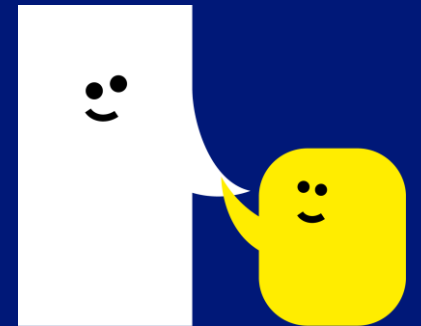


Occupational Therapist

Recruitment Pack
June 2025



A Speech and
Language UK school



About Dawn House



A Speech and
Language UK school

"Dawn House has been amazing – we've got our little boy back! He's made lots of friends, and he's understanding so much more."

Dawn House is set in a beautiful location with acres of well-maintained grounds. We pride ourselves as delivering outstanding, high quality integrated education, therapy, and care. You will work collaboratively as part of strong and supportive multi-disciplinary team of teachers, therapists, teaching assistants and residential care officers, with class groups, smaller groups and with individual children. To succeed we need people like you, who share our dedication and passion to contribute towards the successful futures of our young people.

Dawn House School is a non-maintained day and residential school for pupils aged between 5 – 19 years, who have severe and complex speech, language and communication challenges with associated learning and/or behavioural differences. The School retained its 'Outstanding' rating from Ofsted in June 2023. The 109 pupils at Dawn House, a Speech and Language UK School receive the integrated therapy, education and care that they need to learn and develop independence. They receive full access to the national curriculum (pre 16) and an enriched curriculum that supports the transition to adulthood (post 16).



A Speech and
Language UK school

About Speech and Language UK

**Speech and
Language UK**
Changing young lives.



At Speech and Language UK, we want every child to face the future with confidence. For 1.9 million children in the UK, learning to talk and understand words feel like an impossible hurdle. Without the right help, this can destroy their world. They feel disconnected from their family. Unable to make friends. Unfairly punished for not following instructions they don't understand. What does the future hold for them?

We must reach children earlier, to make sure every child has the skills to face the future. We design innovative tools and training for thousands of nursery staff and teachers. We give families the confidence and skills to help their child. And we put pressure on politicians to prioritise support for children. Too many children are left waiting to be understood. Help us bring speech and language skills into the spotlight so they can all flourish.

For more information about Speech and Language UK, our work and values go to our website <https://speechandlanguage.org.uk/> or follow-us @SpeechAndLangUK.

To find out more about Dawn House School and Speech & Language UK please visit www.dawnhouseschool.org.uk and [Speech and Language UK: Changing young lives](https://speechandlanguage.org.uk/)



Principal's Welcome

Our vision is to be an outstanding school providing a collaborative, child centred and innovative experience that enables our children to achieve ambitious goals and have endless opportunities. Communication is a fundamental life skill and good communication is key to ensuring children get the best start in life. Supporting speech and language development is at the heart of everything we do at Dawn House School. We give a voice to those that do not always have the words.

We are committed to integrating outstanding education and in-house therapy for all pupils in a highly specialist environment where their speech, language and communication needs do not prevent them from learning. We work hard to ensure that children receive an appropriate curriculum, are happy and engaged, and partake in a range of experiences. All of which is made possible by our hardworking and dedicated staff who work in partnership with parents to meet our children's holistic needs.

Our 'entry to exit' curriculum ensures that throughout their school career, children are preparing for life beyond our school gates and are supported to develop strategies that help them to overcome the barriers to their learning. We ensure that each of our pupils emerge as self-confident, independent individuals, able to manage their own learning and behaviour and equipped with the competencies, skills and strategies to take the next steps into further or higher education and the world of work.

Our students are impressive young people and we are extremely proud of their achievements and of our school. We are always happy to welcome visitors and to share our good practice.

Jenny McConnell
Principal



Job Description

Job title:	Occupational Therapist (2 roles)
Grade:	Speech and Language pay banding, Therapy scale 2.1 – 2.2
Pay:	£32,645 - £33,422
Responsible to:	Head of Therapy
Start Date:	September 2025
Hours:	Working 35 hours per week. Term time (39 weeks per year) plus an additional 3 weeks during the school closure periods + 10 weeks paid annual leave per holiday year during school closure periods.
Location:	Dawn House, Helmsley Road, Rainworth, Nottinghamshire, NG21 0DQ



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Occupational Therapist – about the role

Thank you for your interest in our Occupational Therapist roles at our Ofsted 'Outstanding' school in Nottinghamshire. We are part of the leading children's communications charity, Speech and Language UK. We are located in Rainworth, Mansfield in delightful grounds close to Sherwood Forest which is an inspiring setting to work in.

