The Sheiling
Ringwood

RECRUITMENT PACK

OCCUPATIONAL THERAPIST



An exceptional SEND school and college where individuals are cared for and valued.

ABOUT THE SHEILING RINGWOOD

Our mission is to create an educational, therapeutic community and environment, which upholds each person's human integrity and spiritual wholeness and where every child and young person, both because of and despite their individual challenges, has something to give and something to learn through all of their relationships with others.

Students are encouraged and supported to become resourceful and caring individuals, to explore the world of feelings, behaviour and values. We focus on building confidence and skills in different environments and social groups, whilst also developing functional independence in preparation for adult life.

Our school and college offer an individualised and flexible approach to placements: 38-week, day, extended day, weekly and termly boarding. On our 45-acre woodland site we provide a living, working and learning environment that is comfortable, beautiful and natural, befitting of a home away from home with extensive SEND facilities.

> **"The inspection team were impressed by the strong culture of teamwork that exists and that parents and carers are overwhelmingly positive about the school's work."**
>
> *OFSTED SCHOOL EDUCATION 2024*



ETHOS AND CORE **VALUES**

The Sheiling Ringwood is a Camphill Community. It is committed to maintaining a therapeutic community environment that is based on the social and educational principles of Rudolf Steiner. Essential to these principles is the recognition that behind every disability, each person's human integrity and spiritual wholeness is inviolable.

This means that every student, both because of and despite their disabilities, has something to give and something to learn in all of their relationships with other children/young people, with staff, teachers, carers, friends and family. The Sheiling Ringwood strives to maximise the diverse social and educational opportunities of community living, within a safe and secure environment, as a stepping-stone for each student's fulfilment of their potential.

> **"Our child is at the heart of every little thing the staff do. We feel blessed to have found this place; it is like my child has a second family.."**
>
> *OFSTED RESIDENTIAL INSPECTION 2024*



We believe that mutual recognition and acceptance, within a distinct community setting, enables both the individual independence and social connectedness that form the basis of growth and change. We believe that recognising each child's/young adult's human and spiritual integrity means to educate and care for the whole person, intellectually, morally and physically. The Sheiling's School and College seek to broaden each student's horizons along with their confidence and ability to access the wider community beyond.

THE **IMPORTANCE** OF OUR STAFF

The success of The Sheiling Ringwood is based on the strength of positive relationships between our students and also between our students and staff. We are thrilled that the impact of these relationships is recognised and lauded by Ofsted and CQC.

Our staff provide the flexible and individualised support that each student deserves. Our teams are well trained, supported, valued and recognised as pivotal to the happiness of our young people and the successful outcomes achieved by them in the key areas of education and life-skills.



STAFF **BENEFITS**

- Fantastic working environment with beautiful outdoor space
- Enhanced DBS Check paid for
- Employers pension contribution at a minimum of 8%
- Annual salary review
- Employee assistance programme
- A minimum of 31 days paid holiday per year (FTE)
- Onsite free parking
- Bike 2 Work Scheme
- Regular support and Supervision from Line Managers throughout the year
- Minimum of circa 10 days’ paid inset/ training per year
- Access to funded RQF qualifications through dedicated career pathways
- Induction for all new starters on commencement, followed by targeted 5 day Foundation programme

JOB **DESCRIPTION**



Job Title	**Occupational Therapist**
Responsible to	**Therapy Team Leader**
Hours per week	**37.5**
Weeks per year	**41 weeks per year (Term Time Only)**
Salary	**£30,049 to £44,121 (£33,590 to £49,320 FTE)**

ROLE **SUMMARY**

The Occupational Therapist will support children and young adults aged 6 to 25 to participate as fully as possible in the activities, relationships and experiences that give meaning to their everyday lives. Working across school, college and residential settings, the post holder will consider each student as a whole person, recognising their individual strengths, interests, communication, sensory experiences, aspirations and support needs.

Occupational therapy at The Sheiling Ringwood is embedded within the student's waking day and is not limited to the therapy room. The post holder will work within education, residential living, self-care, and vocational activities, outdoor learning and community participation. They will make purposeful use of the gardens, woodlands and wider 40-acre environment to promote engagement, regulation, functional development, independence and wellbeing.

The post holder will assess and support students with a range of complex presentations, including autism, developmental delay, learning disabilities, neurological conditions, sensory processing differences, motor difficulties and behaviours of distress. Intervention may include individual and group therapy, sensory regulation strategies, fine-motor and functional activities, activities of daily living, equipment, environmental adaptations and programmes embedded within everyday routines.

