

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title:	Course Lead for Working with Children, Young people and families, psychoanalytic observation approach (M7)
Band:	8a
Hours:	15
Base:	Barton Hill, Ducie Road
Reports to:	CAMHS Senior Manager Professional Lead for Psychotherapy
Professionally Accountable to:	Portfolio Manager of Tavistock Centre CAMHS Senior Manager

Job Summary

The post holder will lead the Working with Children, Young People & Families: A Psychoanalytic Observational Approach (M7) based in the Bristol Associate Center for the Tavistock and Portman.

The post holder will lead the team to deliver the course and be responsible for managing the team and course budget alongside the CAMHS senior manager. They will ensure good relationships with applicants, students and staff and be involved in all aspects of learning, teaching and academic governance. They will lead course development and liaison with relevant internal and external colleagues and organisations, including the Tavistock and Portman NHS Foundation Trust, Avon and Wiltshire Partnership Trust and Essex University.

This post offers an exciting opportunity for a Child & Adolescent Psychotherapist with significant post-qualification experience to work in an environment with is committed to equity, diversity and inclusion objectives in learning and teaching.

Bristol M7 is a thriving post-graduate psychoanalytic applied course, extending students' understanding of early development and developing their application of psychoanalytically informed observational skills to their interactions at work.

The Course Lead is responsible for managing the staff team, including managing and working closely with the Assessment/Liaison Tutor in London and Associate Lecturer/s in Bristol to ensure the efficient delivery of the course. This involves ensuring all the academic quality assurance and governance processes are conducted according to the University of Essex regulations. The post holder will be responsible for the course budget and ensuring it remains within agreed parameters. M7 is also a pre-clinical course in relation to the clinical training in Child and Adolescent Psychotherapy. The Course Lead is responsible for liaison with the Professional leads for Child Psychotherapy in the South West Region.

The post holder will be responsible for the ongoing success and sustainability of the course. In addition they will continue to ensure the relevance and accessibility of the programme to students

from a range of disciplines. The post holder will be expected to offer some teaching on the programme, as part of the wider teaching team.

This role requires the post holder/s to be present at the teaching base in person on a Friday which is the main teaching day. The other day could be worked in the week in negotiation with the course administrator's working days to be agreed.

Description of the duties

Main duties of the post

Management

- Line management of all relevant team staff including recruitment, appraisal and performance management, conducting regular career development review meetings, in order to review progress, set goals and ensure continuing professional and personal development.
 - Take responsibility for the internal and external management of the course, including budget management, recruitment and supervision of course staff.
- Shared line management of the Course Administrator.

Relationship with applicants, students and staff

Take a lead role in recruitment processes and contribute to decisions about annual recruitment targets; manage and participate in course interviews of applicants and selection of applicants.

- Staff recruitment and selection: contribute to systems for recruiting and selecting inducting and supporting course staff, in line with the Trust's Race Equality Strategy.
- Ensure effective course induction arrangements are provided in co-ordination with the appropriate staff.
- Staff support: manage and provide support to staff in relation to their roles as tutors, supervisors or seminar leaders; consult with the Head of Portfolio and CAMHS Senior Manager about complex concerns in relation to staff.
- Student support: ensure that the tutorial system is functioning well and that students are aware of other available support. Consult with the Head of Portfolio and relevant colleagues in professional services about complex concerns about individual students or groups of students.

Learning and teaching and Academic governance

- Timetabling: manage the timetabling of all teaching activity in collaboration with the course administrator and scheduling team.
- Student Progression: manage student progression through the course, including the processes for students applying to intermit and withdraw, analyzing any themes in order that these can be addressed, specifically in relation to issues of equality, equity, diversity and inclusion.
- Academic Quality and Governance: in consultation with Head of Portfolio: prepare the annual ARC report where necessary; prepare documentation for and attend collaborative reviews of the course delivered in the Trust and Associate Centers as appropriate; stay abreast of policy and procedure changes at the Trust and the University Partner; Participate in Trust and Portfolio CPD for Course Tutors as needed. Participate in DET peer review processes and any other quality development processes as appropriate.
- Student feedback and course committee meetings: Ensure that student feedback is sought and considered in relation to course development, including: DET student questionnaires are taken on board and responded to as appropriate; conduct course specific feedback exercises including termly course committee meetings.
- Staff development: manage and chair termly course staff meetings; Identify staff development needs through appraisal, develop appropriate CPD for teaching staff, support and enable staff to attend CPD events and participate in these.
- Assessment: manage course specific aspects of the assessment process; support administrative staff in relation to assessment tasks; participate in marking and verifying assessment submissions as appropriate; attend Assessment Board Meetings as required.
- Teaching: To take responsibility for ongoing course design and delivery contributing to teaching on the course where appropriate.

Maintain links with the Technology Enhanced Learning (TEL) team in London, to actively

promote strategic aims and ambitions in relation to TEL and regional development.

Course Development and Research and Service Evaluation

To be considered in liaison with the London Course team.

General information for all employees

Below is the section of the Job Description with general information for all employees and the requirements on all employees to behave in accordance with AWP values and to support and comply with Policy and Legislation. Some policies are highlighted and must be read by all employees – all AWP policies are available on the intranet to employees or you can ask your manager for the policy. Anyone who has any difficulty understanding these requirements please highlight this to your line manager.

