**QUALIFIED EMHP / CWP**

**MENTAL HEALTH SUPPORT TEAMS IN SCHOOLS**

A message from our CEO, Allan Myatt



Dear Applicant,

Thank you for your interest in the post of Qualified EMHP / CWP on the Mental Health Support Teams in Schools programme.

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

Who Are Ormiston Families?

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.

About Our Mental Health Support Teams in Schools (MHSTS)

Mental Health Support Teams in Schools (MHSTS) 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 to deliver evidence-based interventions across a group of schools.

The post holder will deliver low intensity, CBT-informed interventions, as part of a whole school approach to improving children and young people’s mental health. You will be part of a Team based in King’s Lynn or Breckland. There is an expectation that you will be able to travel independently to visit and work with educational settings in the area. This is a fast-developing service, and it is expected that there will be continued investment in this area over the next five years.

The role of the Qualified EMHP / CWP within MHSTS is pivotal in improving access to evidence-based intervention at the earliest opportunity. Working alongside school staff, you will develop a positive culture which allows children and young people to talk about their mental health without fear of being stigmatized and develop a whole school approach to educating pupils positive steps to stay mentally well and recognize when support is needed.

Alongside the development of whole school approaches, you will also be carrying out direct CBT-informed interventions with children and young people experiencing mild to moderate mental health difficulties. These individual interventions will take place in their educational setting and where appropriate, you will collaborate with parents/carers to coproduce their own agreed plan of care.

You will receive high-quality supervision from the Senior Children Wellbeing Practitioner/Senior Therapist who will support you to reflect on your learning and enable you to use this in practice. This will be key to ensuring the successful delivery and sustainability of the MHSTS.

The role of the Qualified EMHP / CWP, will give you the unique opportunity to join the Psychological Professions Network, which is a membership network for all psychological professionals and stakeholders in NHS commissioned psychological healthcare.

**Safer Recruitment**

Application Process / Post Requirement

You must demonstrate that you meet the competencies; experience, knowledge, skills, and qualifications, that are required for this role (see Job Description below).

You must complete and submit an online application form (via the ‘Work with Us’ section of our website) detailing in the personal statement section, how you meet the criteria.

**Rights to Work in the UK** (RTW) (in person or remote)

Recruitment Manager will need to see your original documents of your Rights to Work in the UK.

* + UK Passport / Full UK Birth Certificate / Drivers Licence / Utilities Bill (proof of address)
  + EUSS Permanent Status or Pre-Status Share Code
  + Current EU/EAA/Swiss Citizen Passport
  + EU/EAA/Swiss Citizen Visa
  + Home Office Certificate
* If the interview is held in person, we will verify hard copy documents which you will need to bring with you to the interview.
* If the interview is held remotely, you will need to email copies of your RTW documents to the Recruiting Manager before the interview. At the remote interview [Teams, Skype, Zoom] you will need to have the original hard copy documents available so the relevant checks can be undertaken.

**Safeguarding and DBS Requirements for Your Role**

Ormiston Families is committed to safeguarding and promoting the welfare of children, young people and adults at risk and expects all staff and volunteers to share this commitment. DBS checks or police vetting will be required for relevant posts.

***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 you have a conviction on your 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.

**Disclosure**

* 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.
* Unless the nature of the position allows Ormiston Families to ask questions about your 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 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 you from working with Ormiston. This will depend on the nature of the position and the circumstances and background of the offences.

**Qualification**

* Recruitment Manager will need to see your original copies of your qualification either in person or via social media.
* If the interview is held in person, we will verify hard copy documents which you will need to bring with you to the interview.
* If the interview is held via social media, you will need to email copies of your qualification to the recruiting Manager before the interview. At the interview you will need to have the original hard copy documents available so the relevant checks can be undertaken.
* 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.

**References**

* If appointed, we will ask you for referee details which cover your past 3 years of employment, one of which must be your current/most recent employer.

**Health Check**

* If appointed and to ensure the post does not have a detrimental effect on your health or your health on your work, you will have to complete a health enquiry form, and may be required to have a medical via Occupational Health.
* 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).
* It will be separated from your application form and will not be seen by anyone involved in recruitment to this job.

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# ***GDPR* / Data Protection:**

* Ormiston Families is required by law to comply with the GDPR 2018 / 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.
* All personal /sensitive information will be sent to you via egress or password protected.

**Equal Opportunities:**

* Ormiston Families is an equal opportunities employer.
* We value diversity and welcome applications from all sections of the community.
* We ask you 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.
* 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.
* 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.

