

JOB DESCRIPTION AND PARTICULARS OF APPOINTMENT

- Job Title: Children's Occupational Therapist
- Post Number: P25587
- Grade and SCP: Band 11 SCP 29
- Directorate: Care and Wellbeing

Where your role fits at Shropshire Council

At Shropshire our priority is to be a 'best value' authority that delivers, enables, and influences for Shropshire and its residents by:

- Being financially stable and sustainable
- Having clear priorities and purpose
- Supporting and enabling our workforce to excel

Recognising the challenge across local government today. This starts with our Improvement Plan to address immediate challenges, while ensuring a focus on the future and how the Council will need to look, feel, and operate to best serve the needs of the county and its residents, and being aware of changes in national policy.

Our Shropshire values: PROUD

- Partnerships
- Respect
- Opportunities
- Understanding
- can Do

Aim to unify the workforce, support transformation, improve trust, and build a modern, sustainable Council.

As a member of the Children's Occupational Therapy Service, you will play a vital role in supporting children and young people with disabilities or additional needs, and their families, to live safely, participate meaningfully and achieve outcomes that matter to them. You will work collaboratively with children, young people, parents, carers, colleagues and partner organisations to identify strengths, reduce barriers and promote inclusion at home and within the local community.

The service works in partnership with social care, education, health, housing, voluntary and community organisations and independent providers. Through proportionate assessment, professional reasoning and practical intervention, you will help develop coordinated and cost-effective solutions that support wellbeing, independence, choice and participation.

Overview of your role

As a Children's Occupational Therapist, you will manage a varied caseload and undertake holistic, child- and family-centred assessments. You will provide professional advice and identify practical and creative solutions that enable children and young people to participate in daily activities, use their home environment safely and reduce the impact of disability on family life.

The role involves county-wide working across Shropshire and may include work in family homes, schools and other community settings, alongside office-based and agile working arrangements. The post includes hybrid working, subject to service requirements.

You may share responsibility for the formal and informal supervision of Occupational Therapy Assistants and contribute to the education, support and assessment of Occupational Therapy students on placement. You will receive professional support, supervision, a structured induction and continuing professional development opportunities.

Professional Accountability and Supervision

Report to the Team Manager, Occupational Therapy, who is responsible for management oversight, health and safety, training and development.

Receive supervision and monitoring of professional practice and casework from the Team Manager and/or a Senior Occupational Therapist.

Work within legislation, professional standards, Council policy, service guidance and personal competence, seeking advice whenever a situation is complex, unfamiliar or presents increased risk.

Take responsibility for professional decision-making, agreed actions, workload organisation, accurate recording, professional conduct and continuing development.

What will you be doing?

- Manage a defined caseload, including children and young people with complex disabilities, degenerative conditions, terminal illness or palliative care needs, using professional reasoning, reflective practice and a strengths-based approach.
- Undertake holistic assessments that consider the child or young person's physical, psychological, emotional, social, developmental and environmental needs, together with the needs and circumstances of their parent or carer.



- Establish therapeutic relationships and adapt communication to the child or young person's age, development, communication needs and family circumstances.
- Listen to and record the views, wishes and desired outcomes of children, young people and their parents or carers, supporting their involvement in decision-making.
- Assess, analyse and manage risk, balancing safety, wellbeing, independence, participation, family choice, eligibility, proportionality and cost-effectiveness.
- Complete moving and handling assessments for disabled children and young people with complex needs, providing clear risk assessments and practical recommendations.
- Assess for, prescribe, arrange, demonstrate and review a wide range of children's equipment and assistive solutions in the home and other relevant settings.
- Assess for and recommend minor and major adaptations, including referrals to the relevant Housing Authority through the Disabled Facilities Grant or other applicable adaptation pathway.
- Identify practical, creative and cost-effective interventions that reduce barriers, promote participation and support safe care within the family home.
- Liaise and work collaboratively with paediatricians, GPs, nurses, social workers, health professionals, education staff, housing colleagues, equipment and adaptation services, voluntary organisations and other relevant agencies.
- Produce clear, accurate and proportionate assessments, case records, reports, recommendations, referrals and professional correspondence in line with legal, professional and organisational requirements.
- Review interventions, evaluate outcomes and progress work to appropriate closure, including arranging or contributing to reviews, case discussions and conferences where required.
- Provide children, young people and families with accessible information, advice and signposting, including information about condition-specific organisations, support groups, charitable funding and community resources.
- Manage workload and competing priorities effectively, responding flexibly to duty arrangements, service pressures and changing levels of risk.
- Support the supervision, development and learning of Occupational Therapy Assistants and Occupational Therapy students where required.
- Contribute to service development, audit, measurable outcomes, quality improvement, research activity and the implementation of new ways of working.
- Participate in team meetings, in-service training, supervision, performance development and continuing professional development.
- Maintain up-to-date knowledge of evidence-based practice, relevant legislation, safeguarding responsibilities, clinical governance, policy and professional standards.



