

## Job Description

<b>Job Title</b>	Senior Therapist Team lead
<b>Service/Department</b>	Mental health Services Team
<b>Salary Band and scale range</b>	£37,570 - £43,772
<b>Hours</b>	37.5 hours per week
<b>Base</b>	Colchester, Essex
<b>Responsible to</b>	Clinical Lead of the Mental Health Service Team
<b>Accountable to</b>	Clinical Lead of the Mental health Service Team

**Job Summary:** To work as a Senior lead managing a Mental health Service Team in an exciting new Service which we will be delivering across the Colchester Locality. The Mental Health Support Team (MHST) will be based within schools, ensuring children and young people receive faster access to earlier mental health support. You will be one of the key leads in the setup and running of this new Service.

In this role you will support and provide a high-quality service to students (and their families) experiencing mild to moderate mental health difficulties. This will be done through managing and leading Senior Practitioners to supervise Educational Mental Health Practitioners (EMHPs) and through your guidance in supporting and managing the direct delivery of evidence-based interventions to support the recovery of young people referred to the Service. Utilising skills and knowledge of CBT and child and adolescent mental health practice along with knowledge of whole school approaches to mental health. This work will be in accordance with Clinical Governance processes and Professional Standards.

### Key Responsibilities:

- To provide supervision and oversight over assessments of health, development, and biopsychosocial needs in an educational setting, and provide a risk assessment of children and/or adolescents presenting with a wide variety of mild to moderate mental health and social needs
- Work creatively with all members of the Team to create training packages for Teachers and support and awareness sessions for young people and parents/carers.
- Support the Team to plan and organise activities, such as groups, workshops and webinars whilst prioritising and assisting other members of the Team to coordinate the care of the children and/or adolescents in the schools.
- Complete psychosocial formulations to inform care planning.
- To provide consultation as required to other professionals (such as Teachers and Family Workers) around mental health issues in children and young people in schools.
- To promote service offering of interventions such as CBT, solution focussed work, guided self-help and group support to children and young people within an educational setting.
- Hold a small appropriate caseload.
- To support and guide the team to enhance emotional wellbeing and to promote or build resilience in children and young people through educational workshops, assemblies and PSHE lessons.
- To scope with schools what they need to support the team to deliver psycho education and support to parents/carers and Teachers.
- To provide the management supervision for the whole team, focusing on learning and development needs, performance, workloads, and work wellbeing. To also support the Senior Practitioners in their roles providing strong leadership and guidance of service needs

- To work with the Team, other professional organisations (Health Care and Local Authority) and stakeholders to determine how delivery of care will need to be altered in the different settings dependent on need (For example; to consider the provision required for special schools).
- To oversee and manage our Electronic Clinical Records system (IAPTUS) to produce accurate records, reports and observations as required. To be responsible for data analysis, clinical evaluations and reporting of quarterly KPIs to NHS England.
- To build relationships and pathways with other services to ensure the team can refer on, or signpost, to appropriate specialist agencies.
- To liaise closely with other professionals including colleagues in the Emotional Wellbeing Hubs and Mental health Service (EWMHS), GPs, Paediatricians, School Counsellors, Children's Services, the CCG and other voluntary agencies.
- To provide oversight and evaluations to the team to ensure that outcome measures are used for all interventions
- To develop and lead the Team in multi-disciplinary working and building relationships with their education settings.
- To be an integral part of designing and developing the service pathway from referral through to Discharge, ensuring all stages have detailed and robust processes and procedures in place.
- To engage and attend all national and regional meetings, trainings and webinars organised by NHS England and The Department of Education. Ensuring the flow of information is feed back to the team.
- To build a strong relationship with both the CCG project Manager and EMHP Project Manager and Stakeholder Liaison Lead for UEA, ensuring regular meetings that focus on the progression of the service through a placement year to a qualified site and ensuring that we are aligned with the requirements and competencies set by UEA in the training of the EMHPs and their supervisors.
- Demonstrate appropriate understanding of the legal and ethical issues in providing mental health care to children and/or adolescents.
- Demonstrate an understanding of the Mental Health Act, Mental Capacity Act and the Care Act. The post holder will also have a high level of understanding and experience of the Safeguarding Children and Young People and Child Protection procedures and policies.
- The post-holder will be required to support the team to work with young people whose behaviour is personally challenging and deal with frequent exposure to highly distressing or highly emotional circumstances.