**Closing date for completed applications: 9am, Monday 8th November 2021**

**Interview date for short listed candidates: To be confirmed**

**Any queries, or for an informal discussion with one of the team managers regarding the role, please email:** [**danny.sheehan@ormistonfamilies.org.uk**](mailto: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**](mailto:danny.sheehan@ormistonfamilies.org.uk)

**Ormiston Families reserves the right to close the vacancy early if we have received sufficient applications ahead of the closing date.**

**Information about working for Ormiston Families’**

**Qualified EMHP / CWP**

Duration:

* The post advertised is permanent and full-time.

**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:**

* Your base will be Breckland or King’s Lynn, with periodic visits to the Hub in Norwich.

**Salary:**

* The scale for this post is Ormiston Families Grade 7 Point 27, £25,656.00 per annum, based on 37.5 hours per week.
* 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.

**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.

**Travelling Requirements for Your Role**

* Ormiston Families positively encourages the use of technology to communicate and engage but in this role you will need to travel.
* You must either hold a full and current driving licence and have access to personal transport or meet the mobility requirements of the role through other reasonable and suitable means.
* Any mileage undertaken on behalf of Ormiston Families will be paid in accordance with our Expenses Policy and within Her Majesty’s Revenue and Customs guidelines.
* If you require a reasonable adjustment due to a disability to meet the travel requirements of this role, please speak with the contact detailed below.
* If you use your own vehicle for the purposes of work, you must ensure that your insurance policy covers you for this purpose.

Job Description

Job Title: Qualified EMHP / CWP  
Service: Mental Health Support Teams in Schools  
Location: King’s Lynn or Breckland (Please can applicants stipulate in their personal statement which location they are applying for)

Job purpose:

The post holder will deliver low intensity, CBT-informed interventions, as part of a whole school approach to improving children and young people’s mental health.

Main Duties and Responsibilities:

|  | **Qualified EMHP / CWP** |
| --- | --- |
| Key Deliverables | To allow the postholder, with appropriate supervision, to work as an autonomous and responsible practitioner as their training affords and within the scope of their local job description, to engage in;   * Delivering evidence-based, CBT-informed interventions for children and young people in education setting with mild to moderate mental health problems * Helping children and young people within these settings who present with more severe problems to rapidly access more specialist services * Supporting and facilitating staff in education settings to identify and where appropriate manage issues related to mental health and wellbeing * Working with and within education environments to afford better access to specialist mental health services   And to use the acquired skills, knowledge and abilities to deliver a service based within education settings that builds on and reinforces, but does not replace those initiatives that already exist within these environments. |
| Examples of Key Relationships | Designated Mental Health Lead in education setting  Identified school settings  Mental Health Support Team  Line Manager  Clinical Supervisor  Local CAMHS providers |
| Therapeutic  Assessment and Intervention | 1. Assess and deliver outcome focused, evidence-based, CBT-informed interventions in educational settings for children and young people experiencing mild to moderate mental health difficulties, working at all times in collaboration with and giving respect to the education function of the setting in which the post-holder is deployed. 2. Work in partnership to support children and young people experiencing mild to moderate mental health difficulties and their parents/carers, families and educators in the self-management of presenting difficulties. 3. Work in effective, evidence-based partnership with children, young people, their families and their educators in the development of plans for the intervention and agreed outcomes. 4. Support and empower children, young people, their parents/carers and families and their educators to make informed choices about the interventions being offered. 5. Operate at all times from an inclusive values base, which recognises and respects diversity. 6. Accept referrals within educational settings according to agreed local and national and local protocols. 7. Undertake and record accurate assessments of risk and operate clear risk management processes in line with locally agreed procedures including the safeguarding protocols of the educational setting and Local Safeguarding Board guidance. 8. Adhere to all regulations, processes and procedures within the educational service to which the postholder is attached within the educational setting where the post-holder working including (but not limited to) HR policies, training requirements, referral protocols, and emergency procedures. Signpost referrals of children with more complex needs to a locally identified appropriate relevant service 9. Through case management, supervision and any other relevant local pathway, escalate cases where the level of need or risk is beyond the scope of practice of the postholder. 10. Provide a range of information and support for evidence based psychological treatments, primarily guided self-help. 11. Practice, evidence and demonstrate an ability to manage one’s own caseload in conjunction with the requirements of the team. 12. Attend multi-disciplinary and multi-agency meetings relating to referrals or children and young people in treatment, where appropriate. 13. Keep clear, professionally coherent records of all activity in line with both health and education service protocols and use these records and outcome data to inform decision making. 14. Complete all requirements relating to data collection. 15. Assess and integrate issues relating to transitions, education and training/employment into the overall therapeutic process. 16. Work within a collaborative approach involving a range of relevant others when indicated. 17. Contribute to the development of individual or group clinical materials or training materials, and in addition to develop such materials independently as falls within own degree of competence, and under direction of the wider team. |
| Training & Supervision | 1. Continue to apply learning gained on the training program directly to practice. 2. Prepare and present case load information to supervisors within the service on an agreed and scheduled basis to ensure safe practice and the governance obligations of the trainee, supervisor and service are delivered. 3. Respond to and implement supervision suggestions by supervisors in practice. 4. Engage in and respond to personal development supervision to improve competences and practice. 5. To disseminate research and service evaluation findings in appropriate formats through agreed channels. |
| Professional | 1. Ensure the maintenance of standards of own professional practice according to both the postholder’s employer and the Higher Education Institution in which they are enrolled. 2. Ensure appropriate adherence to any new recommendations or guidelines set by the relevant departments. 3. Ensure that confidentiality is always protected. 4. Ensure that any risks or issues related to the safety and wellbeing of anyone the postholder comes into contact with in the course of their professional duties are communicated and shared with appropriate parties in order to maintain individual safety and the public interest. 5. Ensure clear objectives are identified, discussed and reviewed with supervisor and senior colleagues on a regular basis as part of continuing professional development. 6. Participate in individual performance review and respond to agreed objectives. 7. Keep all records up to date in relation to Continuous Professional Development and the requirements of the post and ensure personal development plans maintains up to date specialist knowledge of latest theoretical and service delivery models/developments. 8. Attend relevant educational opportunities in line with identified professional objectives. |