Values and behaviours

AWP has a set of values. Your behaviours should reflect AWP **PRIDE** values:

Passion: Doing my best all of the time

Everything I do is in the interests of everyone who uses our services

I am positive and enthusiastic in my work

I am receptive to new ideas and service improvements

I actively seek opportunities to learn and develop

Respect: Listening, understanding and valuing what you tell me

I show compassion and kindness at all times

I am a team player and support my colleagues

I listen carefully and communicate clearly

I respond positively to differences of opinion

Integrity: Being open, honest, straightforward and reliable

I encourage and value feedback from others to help me develop

I try to always do what I say I will do

I am open and honest about when things have not gone well

I raise concerns and report incidents that arise

Diversity: Relating to everyone as an individual

I try to listen without judging

I respect other people's culture, beliefs and abilities

I actively take account of the needs and views of others

I understand and support the benefits that diversity brings to my team

Excellence: Striving to provide the highest quality support

I set high standards for my work and personal conduct

I plan my workload and deliver on my commitments

I make best use of available resources

I put forward ideas to improve the quality of services

AWP Recovery Statement

AWP places recovery and reablement at the heart of our service. Therefore we all demonstrate the recovery principles of:

- Hope.
- Partnership.
- Maximising opportunities every day, in all that we do.

Service User Experience Statement

In all service user and carer contact, your attitude, actions and ambitions should reflect wholeheartedly AWP's motto of 'You matter, we care'. Your goal must be to provide for each individual the quality of care, support and involvement that you would personally expect from a leading mental health trust. 'You matter, we care' should shape your approach to all those who have contact with AWP.

Other Information

CONFIDENTIALITY

The post holder must ensure that personal information for patients, members of staff and all other individuals is accurate, up-to-date, kept secure and confidential at all times in compliance with relevant legislation, the Caldicott principles and the common law duty of confidentiality. The post holder must follow record-keeping guidelines to ensure compliance with the Freedom of Information Act.

VALUING DIVERSITY & HUMAN RIGHTS

No person should receive less favourable treatment on the grounds of sex, sexual orientation, marital/partnership status, race, religion, age, creed, colour, ethnic origin, disability, part time working status and real or suspected HIV/AIDS status and must not be placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. AWP has an **Equality Policy** and it is for each employee to contribute to its success.

INFECTION CONTROL AND HEALTH AND SAFETY

The prevention and control of infection is the responsibility of all employees. Employees must be aware of **Infection Control Policies**, procedures and the importance of protecting themselves and their clients in maintaining a clean and health environment. All staff must comply with all **Health & Safety Policies and Procedures**. Staff must be aware of the responsibilities placed on them under Health and Safety legislation and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.

NO SMOKING

There is a **Smoke Free Policy** in operation. In accordance with this policy smoking is positively discouraged and is not permitted anywhere within the buildings, on the premises or grounds.

DATA PROTECTION

If you have contact with computerised data systems you are required to obtain, process, and/or use information held on a computer or word processor in a fair and lawful way, to hold data only for the specific registered purpose and not to use or disclose it in any way incompatible with such purpose. To disclose data only to authorised persons or organisations as instructed. All staff who contribute to patients' care records are expected to be familiar with, and adhere to the **Information Governance Policy**. Staff should be aware that patients' care records will be subject to regular audit.

RISK MANAGEMENT

All AWP employees are accountable, through the terms and conditions of their employment, professional regulations, clinical governance and statutory health and safety regulations, and are responsible for reporting incidents, being aware of the **Risk Management Policy** and emergency procedures and attendance at training as required.

SAFEGUARDING & DUTY OF CANDOUR

AWP is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All staff are expected to implement the **Safeguarding Policy** and Procedures, act promptly on concern, communicate effectively and share information appropriately. All staff must be familiar with and adhere to AWP's safeguarding procedures and guidelines. All staff have a Duty of Candour to inform their line manager/supervisor as soon as practicable, when they believe or suspect that treatment or care it provided has caused death or serious injury to a patient.

STANDARDS OF BUSINESS CONDUCT AND 'BOUNDARIES'

You are required to adhere to all corporate policies, including AWP **Standing Orders and Standing Financial Instructions**. This includes not accepting gifts or hospitality in the course of your duties, not acting fraudulently and maintaining appropriate behavioural 'boundaries' regarding your interactions with service users, staff and stakeholders.

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder on a regular basis. You may be required to work at other locations within AWP as determined by the duties of your post. You may be required to undertake any other duties at the request of the line manager, which are commensurate with the role, including project work, internal job rotation and absence cover. This job description describes responsibilities, as they are currently required. It is anticipated duties will change over time and the job description may need to be reviewed in the future.

PERSON SPECIFICATION

JOB TITLE Click or tap here to enter text.

Requirements	Essential	Desirable
Education and Qualification	Membership of the Association of Child Psychotherapists, which is at Doctorate level equivalent Evidence of significant CPD	Doctorate in Child and Adolescent Psychotherapy.

Experience and Knowledge	Significant clinical experience with a range of presentations and settings.	Previous teaching, lecturing and publication experience.
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Skills and Abilities	<p>Good communication skills at the highest level</p> <p>Ability to present coherent, well thought out descision making.</p> <p>Effective interpersonal skills and team work.</p> <p>Good analytical skills and ability to make balanced judgments.</p> <p>Emotionally resilient.</p> <p>Good planning and organisational skills</p> <p>IT skills.</p> <p>Effective presentation skills.</p> <p>Good planning and organisational skills</p> <p>Ability to act Independently</p> <p>Flexible approach</p> <p>Able to work successfully with students and staff from different cultural backgrounds.</p> <p>Ability to work successfully to support students and staff with SpLD.</p> <p>Ability to interview and select a student cohort based on application and interview process.</p>	Click or tap here to enter text.
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Other Requirements	<p>Reliability and punctuality are important</p> <p>Interest/experience in/of</p>	Click or tap here to enter text.
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	research/publication Commitment to developing services to minority communities Flexible approach Ability to develop the capacity of the Bristol Associate Center.	
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Date Job Description and Person Specification agreed: Click or tap to enter a date.