Job Description

Job Title	Principal Paediatric Occupational Therapist / Team Manager				
Department	Children's Services		Function	Children & Families	
Team	Family Help, Children with Disabilities	Post number	S006104	Grade	OTTM
Reports to		Head of Service			
Responsible for (include people and resources)		N/A			

Purpose of Job

The Redbridge Paediatric Social Care Occupational Therapy (SCOT) Team is part of the Children with Disabilities Service Area. The team provide Social Care Occupational Therapy services to disabled children throughout Redbridge.

The post holder will work closely with staff in the CWD Service and therapists in the SEN Service to undertake specific skilled support work to enable children and young people with various needs, to meet their outcomes and to support and train those around the child to be able to implement advice.

The role involves administration duties for the SCOT team, such as data input, record keeping, and being responsible for the Redbridge OT email inbox. The post holder will support services to achieve their Key Performance Indicators (KPI).

Major duties and responsibilities

Work may involve travel to various locations, including homes and community centres.

Job responsibilities

- To provide an effective and efficient Occupational Therapy service to children with a variety of presentations within children's homes.

- To lead, manage, and develop the Occupational Therapy Service within Children's Social Care, ensuring effective service delivery and compliance with relevant legislation, policies, and procedures. The role involves strategic planning, operational management, and professional leadership to support children and young people with Education, Health, and Care Plans (EHCPs).

Main Responsibilities

Management and Leadership

- Lead and manage the Occupational Therapy team, ensuring high standards of service delivery.
- Develop and implement service plans and policies in collaboration with stakeholders.
- Provide strategic direction and operational oversight for the Occupational Therapy Service.
- Ensure effective resource management, including budget oversight and procurement of equipment.
- Lead on recruitment, induction, performance appraisal, and professional development of staff.
- Implement robust systems for data collection, analysis, and reporting to inform service improvements.
- Develop and maintain effective working relationships with colleagues, clients, carers, and other agencies.
- Chair case conferences and multi-agency meetings as required.
- Participate in policy development and strategic planning for the service.
- Ensure compliance with departmental and corporate procedures, systems, policies, and practice standards.

Clinical Leadership

- Exhibit advanced clinical skills, including assessment, differential diagnosis, and treatment planning.
- Hold a small statutory caseload, providing expert clinical decisions and second opinions.
- Develop care plans that consider evidence-based practice and the views of children and families.
- Provide specialist advice and support to staff, parents, and other professionals.
- Ensure high-quality care packages are delivered by specialist and non-specialist staff.
- Maintain up-to-date, accurate, and contemporaneous case notes in line with professional guidelines and local policies.
- Provide expert advice to parents/carers and other professional colleagues regarding the difficulties of children on the caseload.
- Demonstrate empathy with clients, carers, families, and colleagues, ensuring effective communication, particularly where barriers to understanding exist.

Service Development

- Lead the development and implementation of objectives and projects related to the Occupational Therapy Service.
- Develop and maintain effective working relationships with colleagues, clients, carers, and other agencies.
- Chair case conferences and multi-agency meetings as required.
- Participate in policy development and strategic planning for the service.
- Ensure compliance with departmental and corporate procedures, systems, policies, and practice standards.

Performance and Information Management

- Lead on performance and activity management, ensuring reporting deadlines are met.
- Maintain and ensure the use of electronic and manual recording systems.
- Review and manage service productivity, taking necessary actions to meet targets.
- Advise senior management on issues of service delivery, including demand and capacity gaps.

Governance and Quality Assurance

- Ensure robust systems of governance, quality improvement, and risk management are in place.
- Investigate complaints, incidents, and near misses, using findings to improve services.
- Ensure compliance with health and safety, data protection, and equal opportunities policies.

Qualifications and Training

Essential:

- Degree or Diploma in Occupational Therapy.
- Registered with the Health and Care Professions Council (HCPC).
- Extensive experience in Occupational Therapy practice within an education or health setting.

Desirable:

- Postgraduate qualification in Leadership and/or Management.
- Evidence of continuous professional development (CPD).

Experience and Skills

Essential:

- Experience in managing staff and leading a team.
- Advanced clinical skills and experience in providing second opinions.
- Experience in service improvement and development.
- Excellent verbal and written communication skills.
- Ability to establish and maintain effective working relationships with various stakeholders.
- Knowledge of current legislation and ability to apply it to practice.

Desirable:

- Experience in interagency working.
- Understanding of service improvement methodology.
- Knowledge of child and adult protection legislation.

Additional Requirements

- Ability to travel within the borough and beyond as required transporting equipment in own vehicle.
- Commitment to safeguarding and promoting the welfare of children and young people.
- Flexibility to work outside normal office hours if required.

