

## OCCUPATIONAL THERAPIST

**Responsible to:** Head of Occupational Therapy  
**Salary Grade:** Band 5

### Background

St Catherine's is a national charity working with children and young people with severe and lifelong speech, language and communication disabilities. Our residential centre in Ventnor on the Isle of Wight encompasses a specialist school and sixth form, Post 19 provision, intensive speech and language therapy and occupational therapy and residential facilities. Our holistic approach ensures each and every student has access to high quality learning and personal development opportunities relevant to their needs.

### Job overview

Due to expansion, St Catherine's is seeking a hard-working and enthusiastic individual to join our busy and energetic team as an Occupational Therapist, working with the wider professional team to develop students' sensory, motor and functional independence skills.

The successful applicant will have a solid understanding of occupational therapy, good communication skills, a 'can do' attitude and excellent team-working skills.

This role may include working with children across our school age range from 9 to 19 years

### Terms and conditions

This is a full-time post. Salary is dependent on experience, starting at £32,073 (Band 5) per annum with full school holidays. Salary could be negotiated for candidates with further/additional experience. During school holidays, St Catherine's reserves the right to call on staff's services should the need arise. Relocation assistance may be available with this role.

This post is subject to an Enhanced Level Disclosure and Barring Check. In addition, all staff have a responsibility to work within St Catherine's Child Protection Policy, Safeguarding and Data Protection policies. Failure by a member of staff to report actual or reasonably suspected physical, sexual or emotional abuse or neglect of a child may be considered a disciplinary offence.

### How to apply

You should submit a completed application form outlining how you meet the person specification and what you would bring to the role. **CVs are not accepted.**

Please contact Tom Evans, Head of Occupational Therapy, on 01983 852722 for an informal discussion about this post. All applications should be sent to The Head of People and Development, St Catherine's, Grove Road, Ventnor, Isle of Wight, PO38 1TT or emailed to [recruitment@stcatherines.org.uk](mailto:recruitment@stcatherines.org.uk) **closing date noon Friday 19<sup>th</sup> June 2026.**

## **JOB DESCRIPTION FOR OCCUPATIONAL THERAPIST**

To work independently to provide intensive occupational therapy input to students with speech, language and communication difficulties and associated conditions aged 7 to 25

To work collaboratively with education and care staff to ensure therapy is integrated with the students' educational and independence curriculum. The post-holder will hold responsibility for clinical decision-making within their caseload.

To hold responsibility for assessment, intervention planning and evaluation within own caseload.

To develop and maintain professional standards of service through CPD and other developmental activities complying with the policies and procedures of the school.

To supervise the work of assistants and provide observation sessions for visiting professional and students.

### **Working Relationships**

1. The students at St Catherine's have barriers to understanding/communicating which require the post-holder to have excellent communication skills.
2. The post-holder will be keen and enthusiastic to work intensively as part of a multi-disciplinary team.
3. In addition, the post-holder will be required to communicate complex condition-related and general professional information with: students; parents/carers; health professionals; education professionals; social services; voluntary services; the public; and all other relevant stakeholders.
4. This will frequently involve: negotiation skills, e.g. in the management of conflict; motivating skills, e.g. supporting students under stress or who have challenging communication difficulties; and the use of empathy in working with distressed students and/or parents/carers.

### **Financial and Physical Resources**

1. To monitor stock levels in own service area and request new equipment as appropriate.
2. To be responsible for the security, care and maintenance of equipment.

### **Working Conditions**

1. The post-holder will be required to maintain intense concentration in student assessment and therapy for prolonged periods on a daily basis.
2. To be flexible to meet the competing demands of the caseload, e.g. urgent reports, class-based working, etc.
3. The post-holder may be required to deal with situations of a potentially distressing nature as part of the school/sixth form team.

4. To be involved in frequent moderate physical effort, carrying equipment and facilitating the movement of students when applicable.

## **Duties and Responsibilities**

### **Clinical Practice**

1. To assess, plan, deliver and evaluate occupational therapy interventions for students with a range of sensory, motor and functional needs, taking a holistic perspective of students' needs.
2. To ensure student involvement in goal setting and understanding of difficulties.
3. To apply and develop knowledge to inform sound clinical judgements for case management.
4. To provide and evaluate appropriate occupational therapy interventions based on clinical reasoning.
5. To work collaboratively with education and care staff to ensure the integration of occupational therapy aims with education and care aims.
6. To work collaboratively with education staff to ensure access for all students to the curriculum.
7. To demonstrate clinical effectiveness by use of evidence-based practice and outcome measures, thereby ensuring that practice is continually updated.
8. To adapt practice to meet individual students' circumstances, including due regard for cultural and linguistic differences.
9. To be accountable for own professional action and recognise own professional boundaries, seeking advice as appropriate.
10. To work within defined departmental and national protocols/policies and professional code of conduct to ensure quality of care.
11. To demonstrate a developing ability to reflect on different aspects of students' motor, sensory and visual perceptual needs and to identify appropriate strategies to facilitate and enhance effectiveness in activities of daily living.
12. To provide detailed written reports as necessary to meet statutory regulation.
13. To work as part of a multi-disciplinary team.
14. To provide advice to parents and carers regarding students' progress and carry over to the home environment.

### **Leadership**

1. To supervise the work of Occupational Therapy Assistants, students and volunteers, providing guidance and support to ensure effective delivery of interventions.
2. To manage and prioritise own workload independently, seeking support as appropriate, and to contribute to the effective organisation of the Occupational Therapy service.