We are a multi-disciplinary team that includes Teachers, Teaching Assistants, Speech and Language Therapists, Speech Therapists and a Wellbeing team including an Educational Mental Health Practitioner who all offer our pupils a fully integrated approach to our children's education, communication skills and overall health and wellbeing. We work closely with our residential team to support students when they extend their days. We are proud to have gained the Wellbeing Award for Schools accreditation this month for the support for our pupils, staff and parents.

This is a fantastic opportunity for an enthusiastic forward-thinking Occupational Therapist who wants to continue (or start) to develop their career, skills and knowledge in an Ofsted rated "Outstanding" specialist educational setting from Primary to Key Stage 5. Our students' primary challenges are speech, language and communication but also have other diagnosis' and sensory challenges too.

As an OT at our school you will be working within an enthusiastic and highly skilled team working closely with Teachers, other therapists, parents, the residential team and Teaching Assistants. You will enjoy the chance to work in different ways with a small caseload of children. You will be working 1:1, with small groups, in the classroom and in our residential setting. You will have the opportunity to work intensively and in-depth with the students, parents and staff to assess, report on and devise recommendations, enabling our students to thrive.

If you believe you are an outstanding Occupational Therapist who would enjoy working with our friendly and supportive team and would help our pupils to achieve their full potential, this role may be just what you are looking for.



Our organisational values

We are brave

Too many children are struggling with talking and understanding words – we have a duty **to be brave in creating new solutions and speaking out** to change their futures.

We are kind

Every child and family we work with and everyone who works here has unique circumstances – showing kindness and empathy to each other **allows us to help and understand each other better.**

We are curious

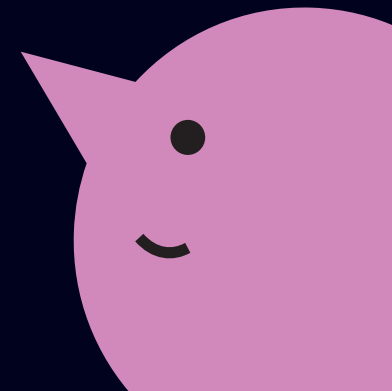
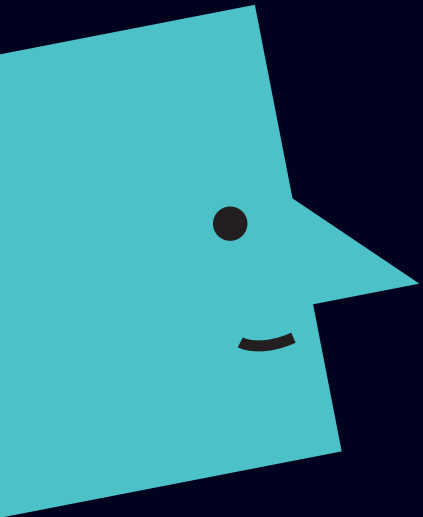
Being curious about what works **to change children's futures and make our charity work better** will mean we can change more young lives sooner.

We are practical

We create practical solutions that can **change children's futures in the real world today** – because children shouldn't have to wait for change.

We are collaborative

So many children's futures are at risk, no one organisation or one team can make enough of a difference alone – **we have to collaborate and work together.**



What we offer

Dawn House, a Speech and Language UK School is a fantastic place to work, with benefits including;

- Salaries regularly benchmarked against market rates
- Employee assistance programme providing a confidential helpline
- Supportive and paid sick leave, if needed
- Free optional flu jab in the Winter
- Contributory pension scheme
- Life assurance cover
- Enhanced maternity and paternity leave
- Free eye test
- Interest-free annual season ticket loan and bike loan
- Access to hundreds of exclusive perks, discounts and wellness resources through Perkbox
- Use of the swimming pool
- A comprehensive induction programme and opportunities to shadow therapists and other staff to gain a good understanding of different roles in school
- Continued professional development and training opportunities, and regular professional support
- Staff tea and toast breakfast catch-ups
- Good attendance perks, long service and employee of the month awards
- A friendly, passionate and enthusiastic team dedicated to getting the best outcomes for our young people





Job Description

JOB TITLE:	Occupational Therapist
RESPONSIBLE TO:	Head of Therapy and through the line management structure ultimately responsible, within school, to the principal.
ACCOUNTABLE TO:	Principal
LIAISON WITH:	Classroom Teachers, Therapists, Teaching Assistants, Residential staff and Kitchen team

JOB SUMMARY

With appropriate support, to effectively manage an OT caseload of pupils with speech, language and communication challenges within a school setting. To contribute to the development of the school and of Speech and Language UK. To work as a member of a multi-disciplinary team.

