

**WEST KIRBY
EDUCATIONAL TRUST**

A charity changing children's lives



Candidate Information Pack

For The Role Of:

Occupational Therapist





 **WEST KIRBY SCHOOL**
A DAY AND RESIDENTIAL SPECIALIST SCHOOL AND COLLEGE

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ABOUT OUR TRUST

Our dedicated staff are committed to ‘Changing children’s lives, building better futures’.

West Kirby Educational Trust is a trust made up of two schools, Acre View Primary School and West Kirby School and College.

West Kirby School started as a Convalescent Home for children in the 1800s, became a Boarding School in 1905, and in 1979 the school’s name was changed to West Kirby Residential School. Gradually, more and more of the children became day pupils therefore the name was changed again to West Kirby School and College. In August 2024 the residential provision was closed.

Acre View Primary School was opened in the summer of 2024. The building was a former Nursing Home and is now being used to help young children blossom into kind and respectful young people.

As non-maintained special schools, West Kirby School & College and Acre View Primary School caters for CYP, aged 5-19 years, with a range of complex special educational needs and disabilities (‘SEND’). We support pupils with social and communication difficulties; Autistic Spectrum Condition; ADHD; PDA; related learning and emotional, sensory and motor needs, across a range of cognitive abilities.

Our aim is for young people to leave school with **academic accreditations**, together with developed **social, emotional and communication skills**. We achieve this through a structured, supportive learning environment with an individualised curriculum, based on relevant and meaningful learning, where CYP make aspirational progress from individual starting points.

In tandem with this, we promote the development of **life skills, personal wellbeing and good mental health** through structured activities and adventures, both in and outside school. These enrich learning opportunities and give pupils an appreciation of the wider world, of community and charitable partnerships.

Liverpool and Chester with their wealth of art, culture and history are within easy reach.



WELCOME FROM OUR CEO



Dear Candidate,

I am delighted that you are interested in joining West Kirby Educational Trust as an **Occupational Therapist**

I hope that this information pack gives you a flavour of this role and our wonderful school community.

Welcome to West Kirby Educational Trust, 2 non-maintained special schools, with our first school West Kirby School and College initially founded over 100 years ago as a hospice for children. Since that time we have grown and developed into the successful school we are today, and opened a further school in Sefton. Times have changed, but we remain enthused by the opportunity to support, enable and develop children and young people towards realising their aspirations.

Ultimately, we want to support each of our pupils towards **'living their best life'**.

As a Charity, we are driven to inspire and motivate pupils, ensuring they are equipped with knowledge, skills and experiences which will help them achieve their goals and ultimately reach their full potential. We understand that each child and young person is different and has individual needs. Therefore we tailor teaching, learning and therapeutic interventions - making activities accessible so pupils can flourish and thrive.

Our **nurturing environment**, **culture of respect**, and **promotion of acceptance and diversity** is a backdrop which allows pupils to grow into young adults, who have an understanding of themselves and those around them.

Our **safe and accepting space** also allows pupils to express themselves so they feel part of our **community**. Coupled with this, we are dedicated to working within our community, using our expertise to offer support to local schools, colleges and parent groups in areas of Special Educational needs and Disabilities. We are currently developing a programme of free training and support which will be offered across the Local Authority.

As CEO of WKET, I would be delighted to welcome you to the Charity to see for yourself our inspirational environment and for you to meet our equally inspiring pupils.

With Warm Regards,

Ms Sian Thomas
CEO

EMPLOYEE BENEFITS

Looking After You and Your Health

All employees are enrolled (free of charge) into our **Healthcare Scheme** – provided by Benenden Healthcare. From day 1 of your employment, and through your Benenden membership, you can:

- ✓ Get access to and **talk to a GP 24/7** and a **24/7 mental health helpline**
- ✓ Get **care planning and social care advice**
- ✓ Get access to **medical diagnostics** (when the wait on the NHS is over 3 weeks)
- ✓ Get support with **medical treatment and surgery** (when the wait on the NHS is over 3 weeks)
- ✓ Get access to **physiotherapy and mental health counselling support**

School Facilities

You will have access to our **School Gym**

You will also have access to a **free school lunch** – a choice of hot meal, salad bar, sandwiches and wraps as well as a selection of cakes

We offer half-termly **well being afternoons** for our staff where they can take part in a variety of activities such as yoga, golf ... and more!

Looking After You and Your Family in the Difficult Times

All employees are enrolled (free of charge) into our **Group Life Assurance Scheme** – provided by Aviva. After 6 months of employment, and through Aviva, if you were to die unexpectedly your nominated beneficiary would receive up to **4 x your annual salary**.

