



CPotential
we do

JOB PACK

Paediatric Occupational Therapist

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in our OT's words

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cpotential.org.uk

"CPotential is a great place to work and an organisation going places, and I have learnt so much as a clinician since joining."



I took on the role of senior occupational therapist at CPotential in early 2021, after many years working across sectors (in different charities, and private and statutory sectors). I was looking for a new challenge after several years working with children and families back in the NHS.

Since settling in I have been given huge opportunities as an OT to influence and develop its clinical services including setting up my own clinic which has been a great experience.

One of the things that I really enjoy about working here is that CPotential still has a family feel to work in and as an organisation it has been open to new ideas and ways of working. It's a place that doesn't stand still and you feel that you have a chance to be creative at work. It's understood here that working well as a team is how to support our families best and its always been really important to me as a clinician to work as part of a friendly and supportive team.

At CPotential we work closely together and look out for each other, there are a lot of laughs in amongst the hard work. Some places say that they do this but at CPotential we live it! There is a real momentum to share and develop ideas and learn off each other to improve what we do.

Central for all of us here is the work with our amazing bunch of children and their families. At CPotential I have found that we are trusted to clinically reason how we work rather than it being prescribed for us. The focus is on seeing our families face to face (rather than being diverted into admin around the child) and I love how we get the time to really get to know, think about and consider what our families need. Working here leaves you with a feeling that our work genuinely has an impact.

Each family is unique, and I see and work with a huge variety of children in clinic, working on anything from, sensory processing difficulties, upper limb skills, feeding interventions or school skills. The days are varied and challenging, and things never get to feel routine, the clinical work keeps you on your toes and learning!

CPotential is a great place to work and an organisation going places, and I have learnt so much as a clinician since joining.

If you want to be part of the next exciting chapter with us, we look forward to hearing from you!

By Paula Godfrey
Senior Occupational Therapist at CPotential



WELCOME

Dear Applicant,

Thank you for your interest in the position of Paediatric Occupational Therapist.

We're looking for an experienced Occupational Therapist who will thrive on providing a high-quality service for a varied and complex caseload of children and young people with physical, learning, and social needs.

Working as part of a unique and supportive integrated multidisciplinary team (MDT), you will complete joint assessments and plan collaborative treatment and reviews for children, and their families.

You will be a confident, clear, and empathetic communicator who builds effective relationships, and will provide a high standard of advice, assessment, development, training, and implementation of intervention programmes.

You will be HCPC registered and an RCOT member, with previous experience of working with children with a variety of needs including cerebral palsy, developmental delay, genetic disorders, sensory processing difficulties.

Willingness to be flexible in your service delivery approach is required, and able to travel and work in a variety of outreach settings such as family homes, special and mainstream schools, and clinics as and when needed.

Actively participating in clinical and peer supervision, you will also supervise OT and Therapy Assistants as and when required.

For further charity insight, I encourage you to [watch our video](#), [visit our website](#) and browse our social media pages across Facebook, Instagram, TikTok, Twitter, LinkedIn and YouTube.

To apply, please email info@cplondon.org.uk with your CV and Cover Letter explaining your suitability, and why you would like to work for CPotential.

We look forward to hearing from you.

Best wishes,



Brett Parker
CEO



JOB DESCRIPTION



Job title:	Paediatric Occupational Therapist
Reports to:	Clinical Lead
Contract:	Permanent (with 6 months probationary period)
Days/hours:	Full or part-time (with flexible working – including some availability for school holidays and occasional evening/weekend/bank holiday working)
Salary:	£33,000 to £40,000, dependent on experience (pro rata if part-time)
Annual leave:	30 days per year (pro rata if part-time), with 3 days reserved for Christmas/New Year closure
Location:	CPotential, 143 Coppetts Road, London N10 1JP

Job summary:

- To provide a high-quality occupational therapy service for a caseload of children and young people with a variety of physical, learning, and social needs. This includes children with complex needs and disabilities, statutory needs, e.g., provision for Education Health & Care Plans, safeguarding and child protection issues/concerns
- To manage an independent caseload of children, providing a high standard of assessment, development, and implementation of intervention programmes in conjunction with the child / young person and their family, and the MDT
- Working as part of an integrated MDT, complete joint assessments and collaborative treatment planning and reviews
- To deliver occupational therapy assessments and interventions to families being supported by case management companies
- To travel to work in a variety of settings such as family homes, special and mainstream schools, and clinics as and when needed
- Demonstrate CPotential's values of being professional, honest, reliable, collaborative, integrated, inclusive, curious, innovative, approachable, and adaptable in your conduct when representing the charity.