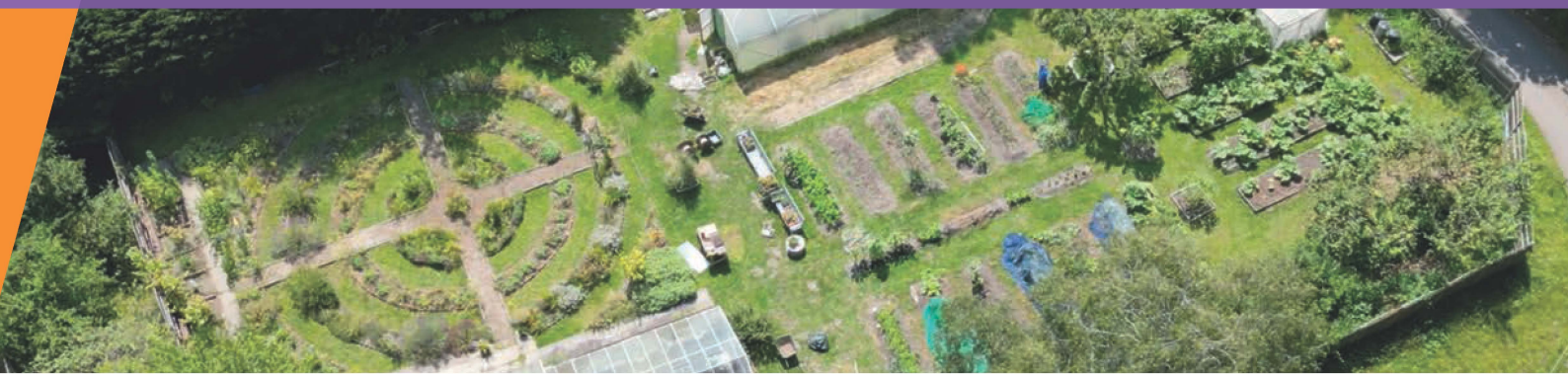
Working collaboratively with students, families, education and residential colleagues, and the wider multidisciplinary team, the Occupational Therapist will identify meaningful and achievable outcomes. The post holder will seek to understand the needs communicated through each student's behaviour and responses, using compassionate, strengths-based and evidence-informed practice.

ROLE **SUMMARY**

The Occupational Therapist will manage an allocated caseload with appropriate autonomy, while recognising professional boundaries and seeking supervision when required. They will contribute to the continued development of The Sheiling Ringwood's Occupational Therapy service, including sensory, fnctional and physical screening and competency development.

Above all, the post holder will uphold The Sheiling Ringwood's ethos as a learning and caring community where every individual is valued, supporting students to experience dignity, choice, belonging, meaningful participation and the greatest possible level of independence.

> **"I found the recruitment process incredibly easy. HR are a dream with all the help and encouragement I could have wished for and more. Such a good organisation, everyone so friendly and helpful."**
>
> *NEW MEMBER OF STAFF 2024*



SUMMARY OF **DUTIES** AND **RESPONSIBILITIES**

- To work as part of the multi-disciplinary team (MDT) to provide a comprehensive and coordinated range of specialist occupational therapy assessments and therapeutic interventions to support student engagement in school/college environments and residential houses. These would aim to improve the health, function, engagement, independent living skills and well-being of students.

- To autonomously manage, assess and provide occupational therapy intervention for an allocated caseload of students with neurodevelopmental conditions, motor skill difficulties, sensory processing difficulties and behaviours of distress.

- To consolidate and develop professional knowledge, clinical reasoning and practical competencies through supervision, reflective practice and continuing professional development, working towards an increasingly specialist level of practice.

1. Clinical – Assessment and Treatment Planning

1.1 To manage and prioritise an allocated caseload and associated clinical and service-related responsibilities.

1.2 To assess the individual's occupational performance and participation across their waking day curriculum, including education, residential, vocational and community environments

1.3 To identify factors affecting engagement, self-regulation, independence and participation in meaningful occupations, including sensory processing, motor skills, emotional wellbeing, environmental factors and social participation

1.4 To perform specialist occupational therapy assessment of children and young adults with diverse and complex presentations using advanced clinical reasoning skills and knowledge of typical child development.

1.5 To use specialist (paediatric and adult) OT assessment tools to assess the individual's function in relation to activities of daily living.

