SLINDON COLLEGE

Lead Occupational Therapist

(Full Time or Part Time)

Closing Date: 08th December 2026 at Midday
Applications will be considered upon receipt. We reserve the right to interview and appoint at any stage of the process.

Start Date: As soon as possible, subject to notice period and satisfactory pre-employment checks.



Headteacher: Mark Critchard
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SLINDON COLLEGE

Job Title:	**Lead Occupational Therapist**
Hours:	**Term Time Only (34 Weeks/Year) plus the Safeguarding INSET** **Working day 8.15am–4.30pm** **Full Time or Part Time (minimum 3 days)**
Pay:	**NHS Equivalent College Salary Scale:** **SCT5 £30,573-SCT6 £46,617 (FTE) per annum pending qualifications and experience** **Actual Annual Salary pro rata to working week**
Benefits:	**Group Personal Pension Plan, Meals and Refreshments on Duty during term time, Counselling Service, Cycle to Work Scheme, On-Site Parking, Personal Accident Insurance, Discretionary Annual Bonus Award, Fee Remission**
Accountable To:	**SENCo**
Probation Period:	**One Term**
Contract:	**Permanent**

We are seeking an innovative and experienced Lead Occupational Therapist to join our vibrant, friendly, positive and forward-looking team. You will be joining a dynamic learning support team which includes Speech & Language Therapists, Occupational Therapists, Dyslexia specialists and intervention Learning Support Assistants. You will play an integral part in delivering the OT provision and working with our teachers/learning support assistants to support pupils and their parents/carers to achieve person-centered outcomes relevant to Education Health Care Plans. The ideal candidate will have experience of working with children and young people with a range of special educational needs within an educational setting.

Due to the College's rural location, applicants should ensure they have reliable means of travelling to and from work.

Slindon College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In addition to normal pre-employment checks, all appointments are subject to an enhanced Disclosure and Barring Service check and safeguarding interview. In addition, a Prohibition Order check, a Prohibition from Management check and overseas checks will be carried out for relevant positions.

All posts are exempt from the Rehabilitation of Offenders Act 1974 and the College is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are 'spent 'unless they are 'protected' under the DBS filtering rules) in order to assess their suitability to work with children.

How to Apply

Please complete the Application Form including a supporting statement. CVs alone cannot be accepted. Your application can be submitted by email to hr@slindoncollege.co.uk.

We are happy to accommodate tours prior to application. Please contact the HR Officer to book.

GENERAL INFORMATION FOR APPLICANTS

The College

With unrivalled views of the south coast, the 14-acre setting provides the backdrop to a stimulating, broad and balanced specialist educational experience for a maximum of 120 boys, maximum class size of ten, with additional learning needs aged 8-18 of all academic abilities, taking into account their strengths and talents.

Currently we have approximately 105 pupils on roll, 11 of whom are boarders. Some 98% of our pupils progress to Further Education or Training. We are proud of our College's strong links with the local community and employers which assist us in fully serving the needs of our pupils.

Slindon College employs a team of therapists who work closely with teachers and education staff to ensure pupils' needs are met. We offer a wide and varied curriculum so that pupils, as well as achieving in core subjects, can experience a range of subjects and so choose those that best suit their interests and ability.



Location

The College is situated in the South Downs National Park, nestled in the heart of the Slindon Village near the historic market town of Arundel. The nearest train stations are Barnham and Arundel.

Our Pupils

Our pupils thrive with some additional learning support as most have previously struggled to make progress in mainstream school settings. As a consequence, over a number of years, we have developed expertise in recognising obstacles to learning and putting in place learning pathways which help them to successfully re-engage with education.

Curriculum and Organisation

At KS2/3 all pupils study the National Curriculum. Pupils are grouped for learning in most subjects.

At KS4 pupils study a core consisting of English, Maths, Science, ICT, PE and PSHE. They are encouraged to take four of their option choices. Our facilities enable us to offer a range of vocational qualifications.

All subjects are expected to differentiate learning to meet the needs of the whole ability range and to provide extension activities for the gifted and talented. Additionally, the Learning Support Department provides excellent out-of-class and in-class support for pupils with a range of additional educational needs. Teachers are provided with detailed

information on pupils' strengths, needs, prior attainment and target grades. We are rigorous in applying our assessment for learning policy to ensure that all pupils make appropriate progress in line with national expectations.
Pupils' welfare and educational progress are supervised by Heads of House who remain with the pupils as they progress through the College.









