



Neuro-Occupational
Therapist
Job Pack

Job Details

Job Title:	Neuro-Occupational Therapist
Location:	Headway London and Enfield Community locations
Team:	Therapy Services
Responsible to:	Therapy Service Manager
Hours:	28 Hours - Flexible Working/ Hybrid Working Available
Contract Type:	Fixed Term Contract for 12 Months (Maternity Cover)
Salary:	£40,000 (FTE), (£32,000 after pro rating)

About Us

Headway London (www.headwaylondon.org) is a charity supporting people affected by brain injury. Working across 17 London boroughs, we provide specialist support for over 950 survivors, families, friends and carers each year - offering therapies, advocacy, and family and community support, alongside our Day and Evening Services.

Our Mission

We empower our community of brain injury survivors and their families to imagine new possibilities - filled with creativity, embracing diversity and backed by specialist support.

Our Vision

Brain injury survivors experience a world which is accessible to them, and where their contributions are valued and celebrated.



About the Role

To provide neuro-occupational therapy assessment, treatment and rehabilitation for members with acquired brain injury (ABI) across Headway London's services, Enfield Community Service and Private Therapy service. The role supports members to maximise independence, participation, wellbeing and quality of life through person-centred, goal-focused rehabilitation, delivered in centre-based, community and home environments.

The post holder will work collaboratively with members, carers, staff and external organisations, providing advice, recommendations, training and support to promote successful engagement in daily living, education, employment, leisure and community participation.

Principal Duties and Responsibilities

Clinical Assessment, Intervention & Rehabilitation

- Carry out comprehensive occupational therapy assessments, treatment and review for people with complex neurological conditions, using evidence-based tools to assess impairment, activity and participation, and deliver effective rehabilitation.
- Negotiate goal-directed intervention with individuals and/ or carers to establish a realistic person-centred treatment programme that promotes an individual's choice and autonomy.
- Assess the need for assistive technology and/ or adaptive environments to enhance independence; including making recommendations, trialing and providing training and support to members, carers and other professionals in their use.



Group Work and Co-production

- Develop, facilitate and evaluate therapeutic groups through a co-production approach, ensuring activities meet our members' needs, with support from the and Therapy Manager.

Communication & Collaborative Working

- Communicate effectively and empathetically with our members who have speech, cognitive and behavioural difficulties, including sharing sensitive or complex information and support to maximise engagement in therapy.
- Communicate complex clinical information clearly to colleagues, families, carers and external professionals to support coordinated and integrated service.

Risk Management & Complex Casework

- Work independently as a lone practitioner with individuals who may present with complex needs, challenging behaviour and unpredictable risks in community settings.
- Apply professional judgement, problem-solving skills and risk management strategies to maintain safety, dignity and positive outcomes while supporting individuals in real-life environments.



Documentation, Reporting & Professional Practice

- Maintain accurate and up to date documentation for all caseload in accordance with professional and organisational standards.
- Prepare written reports, recommendations and professional correspondence for external stakeholders including GPs, case managers and other professionals.

Training, Education & Capacity Building

- Deliver training, advice, and guidance to staff, volunteers, carers, and community organisations on key areas such as cognition, fatigue management, brain injury, wheelchair use, and related topics. Supporting individuals to maximise engagement and participation in education, employment, and leisure activities.

Key Relationships – Internal and External

- Internal: Therapy service, Wider staff team, Members and their families and carers and students.
- External: Partners including health and social care providers, litigation professionals and case managers, educational settings.





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Health & Safety/GDPR

- Comply with safe working practices as outlined in Headway London policies and take reasonable care of your own health and safety and that of others who may be affected by acts or omissions at work.
- Report any accidents, incidents or near misses as soon as reasonably practicable.
- Comply with GDPR guidance as outlined in Headway London policy and report any breaches as soon as reasonably practicable.

General

- Be aware of and adhere to Headway London policies at all times.
- Take part in progress/performance reviews throughout the year.
- Cooperate with other departments to achieve good outcomes for our members.
- Attend training courses and complete online training modules as required to meet the requirements of the post.
- Take responsibility for own personal development, seeking out opportunities to learn new skills.
- Undertake any other duties as requested by management which are reasonably deemed to be within the scope of the role or necessary for the smooth running of the organisation.

Other

- Apply the Headway London values and behaviours to every aspect of the role at all times.
- Protect and enhance the interests and reputation of Headway London internally and externally.
- Commit to the organisational principles of:
 - coproduction
 - equity, diversity and inclusion
 - sustainability

Person Specification

Criteria	Essentials	Desirable
Qualifications and specific training	• Diploma/Degree in Occupational Therapy • HCPC Registration • Member of the BAOT	• Evidence of relevant courses undertaken • Member of COT SS – Neurological Practice
Experience	• Post graduate experience of working within a neurological rehabilitation setting • Experience of MDT working at Band 5 (NHS) equivalent level • Evidence of Continued Professional Development and reflective practice	• Working with adults with acquired brain injury • Working in community settings
Knowledge	• Understanding of the evidence base in occupational therapy within neurological rehabilitation • Awareness of own competency level • Good understanding of issues relevant to a person with acquired brain injury	• Understanding of the demographic Headway London serves • Understanding of the voluntary sector • Awareness of the various other support services available in the Headway London catchment area

Criteria	Essentials	Desirable
Skills	• Excellent clinical reasoning and problem-solving skills • Ability to assess and implement appropriate treatment for neurological impairments including Cognition, perception, upper limb impairment and fatigue management • Advanced ability to work within occupational therapy evidence-based practice guidelines • Excellent prioritisation skills in order to manage a mixed caseload of 1:1 therapy sessions, therapeutic group work and training both in Headway and in the community • Excellent verbal and written communication skills including ability to relate well to people on a one-to-one basis & in group settings and be empathic with others' situations • Good literacy and numeracy skills and working knowledge of Microsoft Office and virtual communication tools	• Good knowledge and experience of audit and monitoring

Criteria	Essentials	Desirable
Personal Attributes	• Ability to recognise personal limitations and seek help when appropriate • Ability to relate well to people on a one-to-one basis & in group settings and be empathic with others' situations • Ability to work under pressure and to stay calm in stressful situations • Ability to self-motivate • Commitment to the values, behaviours and principles of the organisation • Ability to work in ways which promote equity, diversity and inclusion • Commitment to continuous personal development	• Good knowledge and experience of audit and monitoring
Additional Requirements	• This post is subject to an enhanced DBS check • Flexibility to work in all our sites, and across the borough of Enfield and including occasional travel across London	

The above job description is not exhaustive but an indication of the duties the post holder may undertake and will be subject to review.



Occupational Therapist

To apply

This is a rolling application, we will close this role once we receive a suitable candidate.

Please send your **Application Form** and voluntary **Equal Opportunities Monitoring Form** to recruitment@headwaylondon.org

For further information about the role and Headway London, please contact please contact the **Therapy Service Manager, Catherine Fussell** at catherine.fussell@headwaylondon.org or call on **020 7749 7790**.

No agencies please.

Headway London is an Equal Opportunities Employer and we are committed to ensuring that all staff are motivated, skilled and rewarded by their work. We welcome applicants regardless of race, religion or belief, colour, national origin, sex, sexual orientation, disability, age and other protected status as required by law. We promote and protect human rights; they are the foundation of what we do. We want to be an inclusive place where a diverse mix of talented people want to come and contribute their unique strengths and perspectives. We are focused on equality and believe that all the fascinating characteristics that make us different, make us more able to deliver our life-changing work with passion and creativity.

