



WEST KIRBY  
SCHOOL &  
COLLEGE

*Changing Children's Lives*

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# Candidate Information Pack

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*For The Role Of:*

**Occupational Therapist**

Closing Date For Applications:

**9am Wednesday 29<sup>th</sup>**

**September 2021**







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

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# ABOUT OUR SCHOOL

## Our dedicated staff are committed to 'Changing children's lives, building better futures'.

We achieve this through a consistent approach towards understanding the needs and motivations of children and young people ('CYP'); and through recognising and celebrating their efforts and achievements.

As a non-maintained special school, West Kirby School and College 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 West Kirby School and College 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.

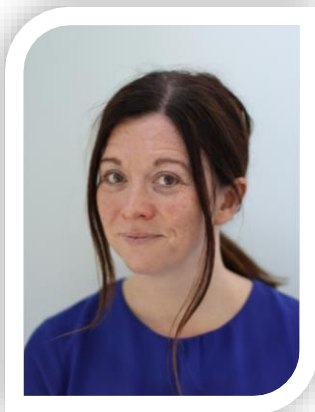
In tandem with this, we promote the development of **life skills, personal wellbeing** and **good mental health** through structured activities and adventures, both in and outside school. These enrich learning opportunities and give pupils an appreciation of the wider world, of community and charitable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



Our broad approach enables pupils to experience and develop **career pathways** which, we hope, will lead them towards a successful adult life. Due to its location to the North West of the Wirral peninsula, West Kirby is able to offer a wide range of opportunities for community relationships, sports, water recreation and natural history. Liverpool and Chester with their wealth of art, culture and history are within easy reach.

The school is close to the centre of West Kirby village and is 200m from the nearest beach and local marine lake.

# WELCOME FROM OUR CEO & PRINCIPAL



**Dear Candidate,**

I am delighted that you are interested in joining West Kirby School & College as a **Occupational Therapist.**

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

Welcome to West Kirby School and College, a non-maintained special school 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. 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 team, 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 Principal of WKS, I would be delighted to welcome you to the school to see for yourself our inspirational environment and for you to meet our equally inspiring pupils.

With Warm Regards,

*Sian*

**Miss Sian Thomas**  
CEO & Principal

# EMPLOYEE BENEFITS

## Looking after you and your health

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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**

... And after 6 months of employment and membership of Benenden, you can:

- ✓ 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**

## Looking after you and your family in the difficult times

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

## Saving for the future

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

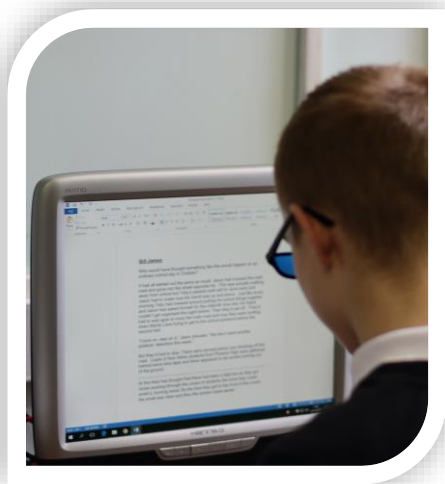
The School will match your contributions (like for like) to your private pension up to **7%** of your annual salary.

## Building your capability

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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**.

# ROLE OVERVIEW & APPLICATION PROCESS



## West Kirby School & College is seeking to appoint a talented Occupational Therapist

**Closing Date For Applications: 9am Wednesday 29th September 2021**

**Salary Band: £26,409.28 – £28,471.87 (Pt 27-29)**

**Working hours: 30.5 hours per week**

**Contracted Weeks: 44.2 Weeks**

### Role Overview:

As an Occupational Therapist you will work as a multidisciplinary team providing a highly specialised clinical service to children and young people with complex Special Needs and Co-occurring diagnosis. You will work under the leadership of the Lead Occupational Therapist, and report to the Deputy Headteacher / SENCO.

### Application Process:

Application forms and further information can be downloaded from the school website: [www.wkrs.co.uk](http://www.wkrs.co.uk) or contact Georgia Porter-Duffy [gporter@wkrs.co.uk](mailto:gporter@wkrs.co.uk) or Luke Cowell [lcowell@wkrs.co.uk](mailto:lcowell@wkrs.co.uk) for further information. **The School does not accept CV's.**

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.

