

# Clinical Lead Mental Health Support Teams in Schools



## A message from our CEO, Allan Myatt



Dear Applicant,

Thank you for your interest in the post of Clinical Lead, Ormiston Families - Mental Health Support Teams in Schools.

At Ormiston Families we know families are the very fabric of life and have been supporting them to make long-lasting positive changes for 40 years, resulting in brighter futures for the next generation. Our vision is that every child, in every family in the East of England can get the support they need to bounce back from challenges and ensure they are safe, healthy and resilient.

With the increased awareness of the importance of mental wellbeing, more children and young people are asking and being referred for help sooner. We see the recruitment of this post as critical in helping us to grow and enhance our services to address this.

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 healthy schools. Ormiston Families - Mental Health Support Teams works in partnership with the Norfolk and Waveney Health and Care Partnership to deliver evidence-based interventions across a group of schools.

#### About the role

This is an exciting opportunity for a specialist clinical practitioner with a background in child and adolescent mental health to provide clinical oversight for the mobilisation and implementation of two multi-disciplinary Mental Health Support Teams (MHSTs) in Norfolk and Waveney.

MHSTs aim to increase and improve emotional and mental health provision within educational settings across Norfolk and Waveney. MHSTs emerged out of the government's December 2017 plans: <u>Transforming Children and Young People's Mental Health Provision: A Green Paper</u>. There are currently four MHSTs in place, with two new MHSTs to start in January 2022.

The post holder's overall responsibility will be to provide clinical oversight and management of two of the MHSTs, develop referral and care pathways and embed evidence-based outcome measurements. You will work in partnership with the Operations lead and Operations Manager, who will provide operational and strategic support, to ensure that children and young people are provided with timely, accountable and effective services. You will work alongside the two current Clinical Leads (Educational Psychologist and Clinical Psychologist) for the other four MHSTs, and you will work collaboratively with children, young people, their families and other key stakeholders, including commissioners, to improve the wellbeing and mental health of children and young people.

As Clinical Lead, you will oversee two MHSTs, which will each consist of four Education Mental Health Practitioners (EMHPs; some of whom will be in their training year), two senior practitioners and a team lead. You will be responsible for managing and providing clinical supervision to senior team members. You will receive training in supervision, provided by The University of East Anglia (UEA), to support you in this. You will also support the professional development of the MHSTS teams by providing in-service training in areas of clinical expertise.

You will have a small caseload of children and adolescents with mild – moderate emotional and mental health difficulties and will use CBT and Systemic evidence-based models. Early interventions will be delivered in a range of educational settings (primary, secondary, specialist and alternative provision, and colleges) across Norfolk and Waveney. These will build upon the Norfolk and Waveney whole school approach to mental health provision.



You will work closely with schools to support their whole school approach to mental health and wellbeing. You will also work collaboratively with families, as well as colleagues and partners in the Local Authority, CAMHS, educational settings where interventions are being delivered and other relevant mental health providers.

#### **About you**

As the post holder you will have interest and ability to contribute to service development, supervision and management. You will have experience of working with children, young people and parents presenting with a range of mental health difficulties.

This post is full time, 37.5 hours per week. The starting salary of this post is £46,508 per annum – Ormiston Families Grade 12 Point 49

#### **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: Clinical Lead

Service: Mental Health Support Teams in Schools

**Location:** Norwich and Breckland

#### Job purpose:

To apply knowledge of psychology and child development to optimise outcomes for children and young people in schools and colleges so they feel safe, do well, are happy and healthy, and feel listened to.

To work in collaboration with children and young people, their families, schools and other educational providers and the wider workforce in order to achieve the above outcomes for children and young people in Norfolk and Waveney.

To contribute to the development and implementation of policy and practice within the Mental Health Support Teams in Schools and Ormiston Families.

#### Main Duties and Responsibilities:

#### Leadership

- To lead the way in engaging schools with the Green Paper ambitions and be responsible for sustaining engagement along with the other Clinical Leads and MHSTS Team Managers.
- 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 demonstrate and role model excellent leadership skills, supporting the development of the trainee roles in the locality team and across county teams as required.
- To support the MHSTS and educational providers in making the best use of available resources in order to achieve positive outcomes for children and young people.
- To support the MHSTS and work with children and young people who have special educational needs or disabilities in accordance with the Children and Families Act 2014 and the Special Educational Needs and Disability Code of Practice: 0 – 25 years and other relevant guidance and legislation.
- To contribute to the assessment of children and young people to inform intervention to improve their wellbeing and mental health.
- To contribute to the delivery of a range of therapeutic interventions and more specialist support, designed to compliment the low intensity interventions delivered by Educational Mental Health Practitioners
- Provide consultation to schools and MHSTS where a child or young person's needs are complex
  and may require a joint approach by education and mental health services to achieve improved
  outcomes for the child or young person.
- To contribute to the development and delivery of 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 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.
- Data management to hold the overview of the cases in the team and produce reports as directed by the Operations Manager.
- To support the Operations Manager, Clinical Leads and Team managers in the setup 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

#### **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
- Youth Council, CYP team at Norfolk and Waveney CCG and other children, young people and parent forums.



