**TEAM LEADER**

**MENTAL HEALTH SUPPORT TEAMS IN SCHOOLS**

A message from our CEO, Allan Myatt



Dear Applicant,

Thank you for your interest in the post of Team Leader 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 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.

This is an exciting opportunity for a Team leader with a background in child and adolescent mental health to provide clinical and management oversight for the mobilisation and implementation of one of the 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: Transforming Children and Young People’s Mental Health Provision: A Green Paper. 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 and management of one of the MHSTs, develop referral and care pathways and embed evidence-based outcome measurements. You will work in partnership with the Clinical Lead and Operations lead, 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 with the 4 other current Team Leads 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 Team Lead, you will manage one MHSTs, which will consist of four Education Mental Health Practitioners (EMHPs; some of whom will be in their training year) and two senior practitioners. You will be responsible for managing and providing clinical supervision to senior practitioner team members.

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.

**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.

**Any queries, or for an informal discussion with the Clinical Lead or Operational Lead 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 a head of the closing date.**

**Information about working for Ormiston Families’**

**Team Leader**

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 Norwich or South Norfolk, with regular travel to the Norwich Hub.

**Salary:**

* The scale for this post is Ormiston Families Grade 11 Point 42, £39,593.00 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: Team Leader  
Service: Mental Health Support Teams in Schools  
Location: Norwich or South Norfolk (Please can applicants stipulate in their personal statement which location they are applying for)

Job purpose:

* Hold overall managerial responsibility and develop the service ensuring successful delivery of the mobilization and implementation plans for the CYP Mental Health Support Teams in Schools. This involves developing and embedding effective and robust operational and clinical management processes and pathways within the new Mental Health Support Teams to be based within schools, ensuring they are working in line with the Norfolk and Waveney Mental Health Services Transformation.
* Be responsible and lead the day-to-day management and line management to staff within Mental Health Support Teams which may include non-clinical staff.
* Where agreed, to provide specialist interventions within schools for children and young people (5-18yrs) and their families who have mild/moderate or emotional wellbeing issues. This will include providing specialist CYPS risk assessments and safety planning.
* Ensure effective and appropriate deployment of resources using the demand and capacity methodology as appropriate
* Lead on key tasks/projects associated with the operational delivery of effective community services and learning from continuous improvement cycles in conjunction with the Project Team
* The “voice” of the child will be central to developing the service.

Main Duties and Responsibilities:

**Leadership**

* + - * Hold overall managerial responsibility and develop the service ensuring successful delivery of the mobilization and implementation plans for the CYP Mental Health Support Teams in Schools. This involves developing and embedding effective and robust operational and clinical management processes and pathways within the new Mental Health Support Teams to be based within schools, ensuring they are working in line with the Norfolk and Waveney Mental Health Services Transformation.
      * Ensure the effective evaluation of the service with providing expected activity reporting, outcome data and written reports as required
      * Lead staff in an uncertain environment where adjustments will need to be made to the model of delivery as the delivery of the project will evolve over time
      * Be responsible and lead the day-to-day management and line management to staff including non-clinical staff. Day to day management involves:

1. Team and staff caseload overview.
2. Ensure adequate staffing levels are maintained within the team(s) and a high standard of care is achieved.
3. Lead on appraisals, monthly operational supervision quarterly CYPS job planning, performance monitoring as well as the clinical and professional development of staff within the team.
4. Lead on managing poor performance in line with policies and procedures as required.
5. Leading the recruitment and selection process of staff within the multi-disciplinary team (s) and ensure completion of the induction process.
6. Provide effective management of staff including sickness absence within the team in line with policy.
7. Hold responsibility for ensuring team members perform effectively, efficiently and safely within their work role, taking appropriate action as necessary in line with policy and escalating issues to the Clinical Lead and Operations Lead
8. Ensure team members have a clear understanding and adhere to policies and procedures as well as local pathways and procedures which will be developed as part of the implementation plan.
9. Ensure team based operational processes and pathways are in place to meet expected Key Performance Indicators (KPI’s) and targets where specified.
10. Lead on ensuring that all team members achieve compliance with record keeping expectations.

