**Job description and Person Specification**

**Children and Young People Services**

Mind in Brent, Wandsworth & Westminster

2022

**JOB DESCRIPTION**

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| **Job Title:** | Cognitive Behavioural Therapist |
| **Grade & Salary:** | Band 6 (Inner London) £39,052 (PO3 SP 40) - Equivalent to NHS Band 6 (Inner London) |
| **Hours of work:** | Full time (37.5 hours a week) |
| **Line Management Reports:** | Clinical Supervisor |
| **Accountable to:** | MHST Clinical Lead |
| **Functional Responsibility:** | CYP Services (Central London MHST) |
| **Job Purpose:** | This is a training role within the Child and Young Persons Improving Access to Psychological Therapies Programme (CYP-IAPT). The post-holder will work within the BWW Mind providing interventions under supervision whilst undertaking a programme of training for this role. The training post will equip the post-holder to provide interventions for children, young people or families using the core principles of CYP-IAPT practice along with an evidence based intervention consistent with the course they are attending. The post- holder will attend all taught and self-study days required by the education provider, as specified within the CYP-IAPT curriculum and work in the service for the remaining days of the week using their newly developed skills. The post-holder will work in the service for at least 2.5 – 3.0 days of the week using the newly developed skills whilst attending the training programme for the 2.0 - 2.5 days.    The post holder will work with people with different cultural backgrounds and ages, using interpreters when necessary and should be committed to equal opportunities. |
| **Based at:** | **Central London MHST (Westminster)** |

**Job Summary**

This is a fixed term post with this training year funded by HEE.

This role will be best suited for applicants that are able to balance a very busy work and study schedule. You will be an employee at the service but also enrolled on a Postgraduate Diploma course. As this is a Postgraduate level training, you will be required to study and perform at academic level. Applicants must be prepared to work towards their studies outside of protected study time (such as on weekends and after work). Protected study time or teaching days are typically two days a week during term (with possibility of extra university days near start) and will be a mixture of in person and online sessions. Applicants must be willing to travel into London to attend their lectures.

More information about the course and how the training works can be found at [Child and Young Person IAPT Therapy, PG Dip (annafreud.org)](https://www.annafreud.org/ucl-postgraduate-study/ucl-postgraduate-programmes/child-and-young-person-iapt-therapy-pg-dip/) including the course brochures, and we strongly recommend that you read the FAQs.

**Information about how to Apply**

**UCL:** This is a training position and so all candidates will need to apply for both the trainee role with our organisation and the UCL Post Graduate Diploma in Child and Young Person IAPT Therapy in order to be shortlisted (for more information about the course and minimum entry criteria, please see the course page and brochures: <https://www.annafreud.org/ucl-postgraduate-study/ucl-postgraduate-programmes/child-and-young-person-iapt-therapy-pg-dip/>).

**Main Duties and Responsibilities**

**Main Duties**

**CLINICAL**

1. Accept referrals via agreed protocols within the service

2. Assess clients for suitability for the treatment for which training is provided.

3. Make decisions on suitability of new referrals, adhering to the department’s referral protocols, and refer unsuitable clients on to the relevant service or back to the referral agent as necessary.

4. Formulate, implement and evaluate therapy programmes for clients.   
5. Involve family members and others in treatment as necessary, conveying therapy formulations with sensitivity in easily understood language.

6. Adhere to an agreed activity contract relating to the number of client contacts offered, and clinical sessions carried out per week in order to minimise waiting times and ensure treatment delivery remains accessible and convenient.

7. Attend multi-disciplinary meetings relating to referrals or clients in treatment, where appropriate.

8. Complete all requirements relating to data collection within the service.

9. Keep coherent records of all clinical activity in line with service protocols

10. Work closely with other members of the team ensuring appropriate step-up and step-down arrangements are in place to maintain a stepped care approach.

11. Assess and integrate issues surrounding work and employment into the overall therapy process

**TRAINING AND SUPERVISION**

1. Attend and fulfil all the requirements of the training element of the post.  
2. Apply learning from the training programme in practice

3. Prepare and present clinical information for all patients on their caseload to clinical case management supervisors within the service on an agreed and scheduled basis, in order to ensure safe practice and the clinical governance obligations of the worker, supervisor and service are delivered

4. Receive supervision from educational providers in relation to course work to meet the required standards.

**PROFESSIONAL**

1. Ensure the maintenance of standards of practice according to the employer and any regulating, professional and accrediting bodies (e.g. BPS, UKCP, BABCP), and keep up to date on new recommendations/guidelines set by the department of health (e.g. Future in Mind).