## **Person Specification**

Qualifications:			
Essential	Desirable		
Qualification in an appropriate mental health profession (such as Nursing, Social Work, OT, Counselling or Clinical Psychology, Family Therapy or Child Psychotherapy) and registration with relevant UK governing body.  Hold a relevant professional registration in an area of clinical expertise.	A psychology-based first degree, MA/BA or a conversion award conferring eligibility for the British Psychological Society Graduate Basis for Chartered Membership (GBC)  Or to be fully accredited by the BABCP as a CBT practitioner. Specialist knowledge acquired at masters level, or equivalent experience (e.g. short specialist courses, clinical supervision or further specialist training).		
Experience:			
Essential	Desirable		
Direct clinical experience (autonomously providing assessment, formulation, developing treatment plans and delivering therapeutic intervention) with children and young people with mental health difficulties and their families.  Experience of working collaboratively in a multidisciplinary team including provision of leadership  Familiarity with CBT and Systemic evidence-bases, both within clinical training and delivering interventions  Experience in providing clinical supervision and case management.  Experience of routine outcome monitoring	Experience of individual and group consultation.  Experience of working in education settings.  Experience of working collaboratively with children, young people, their families, schools and other educational settings and the wider workforce.  Experience in working with schools to support a whole school approach to mental health and wellbeing.		
Clinical Abilities/Knowledge/Skills:			
Essential	Desirable		
<ul> <li>Knowledge of psychological theory and child development and psychosocial influences, and evidence of applying this</li> </ul>			



•	concerns about child protection	
•	Ability to work within and across agencies  Ability to recognise and respond to	
	capacity	
	issues of confidentiality, consent and	
•	Knowledge of, and ability to work with,	
•	professional and ethical guidelines	
•	and young people  Knowledge of, and ability to operate within,	
	issues relevant to working with children	
•	Knowledge of professional and legal	
	people and adults	
•	health presentations in children, young	
	other professionals  Knowledge and understanding of mental	
	children, young people their families and	
	effective working relationships with	
	establishment and maintenance of	
•	Good interpersonal skills that permit the	
	verbally and in written form.	
	colleagues in different ways, including	
	information to service users and	
•	Good communication skills that permit the effective communication of complex	
	maintenance of systems for the evaluation of the service.	
	ability to contribute the development and	
•	Knowledge of methods for evaluation and	
	communication skills	
•	Leadership, problem-solving and	
	statutory work.	
	systemic, individual casework and	
	the activity, including those required for	
	information and reports that are tailored to	
	ability to provide psychological advice,	
•	based approaches to intervention and	
•	Knowledge of child and adult safeguarding Knowledge of assessment and evidence-	
	health.	
	current issues in education and mental	
•	Knowledge of recent developments and	



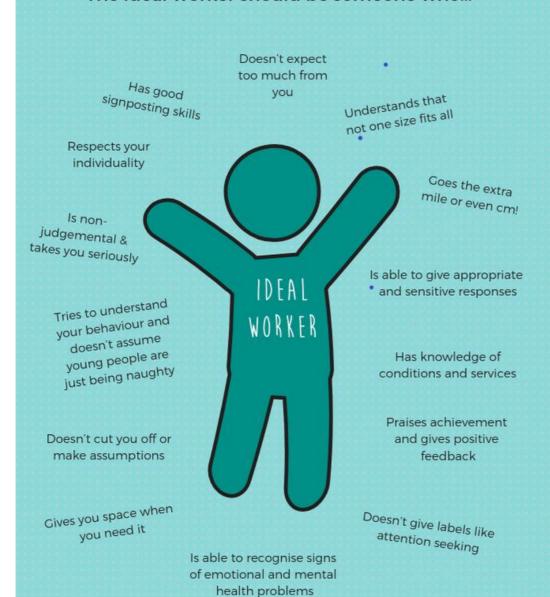
•	Ability to work with difference ('cultural competence')	
•	Ability to engage and work with families, parents and carers	
•	Ability to engage and communicate with children/young people of differing ages, developmental level and background	
•	Knowledge of models of intervention and their employment in practice	
•	Ability to foster and maintain a good therapeutic alliance with families and understand the perspectives or 'world view' of its members	
•	Ability to manage the emotional content of sessions	
•	Ability to manage endings and service transitions	
•	Ability to work with groups of children / young people and/or parents/carers	
•	Ability to make use of measures, including monitoring or outcomes	
•	Ability to make use of supervision	
•	Ability to undertake a comprehensive assessment	
•	Knowledge of the risk assessment and management processes	
•	Ability to assess the child's functioning within multiple systems	
•	Ability to formulate	
•	Ability to feedback the results of assessment and agree a treatment plan	
•	Ability to undertake a single session assessment of service appropriateness	
•	Ability to co-ordinate casework across different agencies and/or individuals	
•	Knowledge of health promotion applicable to daily practice with children, young people and families	
•	An ability to draw on knowledge of key organisational issues for the effective delivery of emotional health promotion programmes in schools	



## We asked young people...

## What makes an ideal worker?

The ideal worker should be someone who...









#### 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.



## Information about working for Ormiston Families' Mental Health Support Teams

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

#### **Duration:**

• The post advertised is a full-time permanent position, 37.5 hours per week.

#### 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:

• Based in Norwich and Breckland, including regular travel across Norfolk and Waveney.

#### Progressing through your grade:

• Your salary will rise with the scale by one increment each year, up to the maximum of that grade. 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 starting salary of this post is £46,508 per annum Grade 12 Point 49
- 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 28 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.

#### 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' service will be paid at the appropriate rate of 45p per mile 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.



#### **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.
  - o 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
  - 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.

Closing date for completed applications: 9am, Monday 13th September 2021

Interview date for short listed candidates: Week commencing 20th September 2021

Any queries, or for an informal discussion with the Clinical Lead or Operational Lead regarding the role, please email: danny.sheehan@ormistonfamilies.org.uk or call 0800 977 4077

To request this document in a larger font, please email danny.sheehan@ormistonfamilies.org.uk