Senior Therapist

Point 1 – Mental Health Support Teams in Schools

A message from our CEO, Allan Myatt



Dear Applicant,

Thank you for your interest in the post of Senior Therapist, Point 1 – Mental Health Support Teams in Schools.

As an organisation, Ormiston Families has agreed that our strategy for the next 3 years is to enable children, young people and their families to feel safer, healthier and more resilient. We also recognise that we need to build the resilience of the organisation, so we are fit to meet the challenges ahead.

Over the next few months we will continue to develop the strategy identifying key objectives for the next 3 years and making necessary organisational and operational changes to enable us to deliver the strategy in the new financial year. We see the recruitment of this post as critical in helping us achieve these objectives.

I wish you the best of luck with your application.

Best regards,



Allan Myatt

Our vision

Safe, healthy, resilient families

Our mission

Enabling families in the east of England to build resilience and make choices to improve the life chances of their children

Our values

Collaborative

* Working together with families
* Building partnerships, communities and networks to support families
* Valuing each other to achieve results and improve everything we do

Compassionate

* Listening, so we can understand
* Treating people with respect
* Enabling, recognising and reinforcing achievements

Effective

* Evidencing the impact of our work with families
* Prevention and early intervention being at the heart of our work
* Building resilience to cope and recover from adversity

Ormiston Families is one of the leading charities working with children, young people and families in the East of England. We take early and preventative action to support families to be safe, healthy and resilient. All our services help people to build stronger networks, learn from experience and feel in control of their own wellbeing. We can only achieve this with the people who choose to work for us.

Mental Health Support Teams in Schools is a government initiative to support children and young people at the earliest opportunity by developing mentally health schools. Ormiston Families works in partnership with the Norfolk and Waveney Health and Care Partnership and Norfolk and Suffolk Foundation Trust to deliver evidence-based interventions across a group of schools.

About the role

The post holder will be responsible for the clinical supervision and caseload management of trainee Education Mental Health Practitioners (EMHP) in the Mental Health Support Teams in Schools (MHSTs). Each team is expected to have 4 trainee Education Mental Health Practitioners, one based in and around Lowestoft and the other in South Norfolk and Thetford. This is a fast-developing service and it is expected that there will be continued investment in this area over the next five years. There will be a responsibility to continue to supervise and caseload manage the trainees following their successful completion of the EMHP training.

This post comes with a mandatory 1-year parallel supervisor training at the University of East Anglia. The role of the Senior Therapist within MHSTs is pivotal with high-quality supervision of trainee practitioners and mentoring the Senior Children Wellbeing Practitioner. This will be key to ensuring the successful delivery and sustainability of the MHSTs. It is expected that a ‘Community of Children and Young People’s MHST supervisors will evolve, which will become a growing resource to facilitate the development of MHSTs across a wider region beyond a given CCG footprint, and this will provide further support into the future for the sustainability of the EMHP program.

About you

As the post holder you will have interest and ability to contribute to service development. You will have experience of working with children, young people and parents presenting with a range of mental health difficulties and challenging behaviour. You will also have previous experience of delivering low intensity CBT-informed interventions and where possible supervision.

This post is full time, 37.5 hours per week, with a salary of £33,139 - £38,056.

Probationary Period

The post is subject to a probationary period of six months during which your progress will be monitored in accordance with agreed objectives.

Application Process

Applicants must send in a completed online application form; you must demonstrate that you hold the personal competencies required for the role and how you meet the relevant skills, knowledge and experience.

Ormiston Families is an equal opportunities employer. We value diversity and welcome applications from all sections of the community. We ask individuals to complete a monitoring form to help us monitor the diversity of applicants. It will be separated from your application form and will not be seen by anyone involved in recruitment to this job.

Please note: Only successful applicants will be contacted by Ormiston Families.