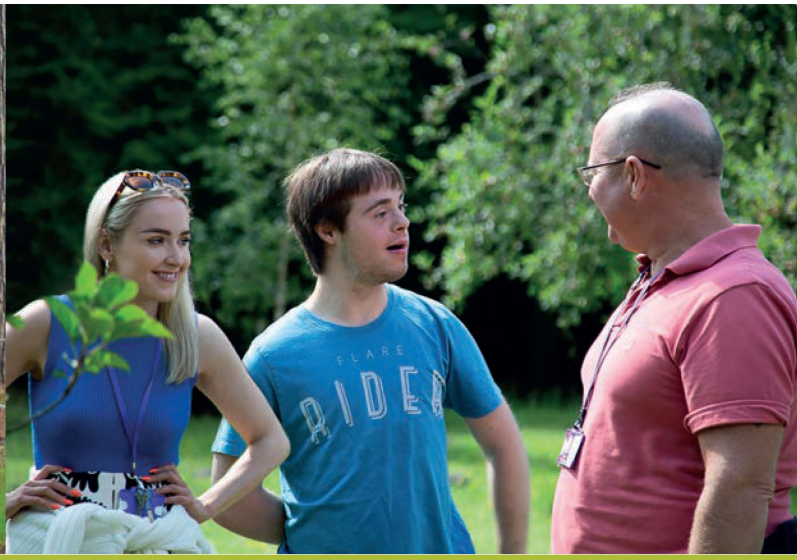
1.6 To analyse and interpret complex assessment findings in order to identify the impact of the student's needs on occupational performance and participation, and to agree relevant goals as part of an Occupational Therapy plan or shared positive engagement plan.

1.7 To develop and implement OT plans to support students' participation, engagement, independence and wellbeing across activities of daily living, education, vocational activities, leisure, community participation and residential living.

1.8 To review and adapt Occupational Therapy plans at agreed intervals, taking account of each student's changing needs, progress and outcomes.

> **"Great outcomes for students and the hard work of our staff is clear to see, it is very encouraging to have Ofsted confirmation that the college is doing so well. I am grateful to the staff teams who are dedicated in their work, providing the platform and opportunities for our students to reach these wonderful outcomes."**
>
> *HEAD OF COLLEGE 2024*







2. Clinical – Interventions and Treatments

2.1 To plan and implement a range of specialist child/young person-centred individual and/or group interventions.

2.2 To identify and implement appropriate treatment approaches and techniques during therapy, based on sound knowledge of evidence-based practice and best practice guidelines.

2.3 To develop and embed occupation-focused sensory regulation strategies within everyday routines and meaningful activities across education, residential, vocational and community settings to support participation, engagement and wellbeing.

2.4 To support the embedding of intervention strategies throughout a waking day curriculum in both education and care settings, maximising students' participation in everyday activities

2.5 To utilise the unique therapeutic opportunities available within the Sheiling environment, including the garden, woodlands, craft work, vocational experiences, outdoor learning, community participation and residential living, to promote functional skill development, independence, wellbeing and occupational engagement.

2.6 To work collaboratively with education, care and therapy colleagues to create supportive environments and meaningful occupational opportunities that promote independence, self-determination and quality of life.

2.7 To monitor the effectiveness of intervention.

3. Clinical - Analytical/Judgmental Skills

3.1 To analyse and interpret complex assessment results to provide an accurate judgment of the individual's condition and the impact on engagement and functional ability.

3.2 To identify OT GAS and SMART goals as part of an overall OT plan.

3.3 To identify and implement appropriate treatment approaches and techniques based on sound knowledge of evidence-based practice and best practice guidelines.

3.4 To monitor the effectiveness of intervention.

3.5 To make referrals to other professionals and agencies if required to address the individual's holistic needs.

4 Clinical - Communication

4.1 To provide support and advice for the student's teacher, parents and carers about all aspects of their care that relate to their OT needs, adjusting the use of language to allow for their level of understanding.

4.2 To adjust your communication according to the age and comprehension level of the student and use non-verbal communication, sign and augmentative communication aids as necessary.

4.3 To communicate complex and sensitive information in a way that protects the student's dignity, privacy and rights.

4.4 To be able to demonstrate empathy and sensitivity in response to parents, children and young people.

4.5 To work sensitively with parents who are themselves dealing with complex emotions as they come to terms with the impact of their child's condition.

4.6 To communicate professionally using written and verbal communication skills with parents/carers, team members, colleagues and other agencies, including health and educational staff.

4.7 To attend meetings when requested in order to provide specialist advice about the functional needs of the individual.

4.8 To arrange these meetings when appropriate. This may include the development of comprehensive MDT plans for transition and discharge.