The Staff
The College working environment is stimulating and very busy but we do try to ensure there is opportunity for staff to meet together regularly; we hold briefings every morning and a weekly teaching staff meeting. Lunch is provided for all staff members during term time when on duty.
Continuing Professional Development lies at the heart of our people first values in relation to staff, and we are proud that many colleagues actively seek further development and advance their careers within the College.

More Information
To find out more about Slindon College, please visit our website: www.slindoncollege.co.uk or find us on social media:

Facebook: SlindonCollege

Instagram: SlindonCollege

LinkedIn: Slindon-College

JOB DESCRIPTION

Job Purpose

To provide high-quality Occupational Therapy (OT) service to a caseload of pupils with moderate Special Educational Needs (SEN) and manage a team of Occupational Therapists (OTs) and/or interventions Learning Support Assistants (iLSAs).

Duties and Responsibilities

Clinical Requirements

- To oversee and review the whole College OT caseload.
- To manage a caseload of pupils with moderate SEN and be responsible for their OT assessment and treatment. This includes:
  - Providing appropriate OT assessment, using standardised assessment where possible, and analysing clinical and social information from a range of sources to develop an appropriate treatment plan.
  - The application of skills to assess motor, sensory and cognitive function in the context of the pupil's social and physical environment.
  - Working alongside teaching staff to ensure the delivery of individualised OT programmes that meet pupils' sensory needs and facilitate their development of gross and fine motor, visual perceptual/visual motor, play and daily living skills.
  - Seeing pupils individually and/or in groups as appropriate and providing suitable OT as described in the EHCPs.
- To lead on assessing pupils both on and off the OT caseload.
- To prepare, communicate and track pupil's OT targets termly.
- To support access to and differentiation of school activities of pupils on caseload including the assessment and recommendations of:
  - Specialist equipment/aids to daily living.
  - Sensory diet equipment and programmes.
  - Programmes to support the development of motor and visual perceptual skills.
  - Assistive technology to support recording of work or accessing learning.
  - Classroom assessment and recommendations regarding adaptation of school environment.
- To adapt practice to meet the individual needs by ensuring the pupils goals are realistic with meaningful outcomes.
- To refer on to other services as appropriate.
- To work with families, on:
  - Setting termly OT targets.
  - Transferring OT strategies from school into the home setting.
  - Providing advice, adaptations and resources to support pupils' access to activities at home and in the community.
  - To prepare OT reports annually for pupils with EHCPs.
  - To demonstrate clinical effectiveness and maintain own clinical skills in line with evidence-based practice.
- To assist in the planning and initiation of new/different areas and methods of working within the scope of occupational practice.
- To attend educational and multidisciplinary assessments and reviews where appropriate.
- To maintain up to date and accurate case notes in line with professional standards and record intervention using verbal/non-verbal and alternative methods of communication where required.
- To provide relevant OT training/awareness to teachers based on the needs of the current pupil cohort.

- To devise and deliver a Personal Development programme focussing on life skills and taking into consideration the needs of a specific year group. The programme will be delivered once a year for one term.
- To deliver the zones of regulation/Learning Energy programme and provide support to teachers in applying the strategies in the classroom.

Management and Administration

- To take a strategic view of the OT offer at the College and, in consultation with the SENCo/SLT make decisions on most suitable OT provision models.
- To manage and train where necessary other OTs and iLSAs within the Learning Support team.
- To provide supervision as per the Supervision and Development Policy for the other OTs and relevant iLSAs within the Learning Support Team.
- To be an effective member of the multidisciplinary team within Slindon College and to liaise regularly with your line manager regarding specific needs of the pupils on your caseload.
- To attend or ensure appropriate representation for relevant meetings.
- To autonomously manage own time and prioritise demands of caseload on a day-to-day basis.
- To promote awareness of and explain the role of OT to colleagues, parents/carers and other services.
- To participate in regular reviews of the OT service within education.
- To complete administration tasks including making resources and filing.
- To have a working knowledge of relevant procedures including Safeguarding Children, SEN procedures and other relevant legislation related to the health, education and social welfare of children/young people and their families.
- To conform to the policies and practices of Slindon College.
- To be part of a House at the College and support cross-curricular/off timetable days.
- To maintain familiarity with the Royal College of Occupational Therapy's practice and clinical guidelines and be an active member of relevant professional groups.
- To share information with others, observing information sharing and data protection guidelines.
- To provide evidence and information as required for inspections or accreditations.
- To contribute to development of information and advice for parents or carers through leaflets or on the school website.
- Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the school.
- Act as an ambassador for College within the local community and beyond, ensuring that the ethos and values of the College are promoted and upheld at all times.
- To explore opportunities and make connections with other professionals and settings in the wider community.
- To lead on OT University placement students placed and supported by the College.

