



# Occupational Therapist

# Occupational Therapist

## Tanglin Mission

Tanglin Trust School Singapore has a long tradition of providing British-based learning with an international perspective. At Tanglin we strive to make every individual feel valued, happy and successful. Responsibility, enthusiasm and participation are actively encouraged and integrity is prized. Working together in a safe, caring yet stimulating environment, we set high expectations whilst offering strong support, resulting in a community of lifelong learners who can contribute with confidence to our world.

## Our Vision

We aspire to be the best school in the world with a dynamic learning community which nurtures and inspires every individual to be the best they can be. Our core values of Respect, Responsibility and Purpose are at the heart of everything we do across the school.

## The Role

We are looking for a motivated and passionate individual with recognised qualifications and at least three years' experience in delivering Occupational Therapy to children to work across our Infant, Junior and Senior Schools. The role of the Occupational Therapist will be to:

- Work alongside the Educational Psychologist, Speech and Language Therapist and Learning Support teams to identify children requiring screening/assessment/intervention, and contribute to support planning.
- Provide 1:1 Occupational Therapy sessions to students (approximately 50% of the role); run group Fine/Gross motor skills/Self-regulation groups.
- Work with children, teachers, and teaching and learning assistants in classes to support the transfer of skills learned in therapy or groups.
- Provide strategies for parents, teachers, and teaching and learning assistants to support children in the development of their skills.
- Deliver training to groups of teachers and teaching and learning assistants to develop the skills of all staff to support the development of children's skills.

The successful candidate will be able to work both collaboratively and independently to support the optimal development of children in Tanglin Trust School. The candidate will have excellent communication skills and be able to engage with children, families and staff in therapeutic sessions and feedback, meetings and training. The candidate will embrace the School's commitment to creating a diverse and inclusive environment. The role reports to the Educational Psychologist.

## **Key Responsibilities**

### **1. Collaborative working**

- Work collaboratively with the Learning Support teams, Educational Psychologist, Speech and Language Therapist, other relevant school staff, and parents, to evaluate a child's needs and monitor progress against targets.
- Upon Occupational Therapy involvement, make recommendations about individual children's needs, communicating these verbally and in writing to Learning Support teams, Educational Psychologist, Speech and Language Therapist, other relevant school staff, and parents.
- Provide advice and support for parents of children with Occupational Therapy needs, and foster a close working relationship with these parents.
- Provide support for teachers by monitoring and reviewing children's progress, suggesting programmes of support/strategies, reviewing these, and making further recommendations.
- Attend appropriate meetings to advise on matters concerning children requiring Occupational Therapy.
- Attend regular liaison meetings with HOLS and EP concerned with monitoring policies covering Learning Support/Inclusion issues in all 3 schools, and monitoring individual students who have been identified as having additional needs.
- Establish and maintain contacts with outside Occupational Therapists and outside agencies in Singapore.

### **2. Working with children**

- Provide 1:1 Therapy for children, working towards clearly set targets and monitoring these regularly.
- Providing Group Therapy input for children, working towards clearly set targets and monitoring these regularly.
- Working with children in the context of their classroom to support in the generalisation of skills learned in individual or group therapy, and to model intervention strategies to relevant school staff.

### **3. Training**

- Promote and encourage an inclusive ethos throughout the school by raising awareness, facilitating training and working collaboratively with staff.

- Help develop the capacity of the school to effectively meet the needs of children who are experiencing difficulties / challenges in aspects of their education.
- Arrange talks and workshops for parents on matters related to children's development through our ParentWise programme.
- Conducting professional in-service training for Teaching staff, Senior Teaching & Learning Assistants and Teaching & Learning Assistants as appropriate.

#### **4. Administration / Record Keeping**

- Record targets and progress monitoring as part of the child's Individual Education Plan/Pupil Passport/Student Profile/Personalised Learning Plan.
- Make referrals to external agencies where appropriate.
- Maintain records of sessions to enable accurate billing of parents and support the Finance Team and School Offices as required, in line with agreed administrative processes.
- Complete the appropriate paperwork required by examination boards in terms of access arrangements.
- Be responsible for reporting any concerns about a child to the Designated Safeguarding Lead.
- Advise on the purchase of resources for assessment and support.
- Keep up to date with research and developments in the field of Occupational Therapy, and inform the Therapy Team accordingly.
- Advising on books, periodicals, and materials for use by staff and/or students.

#### **Personal Attributes**

- Be able to engage, enthuse and inspire others.
- Have high levels of personal integrity.
- Proven ability to use initiative, assume responsibility for tasks and projects and to resolve problems.
- Enjoy personal challenges and can give support to others.
- Be able to manage own wellbeing and support others with theirs.
- Believe positivity is as important as performance in the workplace and amongst the community
- Enjoy connecting with all members of our community.
- Have a sense of humour.

*Tanglin Trust School believes that each employee makes a valuable and significant contribution to our success and that contributions should not be limited to the assigned responsibilities below. This job description is designed to outline primary responsibilities but not limit the employee, nor Tanglin Trust School, to only the duties identified. It is the expectation of the School that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organization.*

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to provide an Enhanced DBS disclosure certificate, or equivalent.