* Be responsible and ensure the effective co-ordination of a range of operational processes within the team such as referral and case allocation, caseload management regular review and proactive monitoring of interventions including risk assessment and safety planning.
* Ensure regular overview of team related performance data to ensure the team is delivering interventions in line with contractual and service expectations.
* Be operationally accountable for the work delegated to ~~all~~ team members, including planning complex activities which require the formulation and adjustment of clinical and non-clinical interventions.
* Ensure effective and appropriate deployment of resources using demand and capacity methodology as appropriate.
* Lead on key tasks/projects associated with the operational delivery of effective community services and learning from continuous improvement cycles and other quality improvement initiatives in conjunction with the wider mental health services in Norfolk and Waveney.
* Undertake investigations and reports for complaints, Serious Incidents Requiring Investigation (SIRI’s), projects etc. as required and within agreed time frames, working in conjunction with the Clinical Lead, Operational Lead and Operations Manager.
* Be responsible and ensure that team members comply with all Health and Safety regulations in line with policies.
* Contribute to mentoring, supervising and teaching of qualified and unqualified staff including students/trainees.

**Clinical**

* Develop processes with the Clinical Leads to ensure the following;

1. Demonstrate enhanced competency regarding complex clinical decision making and clinical formulation.
2. Clinical supervision to staff on a routine basis to facilitate the development and consolidation of CYPS core skills and competencies within the workforce.
3. Ensure high quality, accurate and contemporaneous clinical record keeping is maintained in line with current policies
4. Work flexibly to provide CYPS interventions within school-based settings dependent on client and service need. Situations may demand an unpredictable work pattern and difficult situations as well as the need to balance a range of complex and high-risk clinical needs and presentations.
5. Ensure local lone working arrangements are considered and adhered to when delivering interventions within a community setting.
6. Demonstrate clinical leadership and commitment to working with team colleagues to develop a strong multi agency ethos and focus to delivering high quality services. This includes commitment to the CYPS Children and Young People’s Charter by ensuring routine interventions reflects proactive involvement and collaborative working with children, young people and their parents/carers.
7. Demonstrate clinical leadership and commitment to ensuring the “voice” of the child is central to developing the service.
8. Ensure that a culture of innovation is achieved through research, practice development, audit and strategic development including the development of local policies and procedures, including psychological interventions.
9. Ensure the service hours of operation are adaptable and able to meet the requirements of commissioners and the needs of clients.
10. Demonstrate timely response to urgent care needs and ensure that staff groups are aware of their obligation to do so.
11. Co-ordinate and continually analyse and evaluate delivery of complex care interventions within schools to ensure that agreed outcomes are met.
12. Work in line with commissioners to develop other quality indicators to support performance management reporting to demonstrate quality and outcomes shown through audit and evaluation of evidence-based practice.
13. Demonstrate good ability to produce operational reports and audits using both qualitative and quantitative approaches.
14. Contribute to regularly updating the services operating processes and practice.

**Professional**

* Be accountable for maintaining own professional actions guided by the profession specific standards and Code of Conduct. This includes carrying out continuous professional development (CPD) activity to maintain knowledge of legislation, national, local policies and issues in relation to both specific client group and wider clinical practice. This includes maintaining a professional Continuing Professional Development (CPD) log to meet professional expectations and requirements.
* It is a condition of your employment that you are currently registered with the appropriate professional body and it is your responsibility to maintain your professional registration.
* Ensure regular attendance at service wide and other CYPS CPD/core competency training
* Deliver teaching and education as requested

**Communications and Working Relationships**

* Childrens Commissioners within Norfolk County Council and Clinical Commissioning Groups
* Norfolk and Suffolk Foundation Trust
* Mancroft Advice Project
* Steering Group
* Primary and Secondary schools within Norfolk
* Education leads within Norfolk County Council
* Ormiston Families Leadership Team
* All Ormiston Families staff
* Key partners and stakeholder groups
* Children, young people and their families (including parents & carers)