4.9 To coordinate appointments and interventions with education, residential and therapy colleagues, using effective and flexible diary management.

4.10 To provide specialist OT reports for use within inter-agencies, e.g. education, and documentation relevant to the setting, standards and guidelines.

4.11 To maintain accurate, legible and complete clinical records of all OT interventions in accordance with professional and service standards.

4.12 To provide OT plans on a written basis, using pictorial representation as required, ensuring these programmes are carried over into daily life.

5. Human resources including personal and people development

5.1 To maintain registration with the Health and Care Professions Council and practise in accordance with the HCPC Standards of Conduct, Performance and Ethics and Standards of Proficiency for Occupational Therapists.

5.2 To be professionally and legally accountable for all aspects of your own professional and clinical work.

5.3 To review and reflect on professional practice through regular clinical supervision, continuing professional development and annual appraisal.

5.4 To demonstrate basic leadership skills through the management of designated projects e.g. developing resources, clinical governance objectives.

5.5 To plan, organise and provide training to parents/carers, educational and residential staff.

5.6 To plan and deliver Occupational Therapy-related training and presentations within The Sheiling Ringwood.



6 Health, safety and security

6.1 To be vigilant at all times in maintaining a safe therapeutic environment within the school and residential settings.

6.2 To carry out risk assessments and show an awareness of Health and Safety implications and act accordingly.

6.3 To be responsible for equipment used in carrying out Occupational Therapy duties and to adhere to departmental policies and guidelines to ensure safe use of equipment by self and others.

6.4 To report equipment defects, safety concerns or difficulties promptly to the line manager and take appropriate action to prevent unsafe use.

6.5 To set up equipment when it arrives, show parents/carers/professionals how to use it safely, advise on when/how often it should be used and monitor it as the individual grows/ changes.

6.6 To arrange for repairs, maintenance or adaptations as required.

6.7 To have a sound knowledge of theory and practice of manual handling of specialist equipment e.g. adaptive seating, therapeutic equipment.

7 Policy and Service Improvement/ Development

7.1 To participate in the operational planning and implementation of policy and service development within the OT team and the wider therapy group.

7.2 To demonstrate a working knowledge and contribute to developing and completing clinical audits.

7.3 To advise the Therapy Team Leader of any therapeutic equipment/materials needed for the service.



> **“A welcoming and inclusive process from application to appointment in role, with excellent training and support throughout. A wonderful place to work, so rewarding with excellent team support and a feeling of family and inclusion.”**
>
> *NEW MEMBER OF STAFF 2024*



RESPONSIBILITY - Audit/Research & Development

- To demonstrate on-going personal development through participation in internal and external development opportunities, recording learning outcomes in a portfolio.
- To apply increasingly complex skills and knowledge to establish professional competence and fitness to practice as a specialist OT.
- To demonstrate evidence-based practice and critically evaluate current research, apply them to practice and disseminate findings at a local level.
- To broaden research and development skills through participation in local audit and research projects.

RESPONSIBILITY - Quality

- To contribute to clinical governance as a member of the OT team looking at specific issues.
- To contribute to service development both of the service as a whole and in smaller groups by gathering requested information, suggesting issues to more senior staff and instigating local projects with the agreement of senior staff, when needs are identified.
- To demonstrate understanding and application of national guidelines/legislation relating to health and social care in the provision of children's/young adults services.

RESPONSIBILITY - Equality, diversity and rights

- To adjust communication according to age and comprehension level of the individual, using gesture and augmentative communication aids as necessary.
- To assess each individual's clinical needs and base the type, frequency and level of occupational therapy input on this assessment.
- To evaluate each students individual circumstances and their emotional and educational ability to process the information and act upon it in the best interests of the child/young person.

RESPONSIBILITY - Risk Management / Health & Safety

- The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by The Sheiling Ringwood.
- Members of staff are required to observe the hygiene code and demonstrate good infection control and hand hygiene.
- Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for other staff, community members, volunteers and visitors.
- To act immediately on safety notices, hazard warning notices and any other notifications in relation to equipment used/prescribed by the organisation.



- To report all clinical and non-clinical incidents or near misses promptly and when required to co-operate with any investigations undertaken.

- All staff have a responsibility to access occupational health, other staff support services and/or any relevant others in times of need and advice.

RESPONSIBILITY - Records Management

- The post holder has responsibility for the creation and maintenance of records in accordance with The Sheiling Ringwood and OT service policies, and the General Data Protection Regulation (2018). I.e. if required to do so, obtain, process and/or use information held on a computer in a fair and lawful way, to hold only for the specified registered purposes and to use or disclose the data only to authorised persons or organisations.