Job Description

Job Title: Senior Therapist  
Service: Point 1 Service – Mental Health Support Teams in Schools  
Location: South Norfolk or Waveney – to be confirmed on appointment  
 Main office – The Hub, Norwich

Job purpose:

The post holder will deliver high quality comprehensive mental health services. The role involves managing a defined caseload with a focus on providing expert assessment and evidence-based treatment for children and young people with mild to moderate mental health difficulties and their parents/carers. The post holder will provide training, supervision and consultation to staff within a specific education provision.

Main Duties and Responsibilities:

**Lea**dership

* To lead the way in engaging schools with the Trailblazer ambitions and be responsible for sustaining engagement along with the Clinical Lead and MHSTS Team Manager
* To mentor and support EMHP training programme requirement
* To work closely with the UEA EMHP programme to ensure that EMHPs have opportunities to embed their learning
* To ensure that supervisor teaching is used and embedded in the supervision of EMHPs
* To supervise the caseload and care provision of the Senior Children Wellbeing Practitioners and EMHP colleagues
* To demonstrate and role model excellent clinical leadership skills, supporting the development of the trainee roles in the locality team and across county teams as required.
* To advocate and role model the use of routine clinical outcome measures, supporting EMHPs in the application of these.
* Arrange training events for staff within education in line with the ambitions of the Trailblazer pilot.
* To ensure that appropriate action is taken to safeguarding children and adults
* To be actively Involved in the development of local systems and process that ensure the implementation of Ormiston Families policies.
* To ensure participation in the team’s compliance with CQC standards through the participation and development in provider compliance assessment tools.
* To contribute to clinical governance arrangements in order to ensure the quality of the service provided. This will include ensuring performance targets are met to provide high quality care.
* To ensure development of the service is in line with national and local findings from other Trailblazer sites.
* To act up for the team manager during their absence and take on other responsibilities as agreed.
* Data management – to hold the overview of the cases in the team and produce reports as directed by the Community Team Manager and/or Clinical Lead.
* To support the team manager in the set up of the MHSTS service.
* To demonstrate outstanding leadership and management skills to ensure the on-going

development of staff and the service

* To contribute to the development of ideas and innovative practice and propose

changes to protocols and procedures within the mental health support teams

Communication

* To contribute to the team’s engagement with a wide range of stakeholders including staff, service users, their carer’s and other statutory and voluntary sector agencies
* To build effective relationships and liaison with allocated schools / colleges
* To provide and receive highly complex and sensitive information to/from children, young people and their parents/carers regarding assessment, care planning, treatment and review, adapting you approach to overcome barriers to understanding.
* To liaise with and impart highly complex and sensitive information to multi-disciplinary teams to ensure the provision of consistent well-coordinated care.
* Communicate information in a way that makes it relevant and understandable for service users and carers, working in line with practice standards and operational policies.
* To provide high standard of written and verbal communication that is clear and in line with professional documentation standards.
* To participate in and chair clinical meetings.
* To facilitate fair access to services and promote social inclusion regardless of age, ethnicity, gender, sexual orientation or disability.
* To enable the communication and engagement of individuals and their carers to ensure that they have a voice about the services they receive and how these are developed, promoting participation across the service.

Clinical

* To work within education settings to offer short term evidence-based interventions for children and young people and support whole school approaches to promoting positive mental health.
* To undertake complex risk assessments and develop a formulation of risk which will lead to the development of risk management plans which have taken into consideration a range of possible options
* To effectively triage individuals and signpost to the most appropriate services and support children and young people to navigate the Mental Health system effectively.
* To undertake and continuously re-evaluate complex psycho-social assessments and develop a working formulation and diagnosis which will lead to the development of personalised care packages in line with evidence based and routine clinical outcome measures.
* To plan and organise individuals’ packages of care and ensure that reviews are held within the required time frames
* To develop and deliver evidence-based care packages including assessing, planning, intervention and evaluation through use of routine outcome measures.
* To ensure that all interventions have clear outcomes and that these are taken into consideration when sourcing the resources to best meet the individual’s needs.
* To deliver services using a recovery and strengths approach where the needs of the individual child/young person and their families/carers are held as central and their involvement is proactively encouraged.
* To ensure the continuous re-evaluation of individuals’ needs and clinical risk situations and use clinical judgement to formulate the most appropriate clinical plan
* To ensure that interventions are planned in an integrated and co-ordinated manner particularly where dependent on other external agencies
* To ensure that caseload is well managed, and that care and treatment is provided in line with practice standards
* To organise and facilitate clinical meetings
* To provide specialist advice to referrers/other multi-disciplinary staff in relation to the care of individuals.
* To ensure timely and accurate documentation of all clinical activity in line with professional guidance, Ormiston Families standard operating procedures and best practice.
* Provide group supervision and practice reflection groups as part of clinical supervision as directed by the Community Team Manager and/or Clinical Lead.