Key External Contacts

- School staff, NHS colleagues, parents, medical practitioners.

Key Internal Contacts

- Access and Inclusion team, Early Years' Advisory Service, SEND Assessment team, Educational Psychologists, Specialist Teachers (SEATSS).

Financial Dimensions

- Responsible for the audit and procurement of equipment within available budget.

Key Areas for Decision Making

- Deliver specialist clinical work as part of the multidisciplinary school team.
- Assess and treat own caseload of patients, maintaining own records as an autonomous practitioner.
- Strategic and operational lead for the team.

Other Considerations

- This post may require some evening work to provide training.
- The post holder may be required to travel and work beyond the borough.
- To be an active member of the interdisciplinary team.
- To actively contribute to service development, supervision, and CPD.
- To delegate work to support staff and participate in students practice placement education.

PERSON SPECIFICATION

Job Title	Principal Paediatric Occupational Therapist / Team Manager				
Department	Children's Services		Function	Children & Families	
Team	Family Help, Children with Disabilities	Post number	S006104	Grade	OTTM

Method of candidate assessment: A = Application Form I = Interview T = Test
Weighting: 3 = Essential, 2= Desirable

Selection Criteria	A - I - T	**Weighting**
Education and Qualifications:		
Essential		
• Completion of RCOT accredited BSc; MSc or PGDip.	A	3
• Member of Health & Care Professions Council (HCPC).	A	3
• Membership of Royal College of Occupational Therapists (RCOT).	A	3
Desirable		
• Member of RCOT SS: Children, Young People and Families	A	2
• Sensory Integration qualification	A	2
Experience:		
Essential:		
• Management of a varied and complex caseload with evidence of skills in various settings and in providing child centred care.	A-I-T	3
• Evidence of consolidation in more than one area of practice with experience working in a home or community setting.	A-I-T	3
• Experience of report writing Computer literate. Basic I.T. skills.	A-T	3

• Experience in the use of OT models and practice.	A-I-T	3
• Experience of assessment, planning, implementing, and evaluating treatment, complying with professional and departmental standards.	A-I	3
• Supervision and support of OT students.	A-I	3
• Teamwork and effective communication / liaison.	A-I	3
Desirable:		
• Previous experience working in Children and Young Adult's Occupational Therapy Services.	A	2
• Experience of Developing, monitoring, evaluating and auditing services.	A-I	2
• Experience prescribing special seating.	A-I	2
• Experience of using range of different assessments and interventions in paediatrics	A-I	2
Skills:		
Essential:		
• Skills to develop and consolidate service, including service reviews	A-I	3
• Ability to work autonomously	A-I	3
• Ability to cope with a pressurised working environment	A-I	3
• Ability to reflect on and critically appraise own performance	A-I	3
• Ability to appreciate the sensitivity and complexity of child and family's culture and diversity and the ability to provide services appropriate to individual needs.	I-T	3
• Ability to seek guidance and support when necessary.	I-T	3
• A willingness to extend skills and knowledge.	I-T	3
Desirable:		
• Knowledge and experience in assessment and use of IT and basic software.	A-I	2

Knowledge:		
Essential		
• Clinical reasoning and problem-solving skills to determine management of caseload.	I-T	3
• Knowledge of core OT skills in physical, neurological and learning difficulties areas.	A-I	3
• Knowledge and experience of prescribing equipment.	A-I	3
• Participation in / knowledge of OT research / audit.	I	3
Desirable		
• Knowledge of standardised tests used with children/ young adults	A-I	2
• Knowledge and experience of a range of treatment techniques and approaches in paediatrics	A-I	2
General:		
• Ability to work effectively in a team setting.	I	3
• Ability to manage time and caseload effectively on an independent basis.	A-I	3
• Objective recording and reporting of intervention and maintenance of activity data.	A-I	3
• Ability to adapt communication styles to effectively and relevantly interact with a range of audiences, e.g. other professionals, parents, young people, etc.	I	3
• Effective negotiation skills/communication skills related to difficult clinical or team management issues	I	3
• Promote OT and demonstrate professional attitude and appearance	I	3
• Establish and maintain good working relationships	I	3
• Self-confidence and flexibility.	I	3
• Ability to supervise Occupational Therapy Assistants.	A-I	2

• Effective negotiation skills/communication skills related to difficult clinical or team management issues.	A-I	2
• Promote OT and demonstrate professional attitude and appearance.	I	3
• Establish and maintain good working relationships.	I	3
• Valid Driving Licence with use of own vehicle for business purposes	A	3
Other job requirements: This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure and Barring Service (formerly known as CRB) to check for any previous criminal convictions		