- The post holder has a responsibility to maintain timely and accurate record keeping and in accordance with professional guidelines.

This job description is not exhaustive, and the post holder may be required to undertake such other duties from time to time as are consistent with the responsibility of the grade.

This job description is subject to review and development from time to time in liaison with the post holder. As an employee of The Sheiling Ringwood you will be required to adhere to all the organisations policies and procedures.

Additional duties and responsibilities:

Performing with appropriate professional care any other tasks, duties and responsibilities within reason that further the aims and objectives of The Sheiling Ringwood.

The Sheiling Ringwood is committed to safeguarding and promoting the welfare of children and adults and expects all staff to share this commitment. An enhanced DBS (Disclosure and Barring Service) check and registration with the Update service will be required.

PERSON **SPECIFICATION**

Qualification, Education and training

Essential

- Bsc. Hons in Occupational Therapy
- HCPC Registration

Desirable

- Membership of RCOT
- Post graduate training in Sensory integration

Knowledge and Understanding

Essential

- Knowledge of the legislative framework for practicing OTs
- Working knowledge of OT models of practice and therapy outcome measures
- Principles of Safeguarding
- Principles of professional boundaries and clinical governance

Experience of

Essential

- Working as an OT in a pediatric or learning disability setting.
- Planning, implementation and evaluation of OT interventions
- Using a range of OT assessment tools to analyze a person's occupational functioning
- Maintaining accurate clinical notes and statistical data
- Providing reports and written programmes

Desirable

- Rudolf Steiner/Curative Education experience
- Working in an SEN environment
- Delivering training sessions

Technical Skills

Essential

- Ability to use observation, standardised and non-standardised assessment methods.
- Experience of the implementing sensory based strategies and interventions
- Experience running group based intervention sessions
- Accurate record keeping
- Ability to review, interpret and apply, if appropriate, research findings



Technical Skills

Desirable

- Signalong
- Total Communication
- Posture management/seating skills.
- Sensory integration assessment and intervention

Interpersonal Skills

Essential

- Communicates effectively and appropriately, with people who may have widely differing levels of communication abilities
- Able to establish and develop effective and productive relationships with students, parents and colleagues
- Motivation and Aptitude
- Demonstrable suitability to work with children and young adults with complex support needs
- Patient and calm particularly at times of pressure.
- Offers creative solutions
- Seeks out constructive ways to resolve problems, conflict or differences in professional judgement
- Provides a positive role model for students and less experienced peers
- Resilient to periods of high/demanding emotional intensity.
- Demonstrable commitment to own CPD

Other

Essential

- Physical capacity to react quickly in response to emergency situations (kneeling, running or similar)

"Working at The Sheiling Ringwood (TSR) has been an incredible experience. The recruitment process was transparent, welcoming and efficient, and now, being part of this team is inspiring. TSR's culture of promoting collaboration and personal growth makes each day rewarding. I am learning and growing continuously, contributing to an enriching professional experience."

MEMBER OF STAFF 2024



SAFER RECRUITMENT

The Sheiling Ringwood (TSR) is committed to safeguarding and promoting the welfare of children and young adults and expects all staff to share this commitment.

We reserve the right to vary or amend the duties and responsibilities of the post and the post-holder at any time according to the needs of its Charitable business.

An enhanced DBS and Barred List Check will be required. Staff are also prohibited from promoting extremist/radical religious or one-sided views whilst working at TSR and/or whilst participating in activities associated with their employment.

Your Right to Work will need to be established as part of the appointment process. We will also carry out an online search for all shortlisted candidates, in line with the latest Keeping Children Safe in Education (KCSIE) guidelines.

For more information please visit **thesheilingringwood.co.uk/recruitment**

> **"Their safety and safeguarding practice are managed like a golden thread that runs through all aspects of the children's care."**
>
> *OFSTED RESIDENTIAL INSPECTION 2024*



The Sheiling
Ringwood



The Sheiling Ringwood School & College

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tel: 01425 477488

HR: hr@thesheilingringwood.co.uk
Recruitment: applications@thesheilingringwood.co.uk

BH24 2EB will take you to the centre of the postcode. Following just the postcode will not bring you to us, but to another site within the same postcode. Please use the Horton Road turning from the Ashley Heath roundabout to accurately find us.

Alternatively, use our what3words grid reference:
w3w.co/declines.dusters.tractor

thesheilingringwood.co.uk