2. Ensure that client confidentiality is protected at all times.

3. Be aware of, and keep up to date with advances in the spheres of care pathway

4. Ensure clear professional objectives are identified, discussed and reviewed with senior therapists on a regular basis as part of continuing professional development.

5. Attend clinical/managerial supervision on a regular basis as agreed with Manager.

6. Participate in individual performance review and respond to agreed objectives.

7. Keep up to date all records in relation to Continuous Professional Development and ensure personal development plan maintains up to date specialist knowledge of latest theoretical and service delivery models/developments.

8. Attend relevant conferences / workshops in line with identified professional objectives.

**GENERAL**

1. To contribute to the development of best practice within the service.

2. To maintain up-to-date knowledge of legislation, national and local policies and procedures in relation to children’s mental health and social care needs.   
3. All employees have a duty and responsibility for their own health and safety and the health of safety of colleagues, patients and the general public.

4. All employees have a responsibility and a legal obligation to ensure that information processed for both patients and staff is kept accurate, confidential, secure and in line with the Data Protection Act (1998) and Security and Confidentiality Policies.

5. It is the responsibility of all staff that they do not abuse their official position for personal gain, to seek advantage of further private business or other interests in the course of their official duties.

This Job Description does not provide an exhaustive list of duties and may be reviewed in conjunction with the post holder in light of service development.

**PERSON SPECIFICATION**

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| **Element** | **Description** | **Essential/desirable** |
| **Qualifications** | Qualifications that demonstrate a capacity to complete academic work at postgraduate diploma level. | E |
| Minimum second-class Bachelor’s Degree from a UK University or an overseas qualification of an equivalent standard in a relevant subject (e.g. psychology, social work etc).  **OR** Applicants who do not fulfil the academic criteria but with relevant professional experience are encouraged to apply and will be considered on a case-by-case basis. | D |
| A training in a mental-health related profession (e.g., psychology, nursing, health visiting; social-work, occupational therapy, speech and language therapy, special needs teaching, psychiatry, other psychotherapy, counselling). | D |
| **Knowledge & Experience** | Knowledge and understanding of issues relating to safeguarding children and young people | E |
| Ideally at least two years’ experience of working with children / young people in a mental health setting | E |
| Experience of working with safeguarding issues | E |
| Experience of multi agency working and liaising across internal & external agencies. | E |
| **Aptitude & Abilities** | Ability to communicate effectively and sensitively with children, young people, and their families | E |
| Ability to maintain a reflective stance in emotive/challenging interactions with children and their families | E |
| Ability to use supervision to reflect on practice | E |
| Ability to organise own time and diary | E |
| Ability to follow policy and make proposal for change | E |
| Ability to maintain accurate records | E |
| Capability to complete academic work at postgraduate diploma level, including IELTS or equivalent to the appropriate level for students with English as a foreign language (BAND D) <https://www.kcl.ac.uk/study/postgraduate/apply/entry-requirements/english-language.aspx> | E |
| Understanding of evidence based practice and the ability to demonstrate how this influences clinical practice | D |
| **Disposition/Attitude/Motivation** | High level of enthusiasm and motivation | E |
| Excellent organisational and self-management skills | E |
| Ability to manage own caseload and time | E |
| Ability to use supervision and personal development positively and effectively | E |
| Able to work under pressure | E |
| Regard for others and respect for individual rights of autonomy and confidentiality | E |
| Ability to be self-reflective in own personal and professional development and in supervision | E |
| Able to travel between sites where children and young people may present (e.g., schools, NHS premises, home etc) | E |
| Ability and willingness to travel to locations throughout the organisation | D |
| Willingness to contribute to service development | D |
| **Specific Attributes** | Full, enhanced and current satisfactory DBS disclosure for the role. | E |

There may be a requirement to attend meetings and other activities outside of normal working hours.

Adopt and comply with strategy and regulatory requirements, organisational values, policies and procedures, including Health and Safety, Equality and Diversity,

No Job description can cover every issue which may arise within the job at various times and you will be expected to carry out other duties from time to time, which are broadly consistent with those description.

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