3. To contribute to the development of others through informal support, modelling good practice and participation in supervision processes where appropriate.
4. To explain the role of Occupational Therapy to visitors, students, volunteers and other stakeholders.
5. To support student placements, including providing observation opportunities and contributing to their learning experience.

### **Professional Development**

1. To identify personal/professional development evidenced by Personal Development Plan/ Professional Portfolio developed within an appraisal framework with specific reference to any competency frameworks developed by RCOT for new and developing Occupational Therapists.
2. To actively participate in clinical/management supervision.
3. To attend relevant training and development in order to develop skills and knowledge required of a therapist working in the field of Paediatric Occupational Therapy and special educational needs and maintain up to date HCPC and RCOT registration.
4. To fulfil specific objectives relating to clinical area, set at appraisal.
5. To demonstrate an increasing ability to reflect on practice with peers/supervisor and identify own strengths and development needs.

### **Teaching/Training/Research**

1. To participate in departmental audit and research projects.
2. To participate in the development and delivery of training to others in areas of practice related to Occupational Therapy.

### **Policy and Service Development**

1. To be aware of, and adhere to, national and local policies particularly with regard to SEN, safeguarding children and other legal frameworks.
2. To adhere to the policies and procedures of the school including health & safety guidance and child protection.
3. To comment on proposed service/policy developments with a solution focused mind-set.
4. To participate in innovations in areas of risk management, quality standards setting and clinical effectiveness.

### **Admin/Monitoring/Auditing**

1. To maintain up to date and accurate case notes in line with HCPC/RCOT professional standards and school policies.
2. To share information with others, observing data protection guidelines.
3. To gather activity data accurately and regularly, ensuring the provision of such information promptly within school guidelines.
4. To manage and prioritise a defined caseload, seeking support as appropriate.

5. To participate in surveys and audits as necessary in order to enable the school to meet its statutory requirements.
6. To undertake any other duties at the request of the line manager, which are commensurate with the role, including project work, internal job rotation and absence cover.

### **General Responsibilities for All Staff**

All staff have a responsibility to work within St Catherine's Child Protection policy. Failure by a member of staff to report actual or reasonably suspected physical, sexual or emotional abuse or neglect of a child may be considered a disciplinary offence.

All staff have a responsibility to maintain the health and safety of themselves and others within the performance of their duties in accordance with the organisation's health and safety policy and to undertake specific health and safety responsibilities as directed.

All staff are expected to support a commitment to equality of opportunity.

All staff are expected to work to St Catherine's policies and procedures and to act as positive role models for children and young people.

As employees, all staff may gain knowledge of a highly confidential nature relating to the private affairs, diagnosis and treatment of students, information affecting members of the public, matters concerning staff and/or details of items under consideration of the charity. Under no circumstances should such information be divulged or passed to any unauthorised person or persons. This includes holding discussions with colleagues concerning students in situations where the conversation may be overheard. Breaches of confidentiality will result in disciplinary action, which may involve dismissal.

All staff are expected to use their utmost endeavours to promote the interests and reputation of St Catherine's, and any associated body.

This job description is not meant to be exhaustive and will be reviewed with the post holder on a regular basis.

## PERSON SPECIFICATION – OCCUPATIONAL THERAPIST

ESSENTIAL	DESIRABLE
<p><b>Education, qualifications and experience</b></p> <ul style="list-style-type: none"> <li>▪ Recognised Occupational Therapy degree qualification or equivalent.</li> <li>▪ HCPC registered – licence to practice.</li> <li>▪ Registered Member of the Royal College of Occupational Therapists.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Membership of relevant special interest groups.</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>▪ Within the first three years post-qualification.</li> <li>▪ Paediatric placements as part of degree/post-graduate degree course.</li> <li>▪ Evidence of knowledge of motor and sensory impairments and associated difficulties.</li> <li>▪ Evidence of an understanding of possible issues which might arise when working with other professional colleagues and working in partnership with parents/carers.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience working in General Paediatric Occupational Therapy.</li> <li>▪ Experience of working in an educational setting.</li> </ul>
<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>▪ Basic knowledge of common assessment tools and therapeutic interventions relevant to the client group.</li> <li>▪ Understanding of the roles of other professionals, particularly teachers.</li> <li>▪ Knowledge of the principles of clinical governance/audit.</li> <li>▪ Knowledge of record-keeping standards</li> <li>▪ Understanding of some of the well-known wider contexts of special educational needs including government policies and other national agendas related to clinical specialty</li> </ul>	<ul style="list-style-type: none"> <li>▪ Basic understanding of the National Curriculum and statutory assessment procedures.</li> </ul>
<p><b>Personal Qualities</b></p> <ul style="list-style-type: none"> <li>▪ Excellent interpersonal skills – including observation, listening and empathy.</li> <li>▪ Good analytical and reflective skills.</li> <li>▪ Ability to work keenly and enthusiastically as part of a multi-disciplinary team.</li> <li>▪ Good organisational and time management skills.</li> <li>▪ A positive and flexible approach to change and challenge, demonstrating a willingness to contribute to the school’s vision and goals and to its improvement agenda.</li> <li>▪ Ability to meet the physical demands of the job.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Good IT skills.</li> <li>▪ Good sense of humour.</li> </ul>

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| <ul style="list-style-type: none"><li>▪ A commitment to promoting and safeguarding the welfare of students.</li><li>▪ A sympathetic understanding of the aims and ethos of St Catherine's.</li><li>▪ A commitment to equality of opportunity.</li></ul> |  |
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