PRINCIPLE DUTIES AND RESPONSIBILITIES

1 Specific Responsibilities – Caseload Management/Pupil related activities :

- 1.1. Assess the needs of the pupils and their carers and to provide and/or facilitate provision of appropriate occupational therapy intervention. This will include advice, intervention, adaptations and support to the pupil and their carers/staff.
- 1.2. Plan, deliver and evaluate therapy treatment programmes as identified in the child's Education, Health and Care Plan (EHCP), for example, gross motor input, self-care assessment, independent living and other specialist areas as agreed.
- 1.3. To prioritise caseload according to identified need in the EHCP, through assessment, liaison with parents/the child and school staff and potential engagement/impact.
- 1.4. To maintain and monitor accurate records of contact and progress in line with national, departmental and school policies.
- 1.5. To be responsible for collecting own work statistics eg. Amount of contact time, outcome measures etc. as required.
- 1.6. To provide written reports on children's progress for annual review and at other times when this is required and summary reports after a period of specialist input.
- 1.7. Contribute to the assessment of children referred to Dawn House School as a member of the Assessment Team (if required and with support).

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- 1.8. To liaise with parents/carers and school staff where appropriate to facilitate Occupational Therapy intervention.
- 1.9. To attend annual review (or any other) meetings when appropriate or requested.
- 1.10. To contribute to in-service training formally and informally with staff, parents and to outside organisations if requested.
- 1.11. To work collaboratively in the development and maintenance of effective working practices in the Occupational Therapy service and between various staff groups.
- 1.12. To work autonomously with the complex caseload in collaborative, intensive and innovative ways.
- 1.13. To work with the Occupational Therapy Assistants (but this could also be other staff in school), allocating workload and supervising practice.

2 Therapy Department:

- 2.1. Maintain a high quality of Occupational Therapy service, according to Royal College of Occupational Therapists Code of Professional Ethics, RCOTSS-CYPF guidelines and school policies and code of conduct.
- 2.2. To help to develop the role of the OT service within the school, in collaboration with the Head of Therapy, Senior OT and other OT staff.
- 2.3. To identify items of equipment and resources that are needed and, in discussion with the Senior OT order the items and track order progress.
- 2.4. Maintain equipment according to required health and safety standards.
- 2.5. Contribute to risk assessment process in relation to pupils.
- 2.6. Keep up to date with developments in the field of Occupational Therapy and special education by reading, discussion and attendance at courses and maintaining a personal training log.
- 2.7. Participate in the development of multi-disciplinary team work.
- 2.8. Participate, under guidance, in the delivery of professional development training offered at Dawn House School.
- 2.9. Develop a special interest in a relevant area agreed with the line manager and to collate and disseminate relevant information and to attend relevant special interest groups.
- 2.10. Manage the day to day work of OTA's.
- 2.11. Contribute to the School Development Plan as part of the Appraisal process.



3 Personal Development:

- 3.1. Participate and contribute to one's own performance appraisal and supervision sessions
- 3.2. Keep abreast of relevant initiatives and developments within Speech and Language UK and the field of occupational therapy, speech and language therapy, wellbeing and education
- 3.3. Undertake relevant training and development, as required
- 3.4. Maintain professional development in line with HPC guidelines for continuing professional development

4 Additional Requirements

- 4.1. Assist and provide cover for colleagues as directed by your line manager.
- 4.2. Attend and contribute to staff meetings and Inset Days.
- 4.3. Contribute to the development and maintenance of effective joint working practices between various staff groups.
- 4.4. Contribute to the life and working practices, environment and ethos of the school, eg. Lunchtime supervision, school trips etc..
- 4.5. Assist with hosting visitors and university students when required.
- 4.6. Safeguard at all times confidentiality of information relating to children, staff, the School and Speech and Language UK's work.
- 4.7. Refrain from smoking in any area of Speech and Language UK premises.
- 4.8. Behave in a manner that ensures the security of Speech and Language UK property and resources.
- 4.9. Abide by all relevant Speech and Language UK and Dawn House Policies and Procedures.
- 4.10. Support the ethos and practices of the school.