### **Communication**

- As the post holder will be working in a position of leadership and with our professional community, they will establish and maintain positive relationships with professionals, agencies, charities, healthcare, local authorities and teams who also provide services to children and/or adolescents in the community. These relationships are a key part of the role in which you will be representing Mid & North East Essex Mind
- Be able to clearly and effectively communicate both clinical and non-clinical information with those receiving care, their families/carers and with other professional colleagues, as appropriate.
- The post-holder will be able to demonstrate a high level of management skill, leadership, interpersonal skills, self-awareness, and empathy in all communications.
- Develop and maintain good working relationships with colleagues within the MHST team and all agencies to benefit the child and/or adolescent, family, education setting and the Service.
- Represent the Team at meetings as delegated by the Service Operations Manager and contribute effectively to the meeting agenda, especially in the Service Management Meetings.
  - Key communication:
    - MHST colleagues, including the Clinical Lead, Service Operations Manager, other MHST Supervisors, EMHP's and administrators.
    - School partners, including Head Teachers, Mental Health Champion/Lead, Teachers, SENCO's, safeguarding, school nurses, educational Psychologists and Teaching Assistants.
    - NELFT Clinical Lead and Team Leads, including EWMHS Practitioners.

- EWMHS colleagues, including the Service Manager and SPA Clinical Lead
- Social Care and Early Help Colleagues
- SEND colleagues, including Specialist Teachers and Educational Psychologists
- Other Managers and Clinical Staff
- Mental Health CCG
- Staff during supervision
- Other Mind Service Managers and Mind colleagues

#### **Human Resources**

- Managerially supervise the Supervisors and the EMHPs monthly, ensuring they are managing, performing and achieving set goals and objectives.
- Assist the Service Operations manager with recruitment and selection, as required.
- To support Supervisors in their role of clinically supervising the Educational Mental Health Practitioners (EMHPs) through their training and ongoing work, who will be using CBT based approaches in their direct work with young people.
- To participate in Clinical Supervision with the EMHPs
- To receive and participate in own Clinical Supervision with the Clinical Lead
- To attend and participate in supervision training, supervision, and the appraisal process, to ensure professional development and competence.
- Ensure that all policies applicable to Mid & North East Essex Mind are implemented as far as it is within their ability, contributing to developing new processes and procedures within the MHST's
- Maintaining own professional development and taking part in the Organisation's Appraisal process

#### **Research & Development Activity**

- To participate in regular audits, quarterly reporting, and research projects for the improvement of the Team's clinical practice.
- To collaborate with other team members in the design and implementation of audit and research projects.

#### **Clinical and Practice Governance**

- Participate fully in providing quality care in line with local and national guidelines e.g. NICE Guidance & Quality Standards relating to children and/or young people with mental health difficulties and social care difficulties
- Observe and maintain strict confidentiality with regards to any pupil/family/staff records and information in line with the requirements of GDPR
- Any data that is taken/shared as part of a phone call or transported, faxed or transferred electronically must be undertaken with regard to the Organisation's Information Governance and Information Security Policies.
- The post holder must adhere to the Organisation's Risk Assessment and Risk Management processes
- It is a condition of your employment that you are currently registered with the relevant professional body and it is your responsibility to maintain your professional registration.
- Undertake mandatory training and any other training relevant to the role as required by Mid & North East Essex Mind.
- Provide pupils and their families/carers with information on standards they should expect from the Team
- Participate in Clinical Supervision on a regular basis
- The post holder is required to participate in relevant Business Continuity processes for their Team.

This post is subject to the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 and as such it will be necessary for a submission for disclosure to be made to the Criminal Records Bureau to check for any previous criminal convictions.