Key Tasks and Responsibilities

Clinical

- To carry out comprehensive assessments using evidence based clinical reasoning, skilled observation, and the use of standardised and non-standardised assessment tools to identify functional / participation needs of the child within everyday activities and routines
- To use skilled clinical reasoning to develop child centred intervention programmes this may include, developing functional skills such as feeding interventions, specialised hand skills interventions (CIMT / bimanual) and the use of sensory strategies to support participation in everyday activities such as feeding and dressing
- To work closely with the MDT to provide highly specialised integrated packages of care for children attending CPotential. This includes joint team assessments, treatment planning and therapy reviews
- To work closely and collaboratively with other aspects of the organisation such as communications, marketing and fundraising to promote services
- To independently organise and plan own caseload management
- To provide advice, assessment, intervention and training to children and young people with additional needs, their parents, carers and teachers
- To monitor, evaluate and modify treatment interventions to measure progress and ensure effectiveness
- To communicate effectively and provide advice and training to colleagues working within other clinical areas
- To participate in the planning and development of the service, holding responsibility for defined and delegated projects
- To work with and provide supervision and training for students and therapy assistants
- To be responsible for maintaining and developing own professional competence through continuing professional development activities
- To actively participate in clinical and peer supervision
- To contribute to clinical effectiveness arrangements and participate in audit and research relevant to the role and clinical setting
- To be accountable for own professional actions and recognise own professional boundaries, seeking advice as appropriate, including recognising personal limitations of clinical competence and refer to senior staff as and when required
- To ensure effective partnership working with other members of the therapy team in for example, social care, education, and voluntary bodies in the best interests of the child
- To formulate tailored therapy plans including the use of appropriate specialist equipment and minor adaptations
- To set up and monitor therapy equipment, instructing clients/carers on safe use.

Communication

- To communicate with children, carers, families, and members of the multidisciplinary team/other professionals effectively and empathetically, ensuring positive outcomes and collaborative working
- To form productive relationships with others, to liaise and work jointly with members of the multidisciplinary team and professionals involved in the child's support network such as Therapists, Teachers, Clinical Psychologists, Special Educational Needs Teachers
- To engage, support and advise families, carers, and MDT members to engage in the therapeutic process of carrying over strategies to home or school environment in between treatment sessions
- To communicate effectively verbally and in writing, including completing written reports and documentation to a high standard for Education Health Care Plans, multidisciplinary assessments, and reviews
- To maintain up to date, accurate and robust client records including clinical notes. To maintain confidentiality in respect of this information and comply with the Organisation's record keeping policy
- To communicate complex patient related information clearly and provide specific information on neurodisability conditions as appropriate
- To deal with initial complaints sensitively, avoiding escalation where possible and referring to the clinical lead for appropriate action to be taken
- To be aware of the child and family's needs including respecting their culture and religion in communications
- To attend professional meetings as and when required.

Personal and People Development

- To maintain and develop professional competence through continuing professional development, and to develop the ability to reflect on and evaluate training attended
- To provide clinical placements and take responsibility for contributing to the assessment of students
- To develop a working knowledge of relevant procedures including Safeguarding Children, SEND procedures, and other legal frameworks
- To demonstrate the ability to reflect on clinical practice with peers and mentors and identify own strengths and development needs
- To participate in departmental research and clinical governance/audit projects and collect and provide research data as required
- To participate in the staff appraisal system
- Develop and maintain skills and knowledge in relation to the needs of children and their families.

Health and Safety

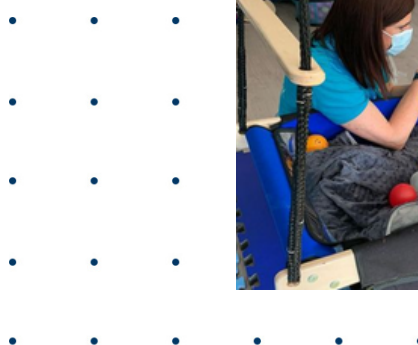
- To adhere to Health and Safety policies of the Organisation
- To participate in Clinical Governance procedures for the service.
- To comply with the Organisation Safeguarding Policy including cooperation with statutory child protection agencies in ensuring the safety and wellbeing of children.
- To be aware of and comply with any Health and Safety legislation or policy and to maintain up-to-date knowledge of any published changes or amendments
- To undertake risk assessments as required
- To take personal responsibility for maintaining a safe working environment, and to report or highlight any potential dangers or risks to the appropriate person
- To take personal responsibility for and adhere to policy and guidelines in relation to lone working.

Service Improvement

- To proactively contribute ideas for service development. To make suggestions about possible service improvements which may be of benefit to children, families and/ or the organisation
- To participate in the piloting of new services, audits or alternative methods of working, as appropriate
- To contribute to the development of clinical standards and guidelines in own speciality, and to inform service policies, including the use of research in evidence-based practice.
- To participate in clinical and quality frameworks for the Paediatric Occupational Service.

