

Band 5 Occupational Therapist

Term Time Only or Full time: 37 hours per week

Salary: Cognus Band 2 to 3, £34,052.35 to £42,744.33 (1 FTE) including HCAS

Locations: London Borough of Sutton, Sherwood Foundation School, Sherwood Hill Campus

Locations: London Borough of Sutton, Sherwood Park School, Sherwood Hill Campus

Cognus Limited is a Local Authority Traded Company, which is commissioned by the London Borough of Sutton to provide education services to early years providers, mainstream schools and specialist education settings in Sutton. Wholly owned by the local authority, we deliver a wide range of high-quality services to deliver excellent practice that improve the lives of children, young people, and families in Sutton and beyond.

Are you looking for a job in paediatric practice?

Do you want to be part of a large trans-disciplinary team of dedicated teaching staff, occupational therapists, speech & language therapists and wellbeing practitioners helping children aged 4 to 19 years with complex needs?

Do you have a passion for working with children, a growth mindset and are confident, enthusiastic, calm, and adaptable? We welcome you to apply to join our team.

About us:

Sherwood Foundation School is an all age foundation special school, which consists of three campuses:

- Sherwood Park Campus in Wallington, which provides for pupils whose primary needs are profound and multiple learning disabilities and severe learning disabilities.
- Sherwood Hill Campus in Carshalton, which provides for pupils where their diagnosis of Autism has a significant or profound impact on their learning and/or social and emotional skills, affecting their capacity to cope across daily activities.
- Sherwood Manor Campus in Wallington is for secondary aged students and primarily for autistic learners as well as some with moderate learning difficulties many of whom have additional differences and complexities.

Sherwood Foundation School prides itself on its individualised, trans-disciplinary approach to learning; with the child/ young person and their family at the heart of our



practice. We are dedicated to using strengths based, relationship focused, person-centred practices to support the learning and growth of our pupils. We aim to create a school culture and learning environment that facilitates the active engagement and participation of our learners, using motivating and meaningful activities that support the development of regulation, communication, social skills, cognitive abilities and life skills in preparation for adulthood.

We have an exciting opportunity to invite applications from Band 5 therapists, who wish to develop their knowledge, experience and their expertise within a dedicated and supportive team. Clinical supervision, managerial supervision and opportunities for Continuing Professional Development are provided.

Cognus Therapies is a thriving multidisciplinary team of Occupational Therapists, Speech and Language Therapists, and Therapy Assistants who support children and young people in schools, colleges, bases and specialist provisions within the London Borough of Sutton and surrounding boroughs. We work with children and young people aged 4 to 25 years of age, across Primary, Secondary and Post-16 provisions, with a variety of special educational needs, e.g. Autism, Global Developmental Delay, Hearing Impairment, Down Syndrome, PMLD, MLD and many more. We encourage all our therapists to gain experience and expertise across a range of specialisms.

Cognus Therapies forms part of the Cognus Limited provision for special educational needs within the London Borough of Sutton.

You will give us great commitment and in return we offer an excellent package including:

- i) Starting salary of £34,052.35 per annum
- ii) Workplace pension scheme 4% to 8% matched contributions
- iii) 28 days annual leave pro rata (plus Bank Holidays)
- iv) Regular manager support and supervision
- v) Hybrid and flexible working subject to agreement
- vi) Staff benefits package, currently including Employee Assistance Programme, Perkbox and (upon completion of probation) Sovereign Healthcare Cashback plan
[Cognus reserves the right to adjust these additional discretionary benefits to improve quality of their services provided, maintain affordability for the Company and to ensure benefits remain fit for purpose with staff needs.]
- vii) Staff EDI group and Mental Health First Aiders to support wellbeing and inclusion
- viii) Cognus Coaching Programmes
- ix) An ambitious culture with friendly and supportive colleagues
- x) Opportunities for visa sponsorship subject to availability

We also offer the following benefits for this post:

- Access to highly skilled clinical leads
- Access to a wide range of clinical resources
- Access to regular and supportive peer supervision



- Complete NQP competencies with highly skilled clinical supervisors
- RCOT and HCPC registrations paid

All applicants must hold current registrations with the **Health Care Professionals Council (HCPC)** and be a member of **The Royal College of Occupational Therapists (RCOT)**.