Annual Leave

All employees who work a 52 week contract with annual leave entitlement can take up to **5 days** (pro rata) of their holiday entitlement **during term time**

Building Your Capability

From day 1 of your employment you will be supported with your **Continuous Professional Development**, with a focus on supporting you to build your personal levels of capability; helping you to become the **best version of you that you can be**.

Saving for the Future

All non-teaching staff are eligible (and will be automatically enrolled) to join the School's **Private Pension Scheme**, after 3 months of employment.

The School will match your contributions (like for like) to your private pension up to **7%** of your annual salary.

ROLE OVERVIEW & APPLICATION PROCESS

West Kirby Educational Trust is seeking to appoint an enthusiastic Occupational Therapist

Salary: £34,324.16 - £39,670.81 (23 – 27)

Contract: Permanent, working term time only

Hours: 37 hours per week (part time working possible)

Role Overview:

We are seeking experienced OTs, new OTs, or those changing areas of practice to join a fantastic team to deliver high quality assessment and intervention plans in a specialised setting for neurodivergent young people.

We have a fully equipped Sensory Integration Suite meeting SI Fidelity. Facilities for our pupils throughout the school also include multiple spaces for sensory regulation, nurture spaces, animal and horticulture, and facilities to work on activities of daily living, as well as opportunities to work with pupils in the local community including shops, the beach, and local play park.

Our Occupational Therapy team work across both our sites, in West Kirby, Wirral and Lydiate, Sefton.

Application Process:

Application forms and further information can be found via the school website: www.wkrs.co.uk or contact recruitment@wkrs.co.uk. **The school does not accept CVs.**

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to rigorous recruitment checks and an enhanced DBS check.

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

PERSON SPECIFICATION

Person Specification – Occupational Therapist

West Kirby Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential These are qualities without which the applicant could not be appointed	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Method of Assessment
Qualifications	<ul style="list-style-type: none"> Recognised and relevant Occupational Therapy Degree/Diploma Valid and up to date HCPC registration Drivers licence 	<ul style="list-style-type: none"> Sensory Integration qualification e.g., ASI Attachment/Trauma qualification Member of RCOT 	<ul style="list-style-type: none"> Production of the Applicant's Certificates
Experience	<ul style="list-style-type: none"> Working with children/young people with SEN, particularly those with Autism Working with children/young people with receptive and/or expressive language difficulties Differential diagnosis; formulation of therapy plans; providing appropriate intervention(s); evaluating outcomes Carrying out formal and informal assessments and observations 	<ul style="list-style-type: none"> Joint working with education staff in a classroom environment Working with children/young people with SEMH e.g., Attachment and Trauma, anxiety Delivering training Experience of undertaking appraisal and planning CPD 	<ul style="list-style-type: none"> Contents of the Application Form Interview Professional References

PERSON SPECIFICATION (Cont.)

Person Specification – Occupational Therapist

West Kirby Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential These are qualities without which the applicant could not be appointed	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Method of Assessment
Experience (cont.)	<ul style="list-style-type: none"> • Report writing • Using Autism specific strategies/approaches • Working with children with sensory difficulties and motor co-ordination difficulties 		
Knowledge	<ul style="list-style-type: none"> • Able to provide rationales for interventions from evidence based practice and individual need • Understand and promote holistic approach • Understand the difficulties of motivating young people with low self-esteem and high anxiety • Have an understanding of Autism and possible co-occurring diagnoses 	<ul style="list-style-type: none"> • Knowledge of neurodiversity affirming practice • Knowledge of Trauma Informed Practice 	<ul style="list-style-type: none"> • Contents of the Application Form • Interview • Professional References

PERSON SPECIFICATION (Cont.)

Person Specification – Occupational Therapist

West Kirby Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential These are qualities without which the applicant could not be appointed	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Method of Assessment
Knowledge (cont.)	<ul style="list-style-type: none"> • Specialist knowledge of OT assessment and intervention • How Social Communication difficulties impacts the development of functional skills, independence, life skills – and how this can be supported 		
Skills	<ul style="list-style-type: none"> • Effectively manage and prioritise personal caseload • Relate theory to practice • Initiative, problem solving skills • Approach therapy with creativity and flexibility • Excellent communication and interpersonal skills • Clear written and spoken English 	<ul style="list-style-type: none"> • Planning and delivering group/class interventions • Support others in working with children/young people e.g., providing (indirect) intervention programmes, advice 	<ul style="list-style-type: none"> • Contents of the Application Form • Interview • Professional References

PERSON SPECIFICATION (Cont.)