Supervision and Training

- To maintain up to date Health Care Professional Councils (HCPC) registration.
- To develop and maintain the skills and knowledge required of an Occupational Therapist working with children and young people with SEN.
- To receive regular supervision and demonstrate the ability to reflect on practice with peers and supervisor and identify own development needs.
- To maintain CPD by attending relevant courses and meetings and by reading appropriate literature.
- To share new information with and provide OT training/feedback to other staff.
- To participate in the in-service training sessions including all INSET days.
- To act as a source of expertise and advice regarding OT practice within Slindon College.

General Responsibilities

- Work at all times in a safe manner in accordance with the College risk assessments and to report all accidents to Matron in line with statutory requirements.
- Participate in training and other learning activities, performance and professional development as required.
- To participate in the supervision cycle according to the College policy.
- Contribute to the overall ethos/work/aims of Slindon College.
- Be aware of and comply with current legislation concerning, but not limited to, Equal Opportunities, Health & Safety at Work, Fire Safety. Be aware of and comply with the College's policies and procedures relating to Child Protection/Safeguarding, health & safety, security, reporting all concerns to the appropriate person.
- To attend and participate in meetings, events, Parents' Evenings, Parents' Tea and two annual Open Mornings as required.
- Undertake all duties reasonably requested in a manner consistent with the mission and aims of Slindon College.

Confidentiality

- The post holder must at all times maintain the complete confidentiality of the material and information that they handle.
- Maintain and record accurate information in line with Compliance, GDPR and Freedom of Information regulations.

This general job description is not comprehensive and the post holder will be required to undertake such other tasks appropriate to the level of appointment as the Headteacher or Bursar may reasonably require.

PERSON SPECIFICATION

	Essential	Desirable	Method of Assessment
Qualifications			
Degree or equivalent Diploma in Occupational Therapy.	✓		Application
Registration with the Health Care Professions Council (HCPC) or willingness to complete Return to Practice.	✓		Application
Masters in Occupational Therapy. Attendance of workshops/seminars in Paediatric OT.		✓	Application
Completion of Module 1 of Sensory Integration therapy.		✓	Application
Member of the British Association of Occupational Therapists.		✓	Application
Member of the RCOTSS-CYPF.		✓	Application
Skills and Experience			
Skills in providing occupational therapy assessment and intervention to address motor skills difficulties.	✓		Application/ Interview
Skills in providing occupational therapy assessment and intervention to address difficulties in the areas of personal/domestic/instrumental activities of daily living.	✓		Application/ Interview
Skills in providing occupational therapy assessment and intervention to address sensory processing difficulties.		✓	Application/ Interview
Clear and concise written skills with competency in IT skills and reports, advice/activity suggestions and internet use to access Occupational Therapy related information.	✓		Interview
Experience of providing specialist comprehensive written information to parents and other professionals.	✓		Application/ Interview
Specific experience of working within a SEN school.		✓	Application
Experience in preparing OT reports to support Annual Reviews of EHCPs.		✓	Application/ Interview
Experience providing specialist advice and training/teaching/presenting.		✓	Application/ Interview
Comprehensive knowledge of the developmental stages of children and young people.	✓		Application/ Interview
Knowledge of SEN including ASD, ADHD, Developmental Coordination Disorder (DCD).	✓		Application/ Interview

Knowledge of psychosocial aspects of working with families of children with SEN and the impact on the family.		✓	Application/ Interview
Knowledge of working with dyslexia.		✓	Application/ Interview
Personal Attributes			
The ability to organise and prioritise workload.	✓		Interview
Ability to work independently and collaboratively in a team, with a range of professionals and statutory bodies.	✓		Interview
Ability to deal in a polite, clear, sensitive and professional manner with all stakeholders.	✓		Interview
Ability to reflect on clinical practice and experience.	✓		Interview
Ability to undertake activities involved in the role such as gross motor skills groups for children and young people within the school.	✓		Interview
A commitment to safeguarding and promoting the welfare of children and young people.	✓		Interview