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.
* You may be required to conduct other tasks based on the business needs.

Person Specification

|  |  |
| --- | --- |
| Experience: | |
| Essential | Desirable |
| * Experience of working with children and young people, their families and others. | * Experience of working with children and their families in a healthcare setting |
| * Experience of working and liaising with a wide variety of agencies and stakeholders | * Experience of working with children and their families in an education setting |
| * Experience of working with children and young people who have social, emotional and/or behavioural difficulties | * Experience of working with other vulnerable groups |
| * Experience of working with anxiety disorders | * Experience with diversity including competency in a second language. |
| * Experience of working with affective (mood) disorders |  |
| * Experience of the delivery of specific therapeutic interventions to children, young people or their families (e.g. CBT, solution focused brief therapy) |  |
| Abilities and Knowledge | |
| Essential | Desirable |
| * Ability to carry out 1:1 therapeutic mental health interventions with children | * Ability to teach others about mental health issues |
| * Ability to carry out 1:1 therapeutic mental health interventions with families * Ability to conduct group parenting programmes | * Ability to conduct other group therapeutic interventions with children and their families |
| * Ability to work within educational settings to increase mental health awareness within the staff group | * Knowledge of the functional operation of specialist CAMHS teams |
| * Ability to conduct mental health assessments of children and young people | * Proven commitment to continuous professional development. |
| * Ability to make an assessment of risk and to record and communicate it appropriately. |  |
| * Ability take appropriate action to mitigate or manage risk |  |
| * Knowledge of educational environments |  |
| * Knowledge of safeguarding issues |  |
| * Knowledge of capacity and consent issues including Gillick competence |  |
| * Full, enhanced and current satisfactory DBS disclosure for the role |  |
| * Ability to personally manage a sensitive, traumatic and potentially emotionally distressing caseload |  |
| * Excellent oral and written communication skills |  |
| * Ability to personally manage a sensitive, traumatic and potentially emotionally distressing caseload |  |
| * Self-motivated |  |
| * Able to travel to meet the requirements of the post |  |
| * Team player |  |
| * Excellent time management and organisational skills |  |
| * Able to meet the physical requirements of the role after reasonable adjustments have been made for any illness or disability. |  |
| Qualifications: | |
| Essential | Desirable |
| * HEE commissioned 1yr ‘Education Mental Health Practitioner’, ‘Children’s Wellbeing Practitioner’ or ‘Psychological Wellbeing Practitioner’ qualification. | * A further relevant degree qualification |
|  | * Teaching qualification |
|  | * Youth Mental Health First Aid trained |

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.
* Safeguarding and DBS requirements for your role:
* Ormiston Families is committed to safeguarding and promoting the welfare of children, young people and adults at risk and expects all staff and volunteers to share this commitment. DBS checks or police vetting will be required for relevant posts.

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.

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.