

## **Occupational Therapist – Education – Sherwood Foundation School, Sherwood Manor Campus**

### **Band 7 Highly Specialist Occupational Therapist and Clinical Lead**

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

**Salary: Cognus Band 4, £53,046.29-£57,835.79 (1 FTE) including High-Cost Area Supplement (HCAS)**

**Location: Cognus Office, First Floor, Cantium House, Wallington, SM6 0DZ and Sherwood Foundation School, Sherwood Manor 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 4-19 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 for a Band 7 Highly Specialist Clinical Lead Occupational Therapist to join our therapy teams at Sherwood Manor Campus.

#### **We offer:**

- A friendly, supportive and collaborative working environment
- The opportunity to deliver a wide range of evidence-based interventions with your caseload and develop highly specialist assessment and intervention skills
- Onsite support from an enthusiastic and dedicated team of experienced therapy and teaching staff



- Regular supervision continued professional development (including preceptorship) and training.

**The ideal candidate will have:**

- A wish to work with children of all ages with complex needs
- A growth mindset
- Confidence, enthusiasm and a passion for learning.
- The ability to work as part of an integrated team of professionals

Therapists will be employed by Cognus Limited and be a part of the Cognus Therapies Team who deliver the provision for special educational needs within the London Borough of Sutton.

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.

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

- i) Starting salary of **£53,046.29-£57,835.79 per annum (Cognus Band 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](mailto: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 **12<sup>th</sup> July 2026 at midnight**. Candidates are requested to be available for interview on **tbc**.

For an informal conversation about the role, please contact Belle Parsons Lead OT at Sherwood Park Campus [belle.parsons@cognus.org.uk](mailto:belle.parsons@cognus.org.uk) or Alex Benjamin, Head of Therapies at [alex.benjamin@cognus.org.uk](mailto: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**

<b>POSITION:</b>	<b>Band 7 Highly Specialist Occupational Therapist – Clinical Lead</b>
<b>DIVISION:</b>	<b>Cognus Therapies – Occupational Therapy</b>
<b>REPORTS TO:</b>	<b>Principal therapist/Head of Therapies</b>
<b>GRADE/PAY:</b>	<b>£53,046.29-£57,835.79 (1 FTE) per annum inclusive of High-Cost Area Supplement (HCAS) or pro rata for term time plus additional weeks</b>
<b>LOCATION:</b>	<b>Cognus Office, First Floor, Cantium House, Wallington, SM6 0DZ and Sherwood Foundation School, Sherwood Manor Campus</b>

**JOB SUMMARY**

- To take the lead role in the overseeing and delivery of Occupational therapy support for pupils within own clinical area of specialism.
- To contribute to multi-agency meetings and Annual Reviews, including tribunals as and when required
- To provide clinical supervision as required
- To lead on service development in own area of specialism and support the team to transition and develop a tiered Universal, Targeted and Specialist model of therapies delivery in the local area.
- Working within a multidisciplinary team of speech therapists and occupational 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 local schools / settings with children and young people with Occupational Therapy Needs (OTN) including a possible cohort with ASD and OTN; 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 OTN.

**PRINCIPLE ACCOUNTABILITIES:**

**Duties to include:**

- Developing working relationships with Head Teachers, SENDCos, teacher and support staff in to promote strong transdisciplinary working including addressing problems as they arise in order to maintain good working relationships.
- Work with Cognus Occupational Therapists and the wider Cognus teams to provide a joint working approach.
- Coordinate the work of the Occupational team within the assigned establishment/s including establishing appropriate therapy packages, deciding length of input and discharge arrangements.
- To lead on training of teachers and Learning Support Assistants (LSAs) to enable them to deliver carry-over work and to raise the profile of Occupational needs in the context of wider training when appropriate.
- Maintain effective and proactive working with partner agencies including social and respite services to support holistic care for the students.
- To support the wider team with continued development and maintenance of a tiered Universal, Targeted and Specialist model of therapies delivery in the local area.
- Work with stakeholders and the team to achieve national and local targets/ outcomes.
- Take responsibility for the embedding of legislative change and key developments relating to improved outcomes for pupils with SLCN.



- Participate in the evaluation of the effectiveness of intervention and models of service delivery, maintaining up-to-date knowledge of relevant clinical practice and research within the area of specialism and making recommendations on procedural improvements to enhance team performance.
- To be accountable for the achieving of clearly specified and measurable progress for pupils within these establishments and to provide outcome data
- Provide clinical supervision for a group of Occupational Therapists / Occupational Therapy Assistants (OTAs) / students within the team
- Participate in department in-service training. To pursue an active programme of continuing professional development including feedback on any courses or conferences attended
- To meet regularly with the Therapy Leads and take ownership of service development and improvement
- To help identify learning needs within the therapy team and provide opportunities for regular CPD and upskilling
- To support the Head of Therapies in managing the Therapies budget and maximising outcomes from public money, modelling this stewardship to the wider team in financial decision-making
- To support Therapies traded income targets and, where possible, proactively seeking traded opportunities to support income generation and sustainability of the service. The specific traded projects will be agreed and delivered with oversight by your line manager.

**Maintain own case load to include:**

- Maintain full, accurate and timely records including case notes and reports, and ensure that these are delivered within agreed service standards.
- Preparation and delivery of individual therapy programmes based on initial assessment and current evidence-based practice
- Evaluation and recording of pupil progress and maintaining of records to the requirements of Cognus Limited
- To facilitate appropriate management of caseload including negotiating appropriate therapy packages, length of input and discharge arrangements.
- The post holder may also be required to work flexibly in local schools and colleges across the 4 to 25 age range, delivering complex service activities and managing caseloads to ensure intended outcomes are delivered within agreed service standards.

**Training 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.
- Embedding legislative change and key developments relating to improved outcomes for children and young people with SLCN.
- To participate in clinical audit, service development activities and research programmes as required.
- 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.
- As part of the therapies team to plan, deliver and evaluate training sessions for schools and educational providers.

**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 and management skills.	E, S
e)	A qualification or extensive experience in delivering clinical supervision.	E, S
f)	Excellent communication skills including making and delivering presentations to large audiences.	E, S, T
g)	Ability to negotiate and troubleshoot; is methodical and persuasive.	E
h)	Leads others by setting a positive example in line with company values and acts as a role model.	E, S
i)	Minimum of 5 years' experience as a paediatric Occupational Therapist	E
j)	Adherence to the RCOT and HCPC policies and procedures	E, S
k)	Is decisive with advanced problem-solving skills.	E, S, T
l)	Is committed to safeguarding and protection of children.	E, S, I
m)	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
n)	Experience working with autistic students in a neuro-affirmative approach	E

<b>Key:</b>	<b>D</b>	<b>Desirable</b>	<b>I</b>	<b>Evaluated at interview</b>	
<b>E</b>	<b>Essential</b>	<b>S</b>	<b>Shortlisting criteria</b>	<b>T</b>	<b>Subject to test</b>