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 |
| * Demonstrate extensive experience and expertise regarding delivering |  |
| * evidence based/best practice interventions within CYPS or related services and/or adult mental health settings. |  |
| * Demonstrate experience of providing targeted CYPS related consultation/ training and advice to partner agencies |  |
| * Demonstrate clinical expertise and high levels of competency regarding CYPS care coordination, including managing highly vulnerable children and young people with complex, multi-agency needs, which may require higher level expertise. |  |
| * Demonstrate clinical expertise and high levels of competency regarding assessing and managing children and young people with mild to moderate needs along with comprehensive Self Harm assessments. |  |
| Abilities and Knowledge | |
| Essential | Desirable |
| * Demonstrate profession based and clinical reasoning, knowledge, skills and competencies regarding a range of CYPS therapeutic interventions, including current best practice | * Ability to participate in service development processes at a strategic level |
| * Demonstrate knowledge of therapeutic use and application of CYPS specific interventions, i.e. CBT, DBT | * Experience of Mentoring Students |
| * Demonstrate knowledge and expertise regarding working with highly vulnerable and traumatised children and families (i.e. moderate/severe learning disabilities, children in care, those within the criminal justice system, refugees etc.) | * Working knowledge of Microsoft Office packages e.g. Word, Excel, PowerPoint, Publisher and Outlook |
| * Demonstrate leadership skills in driving forward the Participation agenda and ensuring the “voice” of the child is heard at all levels of service delivery |  |
| * Demonstrated highly specialist and comprehensive knowledge of current safeguarding processes and practice, including CSE, Prevent and FGM |  |
| * Demonstrate expertise in undertaking risk assessments and developing effective safety plans. This includes developing safe positive risk taking plans |  |
| * Demonstrate detailed and expert knowledge of relevant legislation and national policies/guidance in relation to mental health issues & children and young people with additional needs |  |
| * Demonstrate detailed knowledge and experience of working with mental health/learning disability issues |  |
| * Extensive knowledge of key principles and best practice regarding transition of care of young people between services/agencies |  |
| * Sound knowledge base of data protection issues |  |
| * Extensive knowledge of issues related to equality, diversity and anti-discriminatory practice |  |
| * Extensive and expert knowledge of issues related to mental capacity, consent and confidentiality when working with children and young people |  |
| * Extensive and expert knowledge and experience of working with parental mental health or learning disability issues and the impact when working with children and young people |  |
| * Extensive knowledge of using routine outcome measurements within daily clinical practice, including ability to evaluate service experience and expected clinical outcomes |  |
| * Detailed knowledge and ability to apply and teach skills including risk assessment and safety planning. |  |
| * Excellent communication skills |  |
| * A proven ability to work with colleagues from other professions and agencies in a collaborative manner |  |
| * Proven ability to work with clients and parents/carers who are distressed |  |
| * Ability to undertake all statutory and mandatory training |  |
| * Holding a full UK Driving License and having access to a car for work purposes is essential. The post requires regular travel to the UEA and MHST schools. |  |
| * Working knowledge of Microsoft Office packages e.g. Word, Excel, PowerPoint and Outlook |  |
| * Ability to work flexible hours/out of hours as requested by Management |  |
| * Able to attend and participate in all mandatory and statutory training events |  |
| Qualifications: | |
| Essential | Desirable |
| * Professional registered Health or Social Care qualification or equivalent experience managing a mental health or multidisciplinary team. | * Post registration training in specific interventions applicable to children / young people and their families |
| * Evidence of learning within a relevant CYPS/CAMHS field or skill | * Formal Teaching and Assessing Certificate / Qualification |
| * Degree or equivalent in relevant field - nationally recognised, * broadly-based, health or social work qualification which must be registered with the appropriate governing body, such as the HCPC or NMC. | * Knowledge of CBT and previous/current experience of providing CBT |

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.