



Grange Park School
Borough Green Road
Wrotham
Kent
TN15 7RD

JOB DESCRIPTION

JOB TITLE	Part-time Occupational Therapist (2 day / 15 hour contract)
SALARY POINT	KSH entry (£41,782 Full time)
LIASION WITH:	The Headteacher and/or Senior Leadership Team
HOURS:	15 hours per week, term time, plus 5 inset days (0.35656FTE)
DATE:	2 nd November 2026

Purpose of the Job

To promote and disseminate professional expertise to staff at the school and the wider community in developing occupational therapy skills for autistic individuals.

To develop and maintain a high-quality therapeutic environment to support a regulated learning environment for pupils within the school.

To support pupils to develop their physical skills, their abilities to self-regulate, their independence skills and their confidence through assessment, intervention and environmental adaptations.

To demonstrate commitment to self-directed study for Continual Professional Development (CPD).

Key duties and responsibilities under direction of the Therapy Team Lead

1. Guide and support pupils in their personal, emotional and social development.
2. Support the ethos and aims of Grange Park School.
3. Develop and maintain a high-quality environment within the school to enable pupils to learn to the best of their ability.

4. Liaise closely with all staff to support implementation of appropriate strategies.
5. Use specialist knowledge of standardised assessments and other assessment tools in combination with advanced reasoning skills to provide recommendations to support individual pupils.
6. Develop and implement programmes for individuals and groups using expertise to create innovative and effective ways of working to maximise pupils' potential.
7. Supporting with the implementation of SCERTS and contributing to the EHCP process as directed.
8. Assist in the education of colleagues, other organisations and parents/carers to understand the needs of autistic individuals.
9. Analyse and interpret varied and complex information including research, in order to develop and maintain a specialist service to meet the needs of individuals, school/college staff and parents/carers.
10. Use specialist knowledge of standardised assessments and other assessment tools in combination with advanced reasoning skills to provide recommendations to support individual pupils.
11. Develop and implement programmes for individuals and groups using expertise to create innovative and effective ways of working to maximise pupils' potential under guidance from the senior Occupational Therapist and other members of the therapy team.
12. Contribute to service projects and generate ideas and solutions.
13. To manage and prioritise a defined caseload and workload, working with support from senior therapists as appropriate.
14. Responsible for the care of, accuracy, confidentiality, security and maintenance of all individual's records and related manual/computerised information, including highly sensitive and confidential issues.
15. Maintain up to date Health and Care Professions Council and the Royal College of Occupational Therapists registration, working to their standards of proficiency, conduct, performance and ethics. This includes access to regular clinical supervision to meet HCPC/RCOT requirements.
16. Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

17. To be committed to CPD – inside and outside of work
18. Any other duties or tasks appropriate to the grade of the post assigned by the Senior Leadership Team.

PERSONAL SPECIFICATION

	Criteria	Essential / Desirable
Qualifications	HCPC Recognised qualification in Occupational Therapy	E
	GCSE in English and Maths grade C/4 or above (or equivalent)	E
Skills	Good ICT skills	E
	Good literacy and numeracy	E
	Good interpersonal and organisational skills	E
	Ability to prioritise	E
	Ability to cope under pressure and work to deadlines	E
Personal attributes	Good attention to detail	E
	Knowledge of a range of therapeutic, evidence based, interventions suitable for use with autistic children/young people in an educational setting	E
	An ability to use own initiative, work independently, motivate and inspire with a creative approach to problem solving	E
	Able to work well as part of a team	E
	Good communicator	E
	Display commitment to protection and safeguarding of children and young people	E
	Commitment to CPD	E
Knowledge and experience	Awareness of the need for Child Protection, Confidentiality, Data Protection, Health & Safety legislation and other key policies in schools	E
	Experience of working with autistic children/young people.	E
	Experience of working collaboratively and co-operatively as part of a team.	E
	Experience of working as part of an Occupational Therapy Team.	E
	Experience of working in a school setting	D
Other	Car owner and driver (working on split site)	E

