



Role Profile

Job Title

Occupational Therapy Assistant

Salary range	Point 17
Contract	Fixed term maternity cover
Main location	Portland College
Hours and basis	37.5 hpw 52 week contract
Reports to	Occupational Therapy Team leader
Date of issue	January 2023

Why Portland College needs this role

Portland College is a vibrant national college for people with a wide range of disabilities and associated learning difficulties. We strive to develop every learner's unimagined potential with a personalised programme. The Occupational Therapy service delivers a high quality service to learners and citizens with a wide range of disabilities including autism, cerebral palsy and learning difficulties.

What you will be doing

Reporting to the Occupational Therapy (OT) Manager you will work as part of a developing team supporting the Occupational Therapists in providing a comprehensive occupational therapy service to meet the needs of students at Portland college.

You will:

- Lead on the travel training process within the OT team
- Assist in the provision of specialist equipment.
- Undertake some assessments under the instruction of Occupational Therapists.
- Undertake intervention plans under the guidance of Occupational Therapists around independent living skills and accessing the community.
- Work with Occupational Therapists to run individual and group sessions.
- Act as a clinical resource for promoting independence and the role of OT.
- Maintain high quality notes and record keeping.
- Complete admin related tasks such as updating databases, completing forms and equipment audits.
- Work autonomously, following instructions and plans put in place by therapists.
- Ensure effective and safe delivery of interventions in accordance with relevant statutory, procedural and practice requirements.
- Treat all information gathered either manually or electronically in a confidential manner.
- Maintain professional boundaries at all times.

Key results we want to see from this role

- High quality work.
- Motivation and passion to improve quality of life and promote independence.



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- Work flexibly and collaboratively across a multi-disciplinary team to meet student and citizens' needs.
- Be passionate about Occupational Therapy and understand the role and its value within the College.

Dimensions of the role

- Work as part of the Occupational Therapy team supporting learners and citizens to develop independence in College and everyday life.

Key work relationships

- Team members
- Learners / Citizens and their families/carers
- Speech and Language Therapy Team
- Physiotherapy Team
- Tutors and LSA's

Other information

Portland College is committed to safeguarding and promoting the welfare of its learners, customers, volunteers and staff. We expect all our staff to be aware of their responsibilities to protect learners, citizens, customers, volunteers and staff from abuse or harm and to promote Fundamental British Values.

Successful applicants will be required to undertake a Disclosure and Barring Service (DBS) check and to provide proof of their right to work in the UK.

Other Duties & Responsibilities:

- Such other duties as the management may from time to time reasonably require
- To support the development of the Learning & Teaching functions as and when required

The above role profile is not all encompassing and is subject to regular review.

Signature of post holder

Date

I have read and accept the duties and responsibilities outlined in this role profile.