



## Job Description for School Project Manager

<b>Job Title:</b>	School Project Manager
<b>Reporting to:</b>	Area Manager
<b>Direct Reports:</b>	Supervision of Counsellors on Placement

Place2Be is the leading children's mental health charity providing in-school support and expert professional development to improve the emotional wellbeing of children and young people, families, teachers and school staff.

Place2Be provides children's mental health services in over 450 primary and secondary schools, reaching a total school population of over 225,000 pupils.

Our teams provide a range of services in our partner schools to build resilience early in life through a range of universal and targeted interventions:

- therapeutic and psychoeducational group work
- one to one counselling
- Brief structured one to one work
- Digital platforms in partnership with Healios, Kooth and SHOUT Crisis textline
- Parenting training and advice as well as one to one counselling for parents/carers
- Consultation with school staff

All of these support a child's ability to engage in school life and also support the mental health of the whole school community. Our work, focused on early intervention, is part of the 'comprehensive CAMHS system'.

Through our professional development programme, we are training c1200 Counsellors on Placement each year who build their mental health and counselling skills and experience through practice in our partner schools. We also provide a range of professional development programmes on mental health and wellbeing for school leaders, teachers and other professionals who work with children and young people, so we can help to build 'mentally healthy' schools and communities where all children can thrive and flourish.

We continue to pilot, trial and explore new ways in which we can develop our practice as well as share learning, expertise and findings from the robust evidence and evaluation we gather. HRH The Duchess of Cambridge is our Royal Patron and Place2Be is one of the founding charity partners of Heads Together. We also work collaboratively with a range of charities and expert organisations to leverage best-in-class

knowledge and expertise to inform, develop and improve outcomes for the children, families and schools we support.

We ask our staff team to share our core values of perseverance, integrity, compassion and creativity, and to have the skills and patience to support some of the UK's most vulnerable children and families.

### **Overall Purpose:**

To effectively manage all aspects of the Place2Be school project in partnership with the school, ensuring that the children and young people are provided with therapeutic and emotional support.

### **Key Responsibilities:**

#### **1. Ensure high quality clinical practice and delivery of a full and effective service in Place2Be**

- Conduct full Assessment and Formulation process for children and young people referred to the service and allocate them to a suitable targeted intervention where appropriate
- Undertake one-to-one clinical work with children and/or young people if needed
- Plan and deliver Place2Talk
- Offer consultancy to school staff (Place2Think) and parents (Parent Partnership)
- Plan and deliver universal and targeted group work in consultation with the school and the line manager
- Work with Parent Counsellor (where available) to facilitate delivery of counselling or parenting training to parents/carers in the school where appropriate
- Identify and discuss potential referrals with school staff keeping the line manager and Clinical Supervisor informed
- Manage the induction process and facilitate Counsellors on Placement integration into the school team -
- Work with the school link to make use of and shape the universal and targeted interventions to support individuals and groups within the school community in accordance with the Clinical Delivery Model
- Ensure all clinical work is fully reviewed and outcomes evaluated, in Supervision, to improve practice

#### **2. Provide effective supervision for Counsellors on Placement**

- Note and report any safeguarding and child protection concerns
- Give advice and support in regards to clinical work and support the development of clinical skills and experience.
- Participate in own supervision with the Clinical Supervisor, and discuss and report any clinical concerns or issues arising from the supervisions that have taken place with the Counsellors on Placement or within your own work
- Reflect with supervisees on how to work with all aspects of difference in the therapy room increasing cultural competence and ensuring anti-oppressive practice

- Support supervisees in the use of assessment and formulation data to monitor client progress and outcomes

### 3.

#### **Establish positive, active and effective relationships with the school and Place2Be management**

- Represent and be the ambassador for Place2Be in the school
- Build positive relationships with school staff in order to understand and respond to the needs of the school community
- Build relationships with colleagues in the Area, in the Region and at the local office
- Actively participate in Area team meetings to share best practice and develop clinical thinking, knowledge and learning
- Support Counsellors on Placement development by identifying learning needs with each; nurture skills and talent to enable people to grow and develop

### 4. Safeguarding and Child Protection

- Identify and report any safeguarding and child protection concerns following Place2Be's policies and procedures
- Identify and report any safeguarding concerns about any vulnerable adults following Place2Be's policies and procedures
- When required, make recommendations and consult with the school for referral onto external service
- Be pro-active in reporting safeguarding issues and concerns, to the school and line management, in accordance with Place2Be policy

### 5. Reporting evaluating and data entry

- Provide termly reports in accordance with Place2Be guidelines and in conjunction with your line manager, undertake an annual review of the school service and produce a report to be shared with the school
- Use qualitative and quantitative outcomes data to inform practice and improve impact
- Accountable for inputting data on Place2Be's School Services System relating to all activities and interventions in the school in a timely and accurate manner
- Comply with Place2Be data entry requirements and GDPR
- Make good use of online management systems, such as diary planning etc.