Professional

* To effectively manage workload to ensure the needs to the individuals who use our services are met taking the wider needs of the team into consideration.
* To plan own workload and the workload of EMHPs to ensure that care is provided in the most high quality and cost efficient manner, prioritise and make adjustments as appropriate.
* To participate in programmes of audit and research within the team as agreed and implement the findings.
* To ensure information resources are used to maintain knowledge of Point 1 Service, Ormiston Families and MHST Team priorities and safety initiatives.
* To work without direct supervision and take accountability for your own actions.
* To act autonomously to make clinical and non-clinical decisions and consult with senior staff and/or manager in accordance with their professional judgement.
* To remain professionally competent and registered

**Key Working Relationships**

The post holder is required to build effective operational and strategic sustainable partnerships

with key senior stakeholders. Whilst not an exhaustive list, key relationships include:

* School Heads, Deputy Heads and key leads senior mental health leads within education
* Key Mental Health Leads within Children’s Services
* Children, Young People and Adult Mental Health Services
* School Nursing
* Youth Offending
* Managers within Children and Family services
* Primary care services
* A&E, paediatricians and managers within acute services
* Youth Council and other children, young people and parent forums.



Generic Responsibilities – All Posts/Employees

The following are applicable to all posts and all employees.

General Duties

To undertake any other reasonable duty, which is appropriate to the grade when requested by Senior Staff.

To be familiar with and comply with all Ormiston Families policies, procedures, protocols and guidelines.

To demonstrate an understanding and commitment to the charity’s values.

Professional and Personal Development

All staff must ensure that they are aware of their responsibilities by attending Mandatory Training and Induction programme.

All staff will have a formal appraisal with their manager at least every 12 months. Once performance/training objectives have been set, the staff member’s progress will be reviewed on a regular basis so that new objectives can be agreed and set, in order to maintain progress in the service delivery.

All staff will be expected to take responsibility for their own professional development and will be supported to achieve development opportunities as appropriate.

Health and Safety

All staff have a responsibility to maintain health and safety of self and others within the performance of duties in accordance with health and safety policies, and to undertake specific health and safety responsibilities as directed. All staff have a responsibility to adhere to the Risk Management Policies & Procedures.

All staff are required to contribute to the control of risk, and must report immediately any incident, accident or near miss involving service users, carers, staff, contractors or members of the public.

Confidentiality and Information Governance

All staff may gain or have access to confidential information about the assessment and/or treatment of service users, information affecting the public, private or work related staff information, or Charity matters. A breach of confidentiality will have occurred where any such information has been divulged, passed (deliberately or accidentally) or overheard by any unauthorised person or person(s). Breaches of confidentiality can result in disciplinary action, which may involve dismissal.

All staff must maintain a high standard of quality in corporate and clinical record keeping, ensuring information is always recorded accurately, appropriately and kept up to date. Staff must only access information, whether paper, electronic or in other media which is authorised to them as part of their duties.

All staff must ensure compliance with the Data Protection Act 1998.

Safeguarding: Adults and Children (Section 11 of the Children Act 2004)

Every member of staff has a responsibility to be aware of and follow at all times, the relevant national and local policy in relation to safeguarding children and safeguarding adults.