Own transport is an advantage but not essential.

If you are interested and would like to be considered for this role, please apply to recruitment@cognus.org.uk with the completed application form, downloaded from <https://www.cognus.org.uk/work-with-us/current-vacancies/cognus-application-form/>, outlining your suitability. The deadline for receipt is **on Monday, 20th October 2025**. Shortlisted candidates will be informed separately for interviews.

For an informal conversation about the role, please contact Kelinka Bipath, Lead OT at Sherwood Hill Campus kelinka.bipath@cognus.org.uk or Alex Benjamin, Head of Therapies at alex.benjamin80@cognus.org.uk.

All offers of employment are subject to successful completion of recruitment formalities which includes an enhanced DBS check. These checks must have been completed before the commencement of employment. We expect our staff to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Company and Sutton's Local Safeguarding Partnership.

We are an equal opportunity employer and value diversity at our company. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.



JOB DESCRIPTION

POSITION:	Paediatric Occupational Therapist
DIVISION:	Cognus Therapies
BUSINESS UNIT:	Cognus Occupational Therapy Service
REPORTS TO:	Therapy Lead Occupational Therapist
RESPONSIBLE FOR:	• Overseeing therapy provision for pupils with occupational therapy needs in mainstream settings and/ or Specialist SEN provisions / bases / POST-16 • Liaising with Head Teachers, SENDCos, staff and parents to promote best outcomes
GRADE/PAY	Band 5, Occupational Therapist, Salary: £34,052.35 to £42,744.33 (1 FTE) (including HCAS)
LOCATIONS:	London Borough of Sutton, Sherwood Foundation School, Sherwood Hill Campus

1. JOB SUMMARY:

- Work within a multidisciplinary team of occupational therapists and speech and language therapists
- Have the opportunity to work in schools, colleges, bases and / or specialist provisions across the London Borough of Sutton
- Work with children and young people aged 4 to 25 years (often working within a specific age range, e.g. Primary)
- Support local schools / settings to support children and young people with Occupational Therapy Needs
- Work with children and young people who have a range of special educational needs (e.g. Autism, Hearing Impairment, Developmental Language Disorder, Down Syndrome, PMLD, MLD, SLCN)
- Manage own caseload with support, to ensure intended outcomes are delivered within agreed service standards

2. PRINCIPAL ACCOUNTABILITIES:

To personally undertake a caseload to include:

- Visiting children and young people at their educational setting
- Completing assessments with children and young people
- Delivering therapy programmes to individuals or small groups
- Offering advice and support to parents / carers and teaching staff
- Maintaining all records to a high standard



Specific Duties:

- Provide advice and support to school staff
- Use screening and assessment tools (formal and informal assessments)
- Prioritise new referrals, with support
- Complete case histories to gather relevant information
- Write reports based on assessment information
- Make onward referrals, with support
- Liaise with all professionals involved
- Liaise with parents / carers and school staff to work collaboratively
- Contribute to professional advice regarding statutory assessments (Education, Health and Care Needs Assessments)
- Contribute to professional advice for Education, Health and Care Plan (EHCP) annual reviews
- Complete duties for both London Borough of Sutton and out of borough (when requested)
- Monitor and record the child or young person's progress towards their outcomes and targets
- Attend team meetings
- Attend clinical supervision
- Attend managerial supervision

Training and Development Responsibility:

- Promote Evidence Based Practise and embed this into professional activities, e.g. delivery of therapy
- Embed legislative change and key developments with support from the team
- Participate in clinical audits, service development activities and research as and when required
- Engage in CPD activities
- Comply with the Cognus Limited mandatory training requirements
- Plan, deliver and evaluate training sessions for educational provisions, with support

GENERIC OBJECTIVES:

Contribute to Cognus Limited's business objectives at the appropriate level by ensuring every child matters and has access to education and learning opportunities, including:



- a) Health and safety
- b) Safeguarding and protection of children
- c) Equal opportunities and management of diversity
- d) Data protection
- e) Outstanding Customer care

GENERAL:

SAFER RECRUITMENT:

Cognus is committed to safeguarding and protecting the children and young people that it works with. An offer of employment is subject to safer recruitment practices which include an enhanced DBS check, two professional references acceptable to Cognus Limited, proof of qualifications, proof of right to work in the UK, proof of personal address and employment history covering 5 years and, fitness to work with children (occupational health assessment). These checks must have been completed prior to commencement of employment. We have a range of policies and procedures in place which promote safeguarding and safer working practices across the organisation.

PROCESSING OF DATA:

- a) You ("the employee") consent to the holding and processing of personal data provided by you to the Company ("the Company") for all purposes relating to your employment, but not limited to administering and maintaining personnel records, paying and reviewing salary and other remuneration and benefits, undertaking performance appraisals and reviews, the compulsory Disclosure and Barring Services check (DBS) details in line with its statutory responsibility to safeguard and protect children and vulnerable service users; maintaining sickness and other absence records and taking decisions as to your fitness for work.
- b) You hereby acknowledge and agree that the Company may, in the course of its general and statutory duties as an employer be required to disclose personal data relating to you for legislative purposes during or after the end of your employment. This does not affect your statutory rights under the General Data Protection Regulation 2018.

CONFIDENTIALITY AGREEMENT:

- a) During the course of your employment, you will have access to and knowledge of Company confidential information and trade secrets.
- b) Disclosure of any of this confidential information and/or trade secrets could have serious financial consequences and/or create serious competitive disadvantages for the Company. There may be material damage, financial or otherwise, deliberate or otherwise, to the Company's legitimate business interest.
- c) Under the terms of this confidentiality agreement, you agree to keep secret and shall not at any time, either during employment or post-employment, use, communicate or reveal to any person any trade secret or confidential information relating to the Company or any Associated Company.



- d) You are aware of the Company's policies in relation to compliance with the General Data Protection Regulation and undertake to act in accordance with these at all times. Any breach of these policies will be dealt with under the Company's disciplinary procedure and action taken can include dismissal without notice.

This job description and person specification outlines the summary of key accountabilities and is not an exhaustive list of duties and, is subject to periodical review and changes in line with the business needs.



PERSON SPECIFICATION

The main duties and responsibilities of the post holder are indicated below although other duties of an appropriate level and nature will also be required.

No	Description	Criteria
a.	Educated to degree level or equivalent in Occupational Therapy	E, S
b.	Relevant qualifications including registration with HCPC and RCOT	E, S
c.	Ability to prioritise and deliver results to a high standard	D
d.	Knowledge of relevant assessment tools and therapy interventions	E, S, I
e.	Excellent organisational skills	E, S
f.	Excellent ICT skills, e.g. using spreadsheets and recording notes electronically	E, S
g.	Ability to work collaboratively and in partnership with other professionals	E, S, I
h.	Experience of working in educational settings	D
i.	Experience as a paediatric occupational therapist	D
j.	Adherence to RCOT and HCPC policies and procedures	E, S,
k.	Committed to safeguarding and protection of children	E, S, I
l.	Honours and upholds the Company's Equal Opportunity Policy, Dignity at Work Policy, Safeguarding and Protection of Children, Health and Safety and Data Protection Policy at all times	E, S

KEY:		D	Desirable	I	Evaluated at interview
E	Essential	S	Short listing criteria	T	Subject to test