### 6. Values

- Live the Place2Be values of Perseverance, Integrity, Compassion and Creativity
- Ensure equal access to the Place2Be Service
- Be pro-active in promoting dialogue and support around issues of difference and discrimination

## Person Specification

The person specification outlines the main criteria for the post and short listing will be based on the following criteria. Please ensure that your supporting statement clearly shows how you meet the criteria using experience gained either in paid or voluntary work.

Criteria	Criteria E= Essential D= Desirable	Measured by A=Application I=interview
<b>Qualifications</b>		
1. Holds a recognised clinical qualification (in counselling, psychotherapy, clinical psychology, Art/Dance/Drama/Music Therapy)	E	A
2. Holds a recognised membership of a relevant professional body (e.g. BACP / UKCP/NCS/BPS/HPCP)	E	A
3. Holds a qualification in supervision	D	A
<b>Qualities</b>		
4. Supportive, energetic and passionate about Place2Be's mission and core values	E	A,I
<b>Experience</b>		
5. Post qualified experience in a clinical role with experience and understanding of working with children, young people and schools	E	A/I
6. Experience of safeguarding child protection procedures and policy and commitment to safeguarding of children and vulnerable adults	E	I
<b>Knowledge and Skills</b>		
7. Understands how schools work in partnership with clinical practitioners and the importance of these relationship	E	I
8. Shows understanding and awareness of Place2Be's equality, diversity and inclusion policy and a personal commitment to equality of opportunity and anti – discriminatory practice in service delivery	E	A,I

9. Has a working understanding of the BACP Ethical Framework in practice	E	A
<b>Clinical</b>		
10. Has experience of conducting rigorous clinical assessment, formulation and review of casework	D	A/I
11. Demonstrates knowledge and understanding of the importance of embedding Assessment and Formulation in clinical practice	E	A/I
12. Has experience of working with diverse communities and of reflecting with supervisees/peers on how to work with all aspects of difference in the therapy room	E	I
13. Takes an active approach to self-development and demonstrates understanding of up to date research and emerging best practice in children and young people's mental health services	E	I
14. Is willing to undertake work with parents, carers and school staff and to hold a clinical caseload with children or young people	E	I
<b>Safeguarding and child protection</b>		
15. Experience of being pro-active in reporting safeguarding issues and concerns with regards to children and vulnerable adults, to school and line management, in accordance with Place2Be policy	E	I
16. Continues to keep up to date with safeguarding policy and developments	E	A
<b>Management and Supervision</b>		
17. Is able to provide clinical and managerial supervision to trainee Counsellors on Placement and to ensure their integration into the school environment	E	I
18. Has an understanding of how to manage an effective school based mental health project and managing and accounting for overall caseload	E	I
19. Demonstrates a commitment to continually improve quality of service provision in all areas	E	I
20. Can develop project plans into sensible, timely actions that meet the expectations of the school and more senior colleagues; understands the need for efficiency and timelines in delivery	E	I
21. Displays effective, well-organised management of their school project	E	I

22. Is able to motivate and support the development of others through coaching and appropriate delegation. Shows enthusiasm and resilience in finding solutions to challenging situations	D	I
23. Is able to make use of their own Line Management and Clinical Supervision to improve their own practice as a manager and as a clinical supervisor	E	A/I
<b>Relationships (Internal and External)</b>		
24. Is able to build relationships through effective communication with all stakeholders within the school and wider Place2Be team	E	I
25. Understands the student support/pastoral care system (secondary)	D	I
26. Takes account of different cultural styles and values when working with colleagues and external stakeholders	E	A/I

<b>Reporting and Evaluation</b>		
27. Develops and exhibits clear understanding of systems for reporting	E	I
28. Is able to gather an appropriate range of data before making decisions about service delivery and use data and analysis to produce useful reports on a regular and ad hoc basis	E	I
<b>Communications</b>		
29. Communicates effectively and appropriately with Area Manager, particularly highlighting any concerns or issues that require resolution	E	I
30. Ability to communicate complex issues clearly, accurately and concisely verbally and in writing	E	A/I
31. Shares information, good practice and skills with their Area team and wider organisation when required	E	I
32. Excellent presentation skills	E	I
<b>IT</b>		

33. Demonstrates competency in using Microsoft Office, data management systems, Internet. Fluent in data entry and the use of data to evaluate clinical practice	E	A/I
--	---	-----