Senior Managers

Under Section 11 of the Children Act senior managers have responsibility for ensuring that service developments take into account the promotion of welfare and is informed by the views of children and families; providing training on safeguarding for all staff; recruiting safely; ensuring there is effective inter-agency working and information sharing.

Freedom of Information (FOI)

All members of staff must be aware of their responsibilities under the Freedom of Information (FOI) Act 2000. The Act gives individuals or organisations the right to request information held by the Charity. Staff must manage information they hold in such a way that meets the requirements of the Act. All requests for disclosures under the Act must be passed to the Freedom of information Officer.

Data Quality

The Charity recognises the role of reliable information in the delivery & development of its services and in assuring robust clinical and corporate governance. Data quality is central to this and the availability of complete, comprehensive, accurate and timely data is an essential component in the provision of high-quality mental health services. It is therefore the responsibility of all staff to ensure that where appropriate, information is recorded, at all times, in line with the Charity’s Policy and Procedures for Data Quality.

This job description seeks to provide an outline of the duties and responsibilities of the post. It is not a definitive document and does not form part of the main statement of Terms and Conditions. The job description will be reviewed as part of the annual appraisal process and will be used as the basis for setting objectives.

Person Specification

|  |  |
| --- | --- |
| Qualifications: | |
| Essential | Desirable |
| A professional mental health qualification and registration e.g. RMN, Social Work Degree or equivalent, BSc/Diploma in OT etc  Training to level 3 in Safeguarding Children and Young People  Post graduate degree qualification/clinical training to at least Diploma level in CBT Therapy  Supervision qualification, or willingness to complete post Graduate Certificate in Supervision  at University of East Anglia as required | Recognised qualification in evidenced based therapeutic intervention for children/young people and their families/carers  Certificate in Supervision - CBT  Master level qualification in relevant discipline |
| Experience: | |
| Essential | Desirable |
| Minimum 2 years experience of managing an extensive and complex caseload  Minimum 2-4 years working therapeutically within a CYP Mental Health Setting  Experience of delivering CBT-informed supervision  Working collaboratively in a multi-disciplinary team including provision of clinical leadership  Working in community with Child and Adolescent Mental Health Services  Experience of delivering and supervising mental health approaches in education settings  Demonstrates leadership and the  ability to delegate and supervise  staff | 2 years’ supervisory experience in a CYP mental health setting post-qualification  Participation in user involvement in services.  Delivery of model based psychological therapy.  Mentoring students in line with professional requirements.  Work within Early Intervention and Prevention Services.  Delivery of training to a diverse audience.  Presenting to large and diverse audiences |
| Clinical Abilities/Knowledge/Skills: | |
| Essential | Desirable |
| * A1: Knowledge of development in children / young people and of family development and transitions |  |
| * A2: Knowledge and understanding of mental health presentations in children, young people and adults |  |
| * A3: Knowledge of professional and legal issues relevant to working with children and young people |  |
| * A4: Knowledge of, and ability to operate within, professional and ethical guidelines |  |
| * A5: Knowledge of, and ability to work with, issues of confidentiality, consent and capacity |  |
| * A6: Ability to work within and across agencies |  |
| * A7: Ability to recognise and respond to concerns about child protection |  |
| * A8: Ability to work with difference (‘cultural competence’) |  |
| * A9: Ability to engage and work with families, parents and carers |  |
| * A10: Ability to engage and communicate with children/young people of differing ages, developmental level and background |  |
| * B1: Knowledge of models of intervention and their employment in practice |  |
| * B2: Ability to foster and maintain a good therapeutic alliance with families and understand the perspectives or ‘world view’ of its members |  |
| * B3: Ability to manage the emotional content of sessions |  |
| * B4: Ability to manage endings and service transitions |  |
| * B5: Ability to work with groups of children / young people and/or parents/carers |  |
| * B6: Ability to make use of measures, including monitoring or outcomes |  |
| * B7: Ability to make use of supervision |  |
| * C1: Ability to undertake a comprehensive assessment |  |
| * C2: Knowledge of the risk assessment and management processes |  |
| * C3: Ability to assess the child’s functioning within multiple systems |  |
| * C4: Ability to formulate |  |
| * C5: Ability to feedback the results of assessment and agree a treatment plan |  |
| * C6: Ability to undertake a single session assessment of service appropriateness |  |
| * C7: Ability to co-ordinate casework across different agencies and/or individuals |  |
| * D1: Knowledge, awareness and experience of low intensity and guided self-help intervention for those with mental health difficulties |  |
| * D2: Knowledge of health promotion applicable to daily practice with children, young people and families |  |
| * D2: An ability to draw on knowledge of key organisational issues for the effective delivery of emotional health promotion programmes in schools |  |
| * E1: An ability to draw on knowledge of Group and Individual Parenting Programmes for children with disruptive behaviour problems |  |
| * E2: An ability to draw on the knowledge and skills required to carry out Functional Family Therapy and/or Multi-Systemic Therapy |  |
| * E3 An ability to draw on the knowledge and skills required to delivery therapeutic approaches to children/young people with depression, particularly using CBT principles |  |
| * E4: An ability to draw on the knowledge and skills required to delivery therapeutic approaches to children/young people with anxiety. particularly using CBT principles |  |
| * E5: An ability to draw on the knowledge and skills required to develop and implement challenging behaviour interventions |  |