# PERSON SPECIFICATION

## Person Specification – Occupational Therapist

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

	<b>Essential</b>  These are qualities without which the applicant could not be appointed	<b>Desirable</b>  These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	<b>Method of Assessment</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified and Registered OT Status HCPS Registration</li> </ul>	<ul style="list-style-type: none"> <li>• Sensory Integration qualification</li> </ul>	Production of the applicant's certificates
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Able to provide rationales for interventions from evidence based practice and individual need</li> <li>• Understand and promote holistic approach</li> <li>• Understand the difficulties of motivating young people with low self-esteem and high anxiety</li> <li>• Have an understanding of ASC and possible co-occurring diagnoses.</li> </ul>	<ul style="list-style-type: none"> <li>• How SLCN impacts the development of functional skills, independence, life skills – and how this can be supported.</li> </ul>	Contents of the Application Form.  Interview  Professional references
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Working with children/ young people with SEN, particularly those on the Autism Spectrum.</li> <li>• Working with children / young people with receptive and/ or expressive language difficulties</li> <li>• Differential diagnosis; formulation of therapy plans; providing appropriate intervention(s); evaluating outcomes</li> </ul>	<ul style="list-style-type: none"> <li>• Joint working with education staff in a classroom environment</li> <li>• Working with children/ young people with SEMH e.g Attachment and Trauma, anxiety</li> <li>• Delivering Training</li> </ul>	Contents of the application form  Interview  Professional References



# PERSON SPECIFICATION (Cont.)

## Person Specification – Occupational Therapist

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

	<b>Essential</b>  These are qualities without which the applicant could not be appointed	<b>Desirable</b>  These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	<b>Method of Assessment</b>
<b>Experience (Cont.)</b>	<ul style="list-style-type: none"> <li>Carrying out formal and informal assessments, observations</li> <li>Report Writing</li> <li>Using Autism specific strategies/ approaches</li> <li>Working with children with sensory difficulties and motor co-ordination difficulties.</li> </ul>		Contents of the Application Form  Interview  Professional References
<b>Skills</b>	<ul style="list-style-type: none"> <li>Effectively manage a personal caseload</li> <li>Relate theory to practice</li> <li>Initiative, problem solving skills</li> <li>Approach therapy with creativity and flexibility</li> <li>Excellent communication and interpersonal skills;</li> <li>Clear written and spoken English</li> <li>Good organizational skills</li> </ul>	<ul style="list-style-type: none"> <li>Experience of planning and delivering group/ class interventions</li> <li>Support others in working with children/ young people e.g. providing (indirect) intervention programmes, advice.</li> </ul>	Contents of the Application Form  Interview  Professional references
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>Emotional resilience in working with children/ young people who may present with behaviours which challenge</li> <li>Ability to work as a team and independently</li> <li>Sense of humour</li> <li>Patience</li> <li>Ability to build good relationships with pupils, teaching staff, parents and carers – whilst maintaining appropriate boundaries.</li> </ul>	<ul style="list-style-type: none"> <li>Adaptable and flexible</li> <li>Passionate about maximising each child's potential</li> <li>Enthusiasm. Ability to motivate others, and promote positive behaviour in a nurturing environment.</li> <li>Willingness to become involved in all aspects of school life.</li> </ul>	Contents of the application form  Interview  Professional references

# JOB DESCRIPTION

## Job Description– Occupational Therapist

West Kirby Residential School 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 one setting as part of a multidisciplinary team, this role applies knowledge and expertise to a range of pupils with Complex Special Needs and Co-occurring diagnosis with particular experience with Autistic Spectrum Condition and mental health. Primarily, our work supports pupils and their parents/ carers, teachers and care staff.

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

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

### Line Management Responsibility To:

Deputy Headteacher/ SENCO

### 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 and residential setting.
- 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.
- 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.

# JOB DESCRIPTION (Cont.)

## Duties & Responsibilities (Cont.):

### 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 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 in 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
- 4) 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.
- 5) 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.

# JOB DESCRIPTION (Cont.)

<p><b>Duties &amp; Responsibilities (Cont.):</b></p>	<p>6) Represent WKS commitment to providing the highest possible standard of service to pupils and staff by treating all those with who he/she comes into contact in the course of work, in a pleasant, courteous and respectful manner.</p> <p>7) Undertake PRICE training on-going as an essential element unless exempt through the Equalities Act due to a known disability.</p> <p>8) 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.</p>
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