

Occupational Therapist – Education Band 5 and Newly Qualified Band 5

Full time: 37 hours per week, with the option to work on a Term Time Only contract, or part time
Salary: Cognus Band 2-3 £35,073.92 - £44,026.66 (inclusive of the high-cost area supplement, HCAS)
Location: Cognus Office, First Floor, Cantium House, Wallington, SM6 0DZ

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.

We have an exciting opportunity to invite applications from Band 5 Occupational Therapists and Newly Qualified Therapists to join our service, who wish to develop their knowledge, experience and their expertise within a dedicated and supportive team. Increased clinical supervision, line management are provided. You will support with the rise in statutory occupational therapy provision and SEND Support services across the London Borough of Sutton. As part on the Government's SEND reform, we are developing a new and exciting 'Experts At Hand' service launching in September 2026; this will be embedded into our therapies service.

Cognus Therapies is a thriving multidisciplinary team of Occupational Therapists, Occupational 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. We work with children and young people with a variety of special educational needs, e.g., Autism, Deafness, Down Syndrome, PMLD, MLD, Dyslexia and many more and encourage all our therapists to gain experience and expertise across a range of specialisms, to look forward to specialising in the future.

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

- i) Starting salary of **£35,073.92 - £44,026.66 per annum (Cognus Band 2 - 3)**
- 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
- vi) Staff benefits package; currently including Employee Assistance Programme, life insurance, employee benefits platform and (upon completion of probation) health care *[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

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](https://www.cognus.org.uk/work-with-us/current-vacancies/cognus-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 **12th July 2026 at midnight**. Candidates are requested to be available for interview on **tbc**.





For an informal conversation about the role, please contact Alex Benjamin, Head of Therapies at alex.benjamin@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:	Band 5 Occupational Therapist
DIVISION:	Cognus Therapies – Occupational Therapy
REPORTS TO:	Highly Specialist Occupational Therapist and Therapy Lead
GRADE/PAY:	£35,073.92 - £44,026.66 FTE (inclusive of the high-cost area supplement, HCAS)
LOCATION:	Cognus Office, First Floor, Cantium House, Wallington, SM6 0DZ

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 (OT)
- Work with children and young people who have a range of special educational needs including a possible cohort with ASD, or PMLD
- Manage own caseload with support, to ensure intended outcomes are delivered within agreed service standards
- Raise awareness of OT within the London Borough of Sutton
- Deliver specialist paediatric occupational therapy, advice and training within mainstream schools using the “Experts at Hand” model, focusing on early intervention, inclusion, and embedding practical strategies into everyday teaching and learning.
- Provide on-demand consultation, advice, and training to education staff—supporting children and young people based on functional need (without requiring diagnosis or EHCP) and working collaboratively with families and multi-agency partners.
- Build capacity and confidence within education settings through time-limited, needs-led support, combining clinical practice, coaching, and system-level input to improve outcomes and demonstrate impact aligned with local SEND priorities.

PRINCIPLE 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 Baring 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 as necessary.

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
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	S	Shortlisting criteria	T	Subject to test