Information about working for Ormiston Families’ Point 1 service

You may find it helpful to know the following information about this position.

Duration:

* The post advertised is a full-time permanent position.

**Hours of work and working arrangements:**

* The normal working week is 37.5 hours, Monday to Friday and covers 52 weeks per year.
* You will be required to work flexibly to meet the needs of the service including evenings and weekends.

**Location:**

* The post will be located in South Norfolk or Waveney – to be confirmed on appointment, **with periodic visits to the Hub in Norwich.**

**Progressing through your grade:**

* Your salary will rise with the scale by one increment each year up to the maximum of the scale. Increments are awarded annually on the 1st April.

**Probationary Period:**

* The post is subject to a probationary period of 6 months during which your progress will be monitored in accordance with agreed objectives.

**Salary:**

* The scale for this post is grade 10 point 37, currently £33,139.00 per annum.
* Salary is paid in 12 equal instalments on the 25th of each month directly into your bank account and covers work carried out in the calendar month.

Benefits & recognition

All benefits are discretionary, and Ormiston Families reserves the right to change or amend benefits at any given time.

**Cycle to Work:**

* Cycle to Work allows you to order a new bike, equipment or both up to the value of £1,000 which you can pay back through your salary to make tax savings.

**Annual leave entitlement:**

* The basic annual leave entitlement is 27 days plus additional leave for employees who have completed 3 years’ service up to a maximum of 30 days as follows:
* Part-time employees receive a pro-rata allowance according to the number of hours they week per week).

**Group Life Assurance:**

* Ormiston Families provides a death in service benefit to all permanent employees.

**Occupational sick pay scheme:**

* Ormiston Families operates an occupational sick pay scheme in addition to statutory sick pay.

**Pension:**

* Ormiston Families provides a Group Personal Pension Scheme with up to 9% of gross salary employer contribution for any employee where they match the level of contribution.

**Sponsorship:**

* Ormiston Families provides sponsorship to employees who have completed their probationary and been in post for at least 12 months to undertake nationally accredited or chartered certification awarded by professional associations.

**Employee Assistance Programme:**

* Ormiston Families provides a comprehensive employee assistance programme which offers free and confidential access to telephone and face to face counselling (up to 6 sessions), financial and legal advice and assistance in finding information about a wide range of subjects from childcare to moving to a new house.

**The Hive:**

* The Hive is a savings platform which can be accessed by employees to make everyday purchases at reduced costs. Employees can save money by purchasing reloadable cards, obtain cashback through online purchases, and make savings in some stores.

