



Job Description for Programme Leader

Job Title:	Programme Leader
Reporting to:	Head of Learning (Schools)
Location:	Core, 175 St John Street, London, EC1V 4LW
Period:	Permanent
Time Commitment:	5 days per week (Monday – Friday)

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 600 primary and secondary schools, reaching a total school population of over 350,000 pupils.

Our teams provide a range of services in our partner schools to build resilience early in life through counselling, creative work and play and support a child's ability to engage in school life. 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:

The post holder will lead on a suite of Place2Be Mental Health Training Programmes in addition to single-delivery Workshops and the Peer Mentoring Programme. To include curriculum development, programme delivery, delegate learning, monitoring and evaluation. You will lead on the development and delivery of an outstanding delegate experience from enquiry through to programme completion.

The post-holder will be part of the Learning & Practice team and be based at 175 St John Street. They will report to Head of Learning for Schools & Communities and ensure that their programme(s) are consistently quality assured through development, evaluation, delivery, supervision and moderation.

ACCOUNTABILITY

Responsible to: Head of Learning

Responsible for: Programme Co-ordinator(s)

MAIN DUTIES AND RESPONSIBILITIES

1. Programme Leadership

- Lead on the development, organisation and day to day management of the programme suite, ensuring relevance, currency, coherence, attractiveness and distinctiveness to schools and other learning & teaching communities
- Contribute to new programme development as appropriate and ensure it reflects up-to-date practice in Place2Be Partner schools along with best practice in the wider field
- Lead on the assurance and enhancement of quality standards across the programme(s)
- Working with the Lead Trainer, support programme staffing, supervising, and mentoring Trainers.
- Lead or support sessions at seminars and conferences, where the work of Place2Be is presented
- Manage and support the Programme Co-ordinators through regular meetings and the performance review process
- Work with the Head of Learning, Schools to create and deliver a department vision, linked to a Place2Be vision, for growing the digital learning offer to Schools & Communities

2. Programme Delivery

- Work closely with the Development Programme Co-ordinator and the Business Systems team to develop a departmental approach to transition to a new CRM and other systems
- Work with the Delivery Programme Co-ordinator to ensure the smooth day to day delivery of the programme in line with the annual budget and departmental plan
- Hold accountability for the Place2Be budget in your programme area with a sound understanding of income and expenditure
- Work closely with the Development and Delivery Programme Co-ordinators to ensure programmes are all fully scheduled, staffed well in advance and running to capacity
- Undertake programme delivery; delivering training sessions and one-to-one supervision

3. Quality Assurance, Evaluation and Impact

- Ensure that the programmes and any module specifications, programme materials and resources are accurate and up-to-date
- Evaluate and review the programmes and their effectiveness through take-up, trainer feedback, participant feedback and school outcomes, and report back regularly to the Head of Learning.
- Contribute as necessary to Annual Reporting by the Communications Team
- Link to fundraising to understand funding commitments linked to S&C programmes,
- Oversee development of new, and maintenance of existing administration processes supported by Development Programme Co-ordinator, including school attraction and recruitment, scheduling cohorts and reporting
- Oversee participant attendance and experience supported by the Delivery Programme Co-ordinator
- Work with the Lead Trainer to help Trainers on the programmes to reflect critically on their own practice, supporting train-the-trainer sessions as appropriate; assist trainers to identify, adapt and share good practice, thereby improving quality.
- Hold responsibility for External Body endorsements for the Programmes
- Input to the design and commissioning of programme evaluation where relevant

4. Customer / delegate experience and support

- Ensure that all learning interventions reflect high quality standards including delegate understanding of content, ethical and safeguarding requirements
- Working closely with the Head of Learning, lead on the implementation of initiatives to enhance school and participant attraction, retention, attainment and satisfaction across the programme(s)
- Support development of a vibrant Place2Be Schools alumni community

5. Marketing, Communications and Fundraising

- Support the Communications and Marketing team as well as the Development Programme Co-ordinator with marketing and promotion of the programmes
- Work with the Delivery Programme Co-ordinator to source participant recommendations and case-studies.
- Link to Fundraising to ensure smooth transition for bids from tender process to delivery and reporting

6. General

- Keep abreast of new initiatives and developments in the field of child development, emotional wellbeing, counselling and therapy training and advise the Head of Learning Schools of any relevant new developments which may be incorporated into Place2Be's curricula
- Hold a sound understanding and awareness of Place2Be's equal opportunities policy and a personal commitment to equality of opportunity and anti – discriminatory practice in service delivery
- Participate fully in regular team meetings, contributing to the development of Place2Be and our practice

Flexibility

The job description is a general outline of the job duties and responsibilities and may be amended as Place2Be develops. The post-holder will be required to undertake other duties as may be reasonably required from time to time.

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	Essential	Desirable	Assessed at interview or application stage?
Qualifications			
<ul style="list-style-type: none"> Qualified as a counsellor/psychotherapist to Level 5 or above, or other equivalent experience in a Mental Health role. 	✓		A
<ul style="list-style-type: none"> Qualified as a counsellor/psychotherapist to PG Dip/ MA Level or other equivalent qualification in a Mental Health role. 		✓	A
<ul style="list-style-type: none"> Hold a teaching/lecturing qualification 		✓	A
Experience			
<ul style="list-style-type: none"> Experienced counselling/psychotherapy trainer 	✓		A
<ul style="list-style-type: none"> Good knowledge of up to date theory and research appropriate for teaching the Place2Be integrative model 	✓		I
<ul style="list-style-type: none"> Experience of working dynamically with diversity and difference to bring about change 	✓		A/I
<ul style="list-style-type: none"> Extensive experience of working as a counsellor/psychotherapist in a Place2Be school setting 		✓	A
<ul style="list-style-type: none"> Experience of line management, staff appraisal and development 	✓		A
Clinical			
<ul style="list-style-type: none"> BACP Registered/Accredited or UKCP/HPC registered or equivalent accrediting body for qualification 	✓		A
<ul style="list-style-type: none"> Currently practising as a counsellor/psychotherapist/mental health professional for children and able to continue doing so in this role 		✓	A

Communications				
•	Initiates, builds and maintains sustainable key stakeholder relationships internally and externally	✓		A
•	Consistently displays excellent language skills both oral and written	✓		A
•	Can find ways to overcome conflict and challenges		✓	A
IT				
•	Demonstrates competency in using Microsoft Office, emails, cloud-based technology and the internet	✓		A