



Coventry City Council

Job Description

Job Title:	Childrens Occupational Therapy Lead for SEND	Job Number:	A5686
Services:	Statutory Assessment and Review Team	Grade:	8
Location:	One Friargate		

Our values:

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation.

Job Purpose:

To work within the Statutory Assessment and Review Team contributing to the performance and effective delivery of the Local Authority's Special Educational Needs Service. This includes:

- To undertake a key role in the SENDIST Tribunals process where Occupational Therapy is under dispute
- To undertake Occupational therapy assessments for children with SEND contributing to annual reviews and new assessments producing high quality advice reports
- To support the Multi Equipment Group utilising clinical knowledge to inform decision making
- To support the SEND Support Services as and when required

Main Duties and Responsibilities:

1. To undertake assessments and deliver professional reports for the tribunals process
2. To participate in mediation and tribunals and act as a professional witness when required
3. To support the annual review process producing new reports for pupils receiving OT
4. To develop and deliver a range of specialist occupational therapy intervention packages
5. To support the SEND support service in a clinical lead capacity
6. To make informed clinical decisions about when it is appropriate to provide specialist equipment providing clinical challenge where appropriate
7. To respond professionally and communicate effectively with parents/young people in all forms of communication



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8. To support the service in ensuring legal compliance in relation to the EHC Needs assessment and annual review process.
9. To effectively utilise Capita and other recording systems to ensure statutory compliance.
10. To act as an excellent role model and provide an expert opinion as required
11. Any other duties and responsibilities within the range of the salary grade

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The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for:		Responsible to:	The Statutory Assessment and Provision Manager
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Date Reviewed:	April 2021	Updated:	
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Person Specification

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Services:	Statutory Assessment and Review Team	Grade:	8
Location:	One Friargate		

Area	Description
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Knowledge:	Relevant Education Acts and in particular the 2014 Children and Families Act, procedures for statutory assessment of children/young people with special educational needs, SEN Code of Practice, The Equality Act 2010, and the supporting legal frameworks
	Understand the legal responsibilities of the professional and adhere to professional standards
	Understanding of issues relating to safeguarding adults and children and the role and activities of the Local Safeguarding Board
	Understand clinical governance and its relevance to this role
	Awareness of Information governance and its implications

Skills and Abilities:	Ability to present information written and orally, in a clear concise and logical manner and be IT literate
	Ability to work as an autonomous practitioner
	Ability to make decisions involving complex facts and situations and to manage and reconcile conflict
	Able to work collaboratively within the lead OT role demonstrating flexibility, empathy and reliability
	Ability to pass on highly specialist knowledge and advanced skills
	Ability to interact with staff, parents/carers and children at all levels and demonstrate sound emotional intelligence

Experience:	Significant experience of working within a Children's community occupational therapy service
	Extensive experience of working as a HCPC registered Occupational Therapist
	Evidence of undertaking development/project management
	Evidence of advanced clinical reasoning skills



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Educational:	Diploma or degree in Occupational Therapy
	Masters Level qualification or equivalent experiential learning
	Member of the Royal College of Occupational Therapists
	HCPC Registration and evidence of relevant CPD maintained portfolio

Special Requirements:	This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).
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Date Reviewed:		Updated:	July 2021
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