**Sustainability**

It is the responsibility of all staff to minimise the Organisation's environmental impact wherever possible. This will include recycling, switching off lights, computers, monitors and equipment when not in use. Helping to reduce paper waste by minimising printing/copying and reducing water usage, reporting faults and heating/cooling concerns promptly and minimising travel. Where the role includes the ordering and use of supplies or equipment the post holder will consider the environmental impact of purchases.

**Organisational values:** *Post-holders should be able to demonstrate the following:*

<b>Value</b>	<b>Phrase</b>
<b>Honest</b>	Trust in our honesty
<b>Empowering</b>	Giving others strength
<b>Non-judgemental</b>	Treating all as equals
<b>Respectful</b>	Showing admiration for others
<b>Supportive</b>	Here when people need us

**General:**

- *To be aware of the responsibilities of all employees to maintain a safe and healthy environment for pupils, visitors and staff*
- *All post holders must adhere to the Code of Conduct and Confidentiality and be aware of and adhere to all Organisation Policies and procedures*
- *This job description is intended only as a guide to the range of duties involved. The post holder will need to be flexible and adaptable in order to respond to other duties that may be required from time to time and the changes and developments within the Organisation.*
- *The post holder will be required to participate in the assessment of risk and thereby contribute towards clinical and corporate governance agenda as appropriate*
- *The post holder must maintain the confidentiality of information about clients and other services, in accordance with the charity's policy.*
- *The post will be subject to a regular annual staff appraisal*
- *The post holder will be expected to keep themselves up to date on all matters relating to Mid and North Essex Mind's procedures and policy.*
- *The post holder must familiarise themselves with matters relating to health and safety management as they affect them personally and/or the charity, reporting any potential risks to life or property immediately in accordance with the charity's Health and Safety policy and procedures. They must use all equipment provided to undertake their role safely.*
- *Refrain from smoking in any area of the premises not designated a smoking area.*
- *Where you are a member of a professional body you are required to conform to the professional standards set by that body. You are required to ensure your registration is current and practice continuous professional development.*
- *The charity is committed to Equal Opportunities for all present and potential members of staff and clients. Therefore the charity expects all employees and volunteers to understand, support, and apply this policy through their working practice, which requires all individuals to be treated with respect, dignity, courtesy, fairness and consideration*
- *Co-operate with all staff in maintaining good relationships with outside agencies and the general public in order to uphold the charity's image and win increased support for its work*
- *Carry out any other duties as are within the scope, spirit and purpose of the job, the title of the post and its grading as requested by your direct Line Manager*

**Person Specification**

**POST: Mental Health Support Team Senior Therapist Team Lead**

Category	Essential	Desirable
<b>Education &amp; Qualifications</b>	<ol style="list-style-type: none"> <li>1. Relevant professional qualification or equivalent in one of the following: CBT Therapist, Senior Psychological Wellbeing Practitioner, Systemic Family Therapy, Child and Adolescent psychotherapy, Qualified Counsellor</li> </ol>	
<b>Experience</b>	<ol style="list-style-type: none"> <li>2. Experience of managing mental health teams that work with children and/or adolescents with mild to moderate mental health problems.</li> <li>3. Experience of working in a multi-disciplinary team.</li> <li>4. Experience of supporting young people in an educational setting and/or experience of working with schools, promoting a whole school approach to mental health</li> <li>5. Experience of implementing and managing processes including safeguarding, risk management and clinical pathways</li> <li>6. Experience of working with other professional services including healthcare, local authorities and CCG</li> </ol>	<ol style="list-style-type: none"> <li>1. Experience of delivering psycho education workshops to professionals, young people and/or parents/carers.</li> <li>2. Experience of working with positive behaviour approaches and young people with ADHD, ASD and/or other learning difficulties.</li> <li>3. Experience of delivering educational professional training / supervision</li> <li>4. Experience of designing and delivering presentations to promote the service to other professional agencies</li> </ol>
<b>Skills, Abilities &amp; Knowledge</b>	<p><b>Skills</b></p> <ol style="list-style-type: none"> <li>7. Knowledge of legislation related to children and/or adolescent's mental Health and Social Care e.g. Mental Health Act, Mental Capacity Act, Care Act, Child Protection and Safeguarding of Vulnerable Children etc.</li> <li>8. Ability to work autonomously in community and School setting, making appropriate management decisions</li> <li>9. Ability to prioritise own workload and your teams to meet deadlines</li> <li>10. Ability to manage distressing and challenging situations, that may arise from your team's caseload.</li> <li>11. Good knowledge of different outcome measures used in Children and Young Peoples settings (SDQs/RCADS, ORS etc.)</li> <li>12. Ability to feedback and discuss cases within the multi-disciplinary team.</li> <li>13. Excellent ability to analysis data and report writing skills.</li> <li>14. Ability to communicate information on formulation, risk and intervention to staff from other disciplines.</li> </ol>	<ol style="list-style-type: none"> <li>5. Knowledge and understanding of CYP-IAPT</li> <li>6. Knowledge and understanding of common mental health stressors in an educational setting.</li> <li>7. Knowledge and understanding of the Green Paper; Transforming Children and Young People's Mental Health Provision</li> <li>8. Experience of being in a senior role in an existing MHST service</li> </ol>