- Promote equality, diversity, inclusion and anti-discriminatory practice, ensuring that communication and intervention are accessible and responsive to individual circumstances.
- Work within Council policies, delegated financial responsibilities and safe systems of work, including health, safety and welfare requirements.
- Contribute positively to team working and the achievement of service and organisational objectives.

What we expect of you

- Adopt a child- and family-centred approach that recognises strengths, supports participation and focuses on meaningful outcomes.
- Use sound professional judgement and clinical reasoning, recognising the limits of your competence and seeking timely advice where required.
- Treat children, young people, families, carers, colleagues and partners with dignity, respect and fairness.
- Communicate clearly, sensitively and accessibly, including where there are barriers to communication or differing professional perspectives.
- Work collaboratively while maintaining professional accountability for your own assessment, recommendations and actions.
- Organise your workload effectively, maintain timely records and meet agreed service and performance requirements.
- Engage positively in supervision, the Personal Development Review process, training and continuous professional development.
- Support a positive learning culture and act as a professional role model and advocate for the Children's Occupational Therapy Service.

What are your conditions of Service

The conditions of service are those laid down by Shropshire Council, which have been adopted and amended as necessary from those laid down by the National Joint Council for Local Government Services.

The post is a permanent contract working 34.25 hours per week.

The role covers the whole of Shropshire and requires travel to family homes and other community locations.

Office-based, agile and hybrid working arrangements will apply in accordance with service requirements.

- Contractual office hours are between 7am and 7pm Monday to Friday and 8am to 1pm Saturday, with a minimum lunch break of 30 minutes.
- The team's current working hours are 8.45am to 5pm Monday to Thursday and 8.45am to 4pm Friday. Occasional work outside these hours may be required.



The post is subject to the Council's annualised hours scheme as implemented within the work area.

The post carries eligibility to join the Local Government Pension Scheme. Information will be provided with any formal offer of appointment.

Annual leave entitlement is a pro rata flat-rate scheme of 207 hours (28 days) plus bank holidays, with an additional five days for employees with five years' local government service, giving an entitlement of 244 hours (33 days). Two days of the allowance, pro rata for part-time staff, must be taken at Christmas for any potential Christmas closure. Where the service is required to remain open, these two days may be carried forward but must be used by the end of March.

The appointment is subject to two months' notice in writing on either side.
The appointment is subject to six months' satisfactory probationary service, during which the notice period will be one week on either side.

Smoking is not permitted in Council buildings, Council vehicles or Council workplaces.

What pre-employment checks will we undertake?

The appointment is subject to receipt of the following pre-employment checks;

1. Satisfactory employment references,
2. Medical report,
3. Evidence of the qualifications required for the post/listed on your application form,

This post is exempt from the Rehabilitation of Offenders Act 1974 and as such all applicants who are appointed to this post will be subject to an **Enhanced Disclosure** from the Disclosure and Barring Service before the appointment is confirmed. This check will include details of cautions, reprimands or warnings as well as convictions and non-conviction information. Once appointed, the successful applicant(s) will also be required to apply for an Enhanced Disclosure at pre-determined intervals during the course of their employment whilst in this post.