Quality

- To understand when to make onward referrals to other agencies to assist in the diagnosis and treatments options of children on own caseload, as well as advising other members of staff
- To operate in accordance with the policies and guidelines of the Paediatric Occupational Therapy Service, HCPC and the Royal College of Occupational Therapists code of conduct.



Equality, Diversity and Rights

- To adapt practice to meet individual children/families' circumstances, including due regard for cultural and linguistic differences
- To be sensitive to the individual needs of children and families affected by disability
- To be aware of the needs of children and families in relation to their language, culture, religion, ethnicity and gender
- To actively challenge, and where necessary report any incidence of abuse or discrimination in line with policy and procedures.
- The information supplied in this job description is intended to summarise the key responsibilities and duties of the role. The post holder may be required from time to time to carry out other reasonable requests and duties as agreed between employee and manager.



PERSON SPECIFICATION

Qualifications and Experience

Essential

- Degree or equivalent diploma in Occupational Therapy
- Active HCPC Registration
- Membership of RCOT
- Evidence of CPD maintained in a portfolio
- Understanding of and adherence to Professional Code of Conduct for OT and understanding of its impact upon professional practice.

Desirable

- Membership of Specialist Interest Group (Children, Young People and Families)
- Occupational Therapy Student Educator qualification.

Knowledge and Experience

Essential

- Previous experience of working as an Occupational Therapist with children with a variety of needs including cerebral palsy, developmental delay, genetic disorders, sensory processing difficulties
- Knowledge, training, and experience in a range of assessments, treatment techniques and approaches relevant to area of practice and role as OT
- A robust understanding of the roles of other professionals and experience of MDT working
- Knowledge /experience of the impact of a child's disability on their occupational performance and the potential impact on the child's family / carers
- Report writing for SEN/ EHCPs
- Knowledge of child development and childhood occupations
- Sound knowledge of SEND reforms including EHCP assessment and provision.

Desirable

- Successful completion of post graduate qualification relevant to paediatrics for example, sensory integration/ CO-OP approach/ specialist hand skills assessments and interventions.

Skills and Abilities

Essential

- Ability to effectively engage and support children and their families who have complex needs
- Excellent interpersonal skills including, observation, listening and negotiation skills
- Work effectively in a team and within an integrated model of practice
- Ability to build effective working relationships with multi professional teams, children, and carers
- Ability to cope working in emotional environments with parents/carers
- Ability to understand the child and families / carers culture and diversity and provide services appropriate to individual needs
- Able to carry out moderate to intense physical exertion through concurrent activities
- Ability to present work both orally and written in a clear and logical manner
- Competent in IT (MS Office use and clinical databases in particular)
- Experience of using specialised assessments, and in the planning, implementation and evaluation of evidence-based treatments and interventions - relevant to role of OT and paediatrics
- To ensure provision of child centred outcomes as part of intervention planning and review
- Complying with professional and service standards
- To be innovative, using own initiative with ability to prioritise own workload
- Ability to manage time effectively and regularly work to deadlines
- Ability to analyse clinical, professional, and ethical issues
- Demonstrate an understanding of clinical governance and its implications for professional practice and services
- Ability to reflect and critically appraise own performance
- Ability to organise and respond efficiently to information and feedback
- Facilitation and involvement in audit and understanding of quality issues.

Desirable

- Supervision of support staff.



Qualities

- Ability to travel
- Ability to handle children and equipment, frequently exerting moderate physical effort for long periods
- Ability to cope with exposure to distressing or emotional circumstances
- Flexibility in approach to service delivery.

General Conditions

- Enhanced DBS check
- Willingness to work flexibly including working in school holidays and the possibility of some evening/ weekend/ bank holiday working when required
- Willing to undertake further training and development in the role.



STAFF BENEFITS

As a CPotential member of staff, you are one of the charity's most important assets. We want you to love working for us and to develop personally and professionally while you're with us to give us your best.

Holiday

It's important to recharge your batteries, so we offer a generous holiday allowance, in addition to Public Holidays.

Learning and development

We offer life-changing learning to the children and young people we work with and we value your learning just as much. All staff can access in-house training and we budget for external training too.

Family support

We offer a range of benefits to support family life, including parental leave and compassionate leave when needed.

Pension scheme

We offer the NEST pension scheme, of which new staff members are enrolled after three months of employment.

Employee Assistance Programme

It isn't in anyone's best interests if you have issues that are keeping you awake at night. We subscribe to an Employee Assistance Programme, so that you can access 24 hour support for things that are bothering you, whether at work or home.

Enhanced Healthcare Insurance

Healthcare insurance with Westfield Health, providing cash reimbursement for a selection of health therapies including optical, dental, osteopathy, and physiotherapy. Option to add family members at an additional cost. Offered to staff employed with us for a minimum of 12 months.






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