



MHS
Reigate

OCCUPATIONAL THERAPIST **CANDIDATE PACK**



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Moon Hall School is a leading independent day school in Reigate for bright dyslexic children aged 7-16. We are specialists in teaching pupils with specific learning differences and provide tailored education that nurtures confidence, creativity and academic success. We pride ourselves on:

- Outstanding pupil support and small class sizes
- A nurturing, warm and inclusive atmosphere
- Innovative teaching practices and a commitment to pupil wellbeing
- Nationally recognised leadership in dyslexia education
- A vibrant and growing school community with exciting future development – including sixth form, international centres and CPD training hubs

Moon Hall is not just a school – it is a movement to reshape the way we see learning differences.

MOON HALL INTRODUCTION



Moon Hall School's history started in 1985 when the school was set up by Mrs Berry Baker. Mrs Baker recognised that local schools were not able to provide an appropriate and positive environment for her eight-year-old dyslexic son. They did not have the knowledge required to help him and meet his specific learning needs; although a bright child, mainstream schools did not understand his learning style, and he had not responded well to their teaching methods or provision. Mrs Baker was already a qualified teacher and encouraged by a friend, also with a dyslexic child, she established a school in her own home, Moon Hall. Within four years she had twelve pupils, the maximum permitted for home teaching. With more applicants than places, a move was necessary. Mrs Baker and the other parents of the original Moon Hall students realised that the interests of the children would best be served if they could have all the skills of a specialist dyslexia school within mainstream education. Moon Hall School, Reigate is now well established on-site at Burys Court and provides a full GCSE curriculum together with a wide range of sporting and other activities. Since the first lessons at the kitchen table, our ethos and values remain and over 1000 children have benefitted from a Moon Hall education. Our remit is to provide the environment, understanding and strategies to equip bright children with the confidence and ability to overcome the barriers they will face.

OUR AIMS AND ETHOS

Moon Hall School, Reigate provides a supportive school environment for dyslexic children where expectations for diligence and achievement are high. We enable our pupils to take full advantage of their intellect and talents by learning how to manage their dyslexia.

OUR VALUES

Our ethos is underpinned by the basic values of: Tolerance Courage Respect Resilience Integrity. We practise and teach our pupils these values as well as those of democracy, diversity and equal opportunity. We welcome pupils of all religions and of none. We know that in the right environment, with the right support and encouragement, all our pupils are capable of achieving their potential, both in their personal development and academically. Our pupils are girls and boys, aged 7-16, from many of the Southeast counties. The pupils are encouraged to embrace their wonderful and often creative way of thinking and celebrate – not fear – their dyslexia. Our school's primary purpose is to educate and support our pupils and to ensure their wellbeing. We can only achieve these objectives for our pupils with highly committed, professional staff. We aim to work as a collegiate organisation with mutual respect for and reliance on, the contribution made by each other. Our staff have the knowledge and expertise to help our pupils succeed and excel in the learning environment that we provide. As a school, we understand the difference and know how to make a difference.



JOB TITLE: Occupational Therapist

RESPONSIBLE TO: Head of Therapy

THE ROLE:

Purpose of the Role

To support students' ability to participate fully in academic and social activities by helping them develop or improve the skills necessary for daily school functioning. This includes promoting independence, enhancing fine motor and sensory processing skills, and modifying the school environment or tasks to ensure accessibility and success for all students, particularly those with disabilities or developmental delays.

Key Responsibilities:

- To assess, plan, implement and evaluate support plans detailed in the pupils EHCP.
- To focus and advise on a plan of support for pupils.
- To establish realistic goals with the pupil with meaningful outcomes.
- To demonstrate the activities or exercises to the pupil or the support staff
- To record and maintain the pupils progress through logs of sessions.
- To refer a pupil to other specialists such as SaLT and liaise with the SEN department for support.
- To maintain the occupational therapy setup with high quality resources.
- To train or supervise staff in useful techniques to implement in the classroom setting.
- To develop a therapy program to support needs (such as fine motor skills) and improve confidence.
- To liaise with a pupil's family about the support in place and suggestions of tasks to support at home.
- To provide regular updates to the parents and SEN department on pupil support and progress.
- To record pupil sessions and any assessments for billing and pass onto the accounts department.
- To carry out initial OT assessments and provide reports detailing the outcome of the assessments.



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- To suggest suitable support and provision for individuals in conjunction with class teachers.
- To attend and contribute to pupil Annual reviews and EHCP's.
- To support pupils to use a range of different equipment in the classroom environment
- To help a pupil fully be supported in their education in the classroom setting.

Within the School

- Take an active role in school life regularly contributing to the school's programme of extra-curricular activities where possible
- Attend meetings and major school events, promoting the ethos and reputation of the school to pupils, parents and other external organisations
- Adhere to all school policies; safeguard the health and safety of self and others and comply with the school's policies and procedures including those relating to safeguarding and child protection, health, safety and security, confidentiality and data protection reporting all concerns
- Maintain high professional standards and maintain positive relationships with colleagues, pupils, parents and potential business partners

Safeguarding

Every staff member has a legal duty to take reasonable care of their own health & safety at work as well as for the health and safety of others who might be affected by their actions and omissions in the work situation.

The post holder will be expected to co-operate with management in pursuance of the School's health and safety policies and procedures and will be required to complete all necessary and instructed training.

The post holder will need to demonstrate a commitment to safeguarding and promoting the welfare of children and young people.





GENERAL REQUIREMENTS

In accordance with the provisions of the Health and Safety at Work Act 1974 (as amended) and the Management of Health and Safety at Work Regulations 1999 (as amended) you must take reasonable care not to endanger yourself or other persons whilst at work. You comply with Moon Hall School's legal duties for Health and Safety. It should be noted that the above list of duties and responsibilities is not necessarily a complete statement of the duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

Moon Hall School is committed to safeguarding and promoting the welfare of its pupils and expects all employees to share this commitment. Employees must, at all times, have regard to the need to safeguard and promote the welfare of children in line with the provisions of the Children Act 2004 (as amended) and Keeping Children Safe in Education (as amended) and be fully aware of, and understand, the duties and responsibilities that apply to their role in relation to these requirements. All employees must attend appropriate training in accordance with School and local Safeguarding Board stipulations

START DATE: APRIL 2026

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GENERAL REQUIREMENTS

This post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are 'spent' unless they are 'protected' under the DBS filtering rules) in order to assess their suitability to work with children.

Moon Hall School exists to provide a quality all round education for pupils aged 7 – 16 and is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Candidates must be prepared to undergo child protection screening and an Enhanced DBS check.

You will be required to provide proof of your identity, right to work in the UK and qualifications during the selection process. We may seek references on short-listed candidates that will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications before interview. We may also carry out online searches for shortlisted candidates.

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