This list of duties and responsibilities is by no means exhaustive and the postholder may be required to undertake other relevant and appropriate duties as required.

This job description is subject to regular review and appropriate modification.



Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none">Diploma/Degree (BSc OT, DIP RCOT or equivalent) of the Royal College of Occupational Therapists. Registered as practising member of HCPC	<ul style="list-style-type: none">Awareness of the importance of sensory integration
Experience	<ul style="list-style-type: none">Pre (or post) qualification experience of working with children	<ul style="list-style-type: none">Experience of working as part of a MDTExperienced of working in an educational setting
Skills and Knowledge	<ul style="list-style-type: none">Understanding of National Curriculum and how OT can impact on thisGood organisational SkillsWriting reports to a high standardAn imaginative and intellectually rigorous approach to therapy planningThe ability to prioritise and organise own workloadAn ability to work individually with children who have a range of diagnosis and difficultiesThe ability to work with groups of children	<ul style="list-style-type: none">Knowledge of speech, language and communication challenges in childrenKnowledge of current developments in educationKnowledge of the National CurriculumKnowledge of Makaton signingKnowledge of behaviour management strategiesKnowledge of standardised assessment procedures



Other factors	<ul style="list-style-type: none">• The ability work effectively as part of more than one team• A flexible approach to work• Friendly yet professional and respectful approach which demonstrates support and shows mutual respect• Takes responsibility and accountability• Demonstrates a "can do" attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations• Excellent written/oral communication skills to a range of audiences, colleagues, parents and to other professionals• A desire to continue the development of professional skills of self and others by keeping up to date and sharing knowledge and new ideas, seeking new opportunities and challenges, open to new ideas and developing skills• Committed to the needs of the pupils, parents and other relevant people and challenge barriers/blocks to providing effective service• Commitment to the ethos and practices of the school and of Speech and Language UK.• Fitness to undertake duties of the post	
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Speech and Language UK Summary of Terms and Conditions of Employment

Job Title:	Occupational Therapist
Start Date:	September 2025
Location:	Dawn House, Helmsley Road, Rainworth, Nottinghamshire, NG21 0DQ
Annual Salary:	£32,645 - £33,422
Hours:	35 hours a week
Working Weeks:	39 weeks per year, plus an additional 3 weeks during the school closure periods
Annual Leave:	10 weeks per holiday year during school closure periods
Disclosure & Barring Service Check:	The successful candidate's employment is subject to an enhanced DBS and barred list check
Probation:	There is a six-month probationary period for this post
Online search	In line with KSCIE 2024, all shortlisted candidates will be subject to an online search covering content that is in the public domain.
Pension:	Speech and Language UK group pension scheme with Aviva. Employer contribution 4.5%, minimum employee contribution 3%. This is offered as a salary exchange arrangement.
Perkbox:	Employee benefit providing hundreds of exclusive perks for staff ranging from discounts on shopping, entertainment and gifts, to gym membership, rewards, confidential employee assistance and over 150 e-learning perks.
Free Annual Flu Vaccination:	Free annual flu vaccination for all Speech and Language UK employees.

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How to apply

The closing date for this vacancy is **9am Wednesday 2nd July 2025** with interviews taking place on **Thursday 10th July 2025**.

We will also be hosting an OT recruitment afternoon on Tuesday 24th June from 1pm – 3pm. To register your interest in attending please email catherine.ingram@dawnhouse.org.uk.

This will be an informal opportunity to find out more about our school and the role of Occupational Therapist.

To apply please send the completed Application Form together with Supplementary Information Form to School Business Administrator catherine.ingram@dawnhouse.org.uk

Informal enquiries about this post can be made to Andrea Robinson, Head of Therapy on 01623 795361, andrea.robinson@dawnhouse.org.uk

Speech and Language UK is committed to safeguarding and promoting the welfare of children. We carry out appropriate vetting and verifications on all staff. Please find details of our safeguarding policy [Safeguarding - Dawn House School](#)

All shortlisted candidates will be subject to an online search covering content that is in the public domain.

In line with Keeping Children Safe in Education the successful candidate's employment is subject to an enhanced DBS and barred list check.

Thank you for your interest and we look forward to hearing from you.



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