATION RESPONSIBILITIES:

Reports to: Occupational Therapy Manager

Liaises with: Students/parents/carers
Therapy and Educational staff
Allied Health Professionals
College Medical Officer
External Agencies

Senior role : Supervises: Occupational Therapy staff

MAIN PURPOSE OF JOB:

To work as an integral member of the Occupational Therapy team, delivering high quality therapeutic interventions to promote students learning and supporting their health and wellbeing. Senior role : To supervise and support other members of the Occupational Therapy team in Hereford and other satellite National Star sites including Wales and Worcester.

WORKING PATTERN

Fixed term contract to July 2025 that could lead to a permanent position

Full time post = 43 hours per week over 39 Weeks (example 4 x days at 8-5, 1 x day 8-3).

Part time position considered

PRIMARY TASKS:

- To assess, plan, implement and evaluate Occupational Therapy programmes to ensure students' ongoing health and wellbeing and promote students learning. Ensuring interventions are safe, effective and meeting individuals' needs.
- To work as part of a multi-disciplinary team to meet the needs and improve the outcomes of students with varied physical and learning difficulties.
- To work with students, facilitators and members of the multi-disciplinary team to integrate therapy programmes into learning or other activities wherever possible. This includes working in diverse environments including community work, educational groups, work placements, residential provisions etc.
- (Senior) To oversee the work of Occupational Therapy staff and provide on-going supervision, in line with college and professional policies and standards, assessing and evaluating competence when required.

- To be responsible for the ongoing management of your own caseload and quality assuring practice.
- To keep accurate and timely records in accordance with college and professional legislation, protocols and guidelines.
- To comply with all National Star policies and procedures and professional codes of practice as defined by the College of Occupational Therapy (COT) and HCPC.
- To undertake relevant training to maintain and develop best practice and meet professional registration and student needs.
- (Senior) To contribute to training, coaching and mentoring of staff in developing best working practices within the Occupational Therapy Team and wider college teams.
- To communicate information in an understandable format for students, their carers, members of the multi-disciplinary team and outside agencies.
- To create, maintain and enhance productive working relationships with students, the multi-disciplinary team, internal and external agencies, voluntary organisations and families and carers.
- To participate in the college self-assessment processes and the review of college policies and procedures as required.
- To undertake other duties that may be within the scope of the role function.

SAFEGUARDING

The college takes seriously its responsibility for safeguarding and is committed to safeguarding and promoting the welfare of adults at risk and children. Therefore we require that all staff share this and act accordingly by applying organisation policy and procedure and attending annual safeguarding training.

Equality & Diversity

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.

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Health & Safety

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

This job description 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.

**NATIONAL STAR
SENIOR OCCUPATIONAL THERAPIST**

ATTRIBUTES	ESSENTIAL	DESIRABLE
QUALIFICATIONS AND REGISTRATION	<ul style="list-style-type: none"> • BSc Occupational Therapy, • HCPC Registered • Member of COT 	<ul style="list-style-type: none"> • Clinical supervision Teaching, coaching, mentoring
EXPERIENCE	<ul style="list-style-type: none"> • Effective Management of own workload/client group • Working with young adults with complex physical and learning difficulties • Support and guidance to junior therapists or therapy assistants (Senior) • MDT working • Keeping good written and electronic records of therapeutic interventions 	<ul style="list-style-type: none"> • Post registration specialist experience in relevant areas: <ul style="list-style-type: none"> ○ Sensory Processing ○ Posture Management ○ CVI assessment ○ PMLD • Application of supervision and appraisal processes (Senior) • Involvement in service development • Familiarity with residential and/or educational settings • Training staff (Senior)
KNOWLEDGE & SKILLS	<ul style="list-style-type: none"> • Ability to autonomously assess, plan, implement and evaluate therapy programmes • Ability to manage diverse, complex therapeutic interventions to meet the needs of clients with complex physical and learning difficulties • Ability to prioritise interventions caseloads • Ability to be proactive and creative as a practitioner 	<ul style="list-style-type: none"> • Specialist knowledge and skills in topics related to scope of practice • Knowledge of Quality Assurance systems and processes
PERSONAL	<ul style="list-style-type: none"> • Good team player • Excellent communication skills (verbal and written) • Punctual, reliable and organised • Positive and proactive • Practical and creative problem solver • Flexible and adaptable • Able to work under pressure • Physically fit to meet the requirements of the role. • Commitment to Equality & Diversity Support the ethos of the college & be fit to work with adults at risk and children. 	
OTHER	<ul style="list-style-type: none"> • Able to meet the travel requirements of the post • IT literate, able to use Microsoft Office: Word, Excel and PowerPoint • Commitment to Equality & Diversity Support the ethos of the college & be fit to work with vulnerable adults and children 	