Person Specification – Occupational Therapist

West Kirby Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential These are qualities without which the applicant could not be appointed	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Method of Assessment
Skills (cont.)	<ul style="list-style-type: none"> • Good organisational skills • Skills in co-working, liaison and consultation with other professionals, especially with regard to complex cases 		
Personal Attributes	<ul style="list-style-type: none"> • Emotional resilience in working with children/young people who may present with behaviours which challenge • Ability to work as a team and independently • Sense of humour • Patience • Ability to build good relationships with pupils, staff, parents and carers – whilst maintaining appropriate boundaries 	<ul style="list-style-type: none"> • Adaptable and flexible • Passionate about maximising each child's potential • Enthusiastic • Ability to motivate others, and promote positive behaviour in a nurturing environment • Willingness to become involved in all aspects of school life 	<ul style="list-style-type: none"> • Contents of the Application Form • Interview • Professional References

JOB DESCRIPTION

Job Description – Occupational Therapist

West Kirby Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Summary of The Role:

Working in an Education setting as part of a multidisciplinary team. This role requires the application of knowledge and expertise to a range of pupils with Complex Special Needs and co-occurring diagnoses including Autism and SEMH difficulties. Primarily, our work supports pupils and their parents/carers, teachers and care staff.

The role involves assessment, formulation and direct work, consultation with other teams, training and service development. Clinicians also undertake assessments and reports for a variety of external professionals contribute to Annual Reviews.

We seek to apply expertise to benefit pupils across the school environments.

Line Management Responsibility to:

Head of Inclusion and Clinical Services

Main Duties & Responsibilities:

Core Responsibilities

- To provide a specialist occupational therapy input to young people, their families/ carers, education and care staff in the school
- To provide specialist occupational therapy input to promote positive mental health and emotional wellbeing , breaking down barriers to learning through supporting physical and sensory needs.
- Undertake assessments (including motor and sensory assessments) and reports for pupils in school and as part of the transition process
- Contribute to the delivery of training
- Undertaking assessments and interventions for pupils
- Hold an individual case load of pupils.

Practice Responsibilities

- To engage flexibly with pupils, staff and their carers/families to promote positive working relationships.
- To provide support, guidance and advice to school staff and families to support the sensory needs of pupils and OT and contribute specialist input to the individual support plans and care plans.
- To interpret statistical data to formulate sensory profiles and strategies and contribute specialist input to support plans.
- To support, where appropriate, the work of other staff working with pupils through consultation and advice.

JOB DESCRIPTION (Cont.)

Duties & Responsibilities (Cont.):

- To liaise with Social Services, CAMHS, Schools, Child Protection agencies, General Practitioners, other NHS services and other staff in the provision of services to pupils where appropriate.
- To produce assessments and other reports as required.

Organisational

- To attend regular team meetings and CPD days with other colleagues.
- To positively engage with both clinical and line management supervision
- To maintain open and straightforward communication with colleagues and provide information within the time and format required.
- To maintain and operate within HCPC standards and be responsible for organising your own clinical supervision.

Administration

- To maintain proper clinical records and provide statistical returns as required and within a minimum standard as identified by the HCPC.
- To maintain expenses and other organisational records as required.
- To maintain confidentiality for and with pupils (individual and organisational)

Research

- Research in areas relevant to clinical work and community development is encouraged and may be undertaken on collaboration with other professionals, where appropriate.

The post holder will be required to:

- 1) Ensure that WKS policy on equality of opportunity is promoted through his/her own actions and those of any staff for whom he/she has responsibility.
- 2) Co-Operate fully with the implementation of Health and Safety arrangements, reporting any incidents/equipment defects to his/her manager and maintaining a clean, uncluttered and safe environment for pupils and staff.
- 3) Adhere at all times to all WKS policies/codes of conduct including for example:
 - Smoke free policy
 - IT Security Policy and Employee Code of Conduct
 - Standards of attendance, appearance and behaviour
 - Safeguarding

JOB DESCRIPTION (Cont.)

Duties & Responsibilities (Cont.):

- All employees of WKS are legally responsible for all records held, created or used as part of their employment including clients, corporate and administrative records whether paper based or electronic and also including emails. All such records are public records and are accessible to the general public, with limited exception, under the Freedom of Information Act 2000, the Environmental Information Regulations 2004 and the Data Protection Act 1998.
- Take responsibility for his/her own ongoing learning and development, including full participation in clinical and line management supervision and appraisals, in order to maximise his/her potential and continue to meet the demands of the post and in line with HCPC requirements.
- Represent WKS commitment to providing the highest possible standard of service to pupils and staff by treating all those with whom he/she comes into contact in the course of work, in a pleasant, courteous and respectful manner.
- Undertake PRICE training on-going as an essential element unless exempt through the Equalities Act due to a known disability.
- Understand that this post may evolve over time and that this job description will therefore be subject to review in the light of changing circumstances. Other duties of a similar nature and appropriate to the role may be assigned from time to time.



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