	<p>15. Advanced keyboard skills and ability to communicate through IT using packages such as Word, Outlook, Excel and PowerPoint.</p> <p>16. Ability to work flexibly and manage challenges within a team</p> <p>17. Ability to deliver webinars, groups and workshops remotely using digital platforms such as, zoom, Microsoft Teams, or Google hangouts.</p> <p>18. Understanding of and commitment to organisation values</p> <p><b>Safeguarding and promoting the welfare of children and young people/vulnerable adults</b></p> <p>19. Ability to manage safeguarding within the team and promote the welfare of children and young people</p> <p>20. Demonstrates understanding of the management and monitoring of safeguarding issues that arise in a team.</p> <p>21. Appreciates the significance of safeguarding and interprets this accurately when advising the team for all individual children and young people whatever their life circumstances.</p> <p>22. Has a good understanding of the Safeguarding agenda</p> <p>23. Can demonstrate an ability to contribute towards a safe environment</p> <p>24. Is up-to-date with legislation and current events</p> <p>25. Can demonstrate how s/he has promoted 'best practice'</p> <p>26. Shows a personal commitment to safeguarding children</p> <p>27. Has at least level 3 in Safeguarding or be willing to work towards it</p> <p><b>Working within Professional Boundaries</b></p> <p>28. Accepts responsibility and accountability for MHST Team and can define the responsibilities of others</p> <p>29. Recognises the limits of own authority within the role</p> <p>30. Seeks and uses professional support appropriately</p> <p>31. Understands the principle of confidentiality</p> <p>32. Demonstrates professional curiosity</p>	
<p><b>Personal Characteristics</b></p>	<p><b>Emotional Awareness</b></p> <p>30. Aware of the range of emotions in self and others</p> <p>31. Demonstrates empathy for the concerns of others</p> <p>32. Listens to and understands directly and indirectly expressed feelings</p> <p>33. Encourages the team to express themselves openly</p> <p>34. Manages strong emotions and responds constructively to the source of problems and demonstrating a solution focused approach.</p> <p>35. Shows respect for others' feelings, view's, and situations</p> <p>36. In highly stressful situations keeps own feelings in check, takes constructive action and calms others down</p> <p>37. Has a range of mechanisms for dealing with own stress and stress in others, can recognise when to use them and does so</p> <p>38. Listens to personal comments without becoming defensive</p>	

	<p><b>Self-awareness</b></p> <p>39.Has a balanced understanding of self and others</p> <p>40.Has a realistic knowledge of personal strengths and areas for development</p> <p>41.Can demonstrate flexibility of approach</p> <p>42.Shows a realistic appreciation of the challenges of working with children and young people</p> <p><b>Other</b></p> <p>43.Ability to travel across the County sometimes at short notice</p> <p>44.Satisfactory Criminal Records Disclosure</p>	
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