**The Well-being Centre:**

* Accessed via The Hive, the Wellbeing Centre provides education, support and tools to help you live a healthier and happier life.

Requirements of the post

**Qualifications:**

* If short-listed and you are required to hold a particular qualification for a post it is your responsibility to provide the relevant certification, to prove you are suitably qualified.
* Failure to produce documentary evidence of qualifications or undertake required courses/training may result in the termination of your employment.
* If a post requires you to take training or additional qualifications then, by accepting this post, you are agreeing to do the training or take the qualifications.

**Medical examination:**

* To ensure the post will not have a detrimental effect on your health or your health on your work, you will have to complete a health enquiry form on appointment and may be required to have a medical before the appointment can be offered formally.
* This is to confirm that you are able to satisfactorily carry out the post without any impact on your health (taking account of any reasonable adjustments required).

**Immigration, Asylum and Nationality Act 2006:**

* Before you can start working for Ormiston Families a check will need to be carried out to ensure you are eligible to work legally in the UK.
* This check will be undertaken in accordance with the Immigration, Asylum and Nationality Act 2006.
* You must supply proof of your entitlement to work in the UK by producing certain document(s) and you will be asked to bring these to your interview if you are shortlisted.
* Further information on working in the UK can be found by clicking on the link below to the UK Border Agency website: Link: <http://www.ukba.homeoffice.gov.uk/visas-immigration/working/>

**Disclosure and Barring Service (DBS) checks:**

* As this position meets the definition of regulated activity under the Protection of Freedom Act 2012, appointments to this post will be subject to an enhanced DBS check with barred list check
* Employment can commence once the check has been satisfactorily completed.
* If a candidate has a conviction on their DBS check, an assessment of the relevance and impact of the conviction in relation to the post will be done to determine if the job offer can be confirmed.
* It is a serious criminal offence to knowingly apply for posts when you have been barred from working with children/young people and/or vulnerable adults.
* Additional questions for roles working with children, young people or vulnerable adults to be explored at interview
* As this post involves working either with children and young people or vulnerable adults Warner or Safer care motivational type questions may be asked during the interview process.
* These questions are asked to establish your suitability to work with vulnerable groups by understanding your attitude, behaviour and responses to situations.
* The questions will relate to your inspiration for working with vulnerable groups, your ability to build relationships and your resilience when working with such groups and may also explore your attitude to the use of authority.
* If you feel you would find these questions about yourself difficult to respond to then you may wish to reflect upon your suitability for the post.

**Transport status:**

* If the post requires you to travel as part of your duties, you are responsible for your own travel arrangements.
* Any mileage undertaken on behalf of Ormiston Families’ Point 1 service will be paid at the appropriate rate and within Her Majesty’s Revenue and Customs guidelines.
* If you use your own vehicle for the purposes of work you must ensure that your insurance policy covers you for this purpose.

**No smoking:**

* Ormiston Families operates a Smoke Free Premises policy.

**Recruitment of Ex-offenders Policy**

Ormiston Families complies fully with the Disclosure and Barring Service (DBS) Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

This policy on the recruitment of ex-offenders is made available to all Disclosure applicants at the outset of the recruitment process.

Ormiston Families is committed to the fair treatment of its employees, potential employees and users of its services regardless of race, colour, nationality, ethnic or national origin, gender, marital status or caring responsibility, sexual identity, age, physical, sensory or learning disability, mental health, political opinion, religion or belief, class, HIV status, employment status or part-time status, offending behaviour unrelated to the post or trade union activities.

Ormiston Families actively promotes equality of opportunity for all and welcomes applications from a wide range of candidates, including those with criminal records. Ormiston Families selects all candidates for interview based on the criteria drawn up for the position.

A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Where a Disclosure is to form part of the recruitment process, Ormiston Families encourages all applicants called for interview to provide details of their criminal record at an early stage in the application process. Ormiston Families requests that this information is sent under separate, confidential, cover to Human Resources and guarantees that this information will only be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows Ormiston Families to ask questions about a candidate’s entire criminal record only questions about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974 will be asked.

