

Band 6 Specialist Occupational Therapist – Education

Full time: 37 hours per week, with the option to work on a Term Time Only contract, or part time

Salary: Cognus Band 3-4 £44,660.21 to £53,046.29 (1 FTE) including High Cost Area Supplement (HCAS)

Location: Cognus Office, First Floor, Cantium House, Wallington, SM6 0DZ and required to work in settings across the London Borough of Sutton,

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 are currently expanding the size of our therapies team by recruiting occupational therapists to support 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 are a thriving multidisciplinary team of occupational therapists, speech and language therapists, teachers, practitioners and therapy assistants who support children and young people aged 4 – 25 years in mainstream schools, colleges, and specialist settings within the London Borough of Sutton and surrounding boroughs.

We are seeking enthusiastic occupational therapists to join our friendly and supportive team. Collaborative working is an important part of the role. This is an exciting opportunity to be part of a dynamic team providing innovative therapy interventions following evidence-based practice and an embedded model of therapy in order to best support the pupils' needs.

Cognus Therapies provides a robust supervision framework with all posts receiving Managerial and Clinical Supervision. Regular time is allocated for Professional Development.

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

- i) Starting salary of **£44,660.21 to £53,046.29 per annum (Cognus Band 3 to 4)**
- 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](#), 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 6 Specialist Occupational Therapist
DIVISION:	Cognus Therapies – Occupational Therapy
REPORTS TO:	Highly Specialist Occupational Therapist and Therapy Lead
GRADE/PAY:	44,660.21 to £53,046.29 (1 FTE) per annum inclusive of High Cost Area Supplement (HCAS) or pro rata for term time plus additional weeks
LOCATION:	Cognus Office, First Floor, Cantium House, Wallington, SM6 0DZ and in settings across the London Borough of Sutton

JOB SUMMARY

- Working within a multidisciplinary team of Occupational Therapists and Speech Therapists the post holder will have the opportunity to work in local schools and colleges across the 4 years to 25 years age range or with a smaller age range within this.
- Advising and supporting a range of schools/settings with children and young people with Occupational Therapy Needs (OT Needs) including a possible cohort with ASD, or PMLD to manage their caseload to ensure that intended outcomes are delivered within agreed service standards.
- Raising awareness of the needs of and strategies available for children and young people with OT Needs.
- Deliver specialist paediatric occupational therapy 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:

To advise and support school staff on the education of children and young people with OT Needs including:

Screening and Assessment

- Screening and prioritising new referrals in order to determine the need and level of occupational therapy provision required in line with service criteria.
- At the point of referral gathering relevant information regarding previous and current input from health and social care services.



- Carrying out a range of non-standardised and standardised assessments and interpreting a range of factors relating to the child or young person's condition; focusing on access to education.
- Providing reports to referrers and other agencies involved in the child/young person's care.
- Contributing to professional advice regarding the statutory assessment and annual review process both in Sutton and in out-of-borough settings if necessary.

Treatment and Provision

- Plan, create and deliver a wide range of tailored interventions and/or therapy programmes where direct OT input is indicated and effectively hand over prescribed programmes through training and modelling with teaching staff, parents and carers.
- To recommend, provide or advise on provision of equipment and take responsibility for demonstrating its usage and training clients/carers.
- To undertake risk assessment in complex moving and handling situations where appropriate i.e. provision of equipment identified for the school environment.
- To monitor and record child or young person's progress and effectiveness of intervention through goal setting, outcome measurement and evaluation of practice and to communicate these as required to key stakeholders.
- To liaise and establish communication networks with the multidisciplinary team, external voluntary and statutory organisations as appropriate in planning for child or young person's treatment
- Promotion of effective inclusion of children and young people into all aspects of the school curriculum.
- Maintain effective liaison with all partners e.g., parents, professionals in Education, Health, Social Care and other Services with particular regard to Safeguarding and best practice.
- Promote robust transition arrangements for pupils with Occupational Therapy needs including: Collaboration with a range of partner agencies to create effective transition support for specific children and young people.

Education and Development Responsibility

- To be aware of changing trends in treatment and promote Evidence Based Practice; embedding this into own specialist area of work in order to provide the highest standard of care to service users.
- To participate in clinical audit, service development activities and research programmes as required. To contribute to formulating policies for specialist area and proposals for general service changes.
- As part of the therapies team to plan, deliver and evaluate training sessions for schools and educational providers.
- To engage with continual professional development as identified through managerial and clinical supervision and appraisal, including attending training and courses as agreed.
- To comply with the Cognus Limited mandatory training requirements.
- To contribute to collaborative working between all specialist SEN teams by:
- Attending and contributing to Team meetings.
- Identifying needs and seeking advice within the framework of specialist teams and wider agencies as appropriate.
- Liaison with parents/carers and schools to find collaborative strategies to overcome barriers to learning and attend multi-agency meetings as required.
- Embedding legislative change and key developments relating to improved outcomes for children and young people with Occupational Therapy Needs.

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	E, S
b.	Relevant qualifications including registration with HCPC	E, S
c.	Ability to prioritise and deliver results to high standards	E, S
d.	Excellent organisational skills	E, S
e.	Excellent communication skills	E, S
f.	Leads others by setting a positive example in line with company values and acts as a role model	E, S
g.	Experience as a paediatric occupational therapist	E, S
h.	Adherence to RCOT and HCPC policies and procedures	E, S
i.	Is decisive with problem-solving skills	E, S
j.	Is committed to safeguarding and protection of children.	E, S, I
k.	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	Shortlisting criteria	T	Subject to test