Ormiston Families will ensure that those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. Ormiston Families will also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

Ormiston Families will ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

Ormiston Families will ensure that every subject of a DBS Disclosure is aware of the existence of the DBS Code of Practice and make a copy available on request.

Ormiston Families undertakes to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar any applicant from working with Ormiston. This will depend on the nature of the position and the circumstances and background of the offences.

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# Standard Terms and Conditions

# **Probationary period:**

* All new employees of Ormiston Families will be required to complete a 6-month probationary period. This may be extended in some circumstances.

# **Equal opportunities**:

* Ormiston Families seeks to ensure that all employees are selected, trained and promoted on the basis of ability, the requirements of the post and other similar and objective criteria.
* The gender identity, disability, marital status, ethnic origin, age, pregnancy status, religion or belief, or sexual orientation of an applicant or employee does not affect the employment opportunities made available, except as permitted by legislation.
* In addition, applicants declaring a disability who meet the minimum (essential) criteria for a vacancy will be invited for interview.

# **Data protection:**

* Ormiston Families is required by law to comply with the Data Protection Act 1998.
* Employees have an important role to play in ensuring that personal information is processed lawfully and fairly.
* Personal information is information relating to a living individual who can be identified.
* It is each individual employee’s responsibility to handle all personal information properly no matter how it is collected, recorded and used, whether on paper, in a computer, or on other material.
* Personal information must not be disclosed to others unless authorised to do so.

**Notice:**

* Once your probationary period is completed, you will be required to give at least 4 weeks’ notice in writing of termination of employment dependent upon length of service.
* You are entitled to receive a similar period to the notice you have to give or the minimum statutory provision under the Employment Right’s Act 1996, whichever is greater, as set out below:

Grades 1-7:

* Less than 6 months’ service: 1 month
* More than 6 months’ service: 1 month

Grades 8-9:

* Less than 6 month’s service: 1 month
* More than 6 month’s service: 2 months

Grades 10–14:

* Less than 6 month’s service: 1 month
* More than 6 month’s service: 3 months

Application Process

* Applicants must send in a completed application form.
* You must demonstrate that you hold the personal competencies required for the role and how you meet the relevant qualifications, experience, knowledge and skills.
* **Ormiston Families is an equal opportunities employer.** 
  + **We value diversity and welcome applications from all sections of the community.**
  + **We ask individuals to complete a monitoring form to help us monitor the diversity of applicants. It will be separated from your application form and will not be seen by anyone involved in recruitment to this job.**
* Ormiston encourages all candidates called for interview to provide details of their criminal record at an early stage in the application process.
  + This information can be sent under separate, confidential cover to the Human Resources [hr@ormistonfamilies.org.uk](mailto:hr@ormistonfamilies.org.uk)
  + Ormiston Families guarantees that this information will only be seen by those who need to see it as part of the recruitment process.
* Applications will be considered and those shortlisted for interview will be informed.
* If you have not heard by the interview date we thank you in advance for your interest and ask you to assume that you have not been successful on this occasion.
* The post will be offered subject to satisfactory qualifications, DBS if applicable, references and a satisfactory declaration of health.
* The post will also be offered subject to the production of relevant documents as listed in the Immigration (Restriction on Employment) Order 2004.
* The successful candidate will be asked to provide evidence of identity and qualifications.

Applications will be considered and those shortlisted for interview will be informed. If you have not heard by the interview date we thank you in advance for your interest and ask you to assume that you have not been successful on this occasion.

Closing date for completed applications: 9am Friday 14th August 2020

Interview date for short listed candidates: Week commencing 24th August 2020

**Any queries, please email:** [**karryn.dixon@ormistonfamilies.org.uk**](mailto:karryn.dixon@ormistonfamilies.org.uk) **or call 0800 977 4077**