



## Job Description

<b>Job Title:</b>	Programme Leader Postgraduate Diploma/ MA Programme
<b>Reporting to:</b>	Head of Learning (Mental Health Workforce / Schools)
<b>Location:</b>	Core Hub, 175, St John's St, London EC1V 4LW
<b>Period:</b>	Permanent
<b>Salary:</b>	£40,000-45000 per annum (pro rata for part-time)
<b>Time Commitment:</b>	5 days including half day clinical practice (Holidays must be taken outside of term time)

### Introduction

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, and last year provided in-depth training in a further 31 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 Place2Be PG Dip/MA in Counselling Children and Young People in Schools has been running for 10 years. It is a well-established and successful programme validated by the University of East London and accredited by BACP with a capacity of 24 students per year. In our new structure the post holder will have responsibility for leadership of the PG Dip/MA Programme which includes curriculum development, programme delivery, delegate learning, assessment and the assurance and enhancement of academic and quality standards. You will lead on the development and delivery of an outstanding student / delegate experience from enquiry through to programme completion and becoming part of the Place2Be alumni community.

The post-holder will be part of the permanent Learning & Practice team and be based at 175 St John's St. They will report to a Head of Learning for the Mental Health Workforce and ensure that the programme is consistently quality assured through **development, evaluation, delivery, supervision and moderation.**

## **ACCOUNTABILITY**

**Responsible to: Head of Learning (Mental Health Workforce)**

**Responsible for: Programme Co-ordinator**

## **MAIN DUTIES AND RESPONSIBILITIES**

### **1. Programme Leadership**

- Lead on the development, re-design, organisation and day to day management of the programmes, ensuring their relevance, currency, coherence, attractiveness and distinctiveness to delegates
- 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
- Develop the digital delivery of the programme to offer a blended learning approach
- Lead on the assurance and enhancement of academic and quality standards across the programme(s) and maintain our BACP and UEL accreditation and registration
- Co-ordinate programme staffing, supervising, supporting and mentoring Programme Tutors / Trainers. Effectively manage and build trainer capacity and expertise so that Place2Be builds a team of skilled trainers to deliver the programme in regional locations around the UK
- Lead or support sessions at seminars and conferences, where the work of Place2Be is presented
- Manage and support the Programme Co-ordinator through regular meetings and the performance review process

### **2. Programme Delivery**

- Work closely with the Programme Co-ordinator to ensure the smooth day to day running 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 Programme Co-ordinator to ensure programmes are all fully scheduled, staffed well in advance and running to capacity
- Work closely with the Programme Co-ordinator to liaise with the Recruitment Team to ensure students are placed in schools in a timely fashion
- Liaise with Regional Directors and Area Managers to ensure clear communication between the course and the placements
- Undertake weekly programme delivery (in line with capacity and annual plans), delivering training sessions, one-to-one tutorials and assignment marking (as required)

### 3. Quality Assurance, Evaluation and Impact

- Ensure that the programme and any module specifications, programme materials and resources are accurate and up-to-date
- Evaluate and review the programme(s) and its effectiveness through take-up, internal moderation and verification, student evaluations and outcomes, and report back regularly to the Head of Learning. Lead on the production of an Annual Programme Monitoring Report and the implementation of programme action plans
- Ensure that administration including admissions, scheduling, student/delegate attendance and experience and liaison with External Examiners / validating and awarding bodies, are delivered effectively
- Help Tutors and staff teaching on the programme to reflect critically on their own practice, delivering train-the-trainers sessions as appropriate; assist trainers to identify, adapt and share good practice, thereby improving quality.
- Work with other Programme Leaders to deliver regular train-the-trainer sessions for new/potential trainers and run regular standardisation sessions for trainers delivering allocated programme(s)
- Hold responsibility for External Examiner visits for the Programme
- Hold responsibility for regular reporting back to UEL and BACP
- Input to the design and commissioning of programme evaluation where relevant
- Work with Head of Research and Evaluation to ensure that the programme develops students' research skills and that the MA module produces rigorous and innovative research in the field of Counselling Children and Young People

### 4. Customer / delegate experience and support

- Ensure that all learning interventions reflect high quality standards including delegate understanding of content, ethical and safeguarding requirements
- Implement recruitment and selection processes across the programme including compliance with the Admissions Policy where appropriate
- Working closely with the Head of Marketing and Customer Engagement and the Head of Learning, lead on the implementation of initiatives to enhance delegate attraction, retention, attainment and satisfaction across the programme(s)
- Manage Student complaints in accordance with programme's Complaints Procedure
- Manage concerns about students through appropriate programme procedures (e.g. Clinical Competence Procedure and Suitability Procedure)
- Establish sound relationships with local community organisations and colleges to increase the diversity of suitable delegates to the programmes

- Support development of a vibrant Place2Be alumni community

## 5. Marketing, Communications and Fundraising

- Support the Head of Marketing and Customer Engagement and Programme Co-ordinator with marketing and promotion of the programme
- Provide information, content and support as appropriate to the Communications and Fundraising teams to enable programme promotion as well as applications and reporting to funders

## 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 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 and deliver teaching/training outside of the programme 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?
<b>Qualifications</b> <ul style="list-style-type: none"> <li>Qualified as a counsellor/psychotherapist to Level 7 (Masters Level) or above</li> </ul>	✓		A
<b>Experience</b> <ul style="list-style-type: none"> <li>Experienced counselling/psychotherapy tutor at Level 7 or above in an HE setting</li> </ul>	✓		A
<ul style="list-style-type: none"> <li>Experienced assessor of counselling skills and theory at Level 7 or above</li> </ul>	✓		A
<ul style="list-style-type: none"> <li>Experience of undertaking research into mental health interventions for children and young people at Level 7 or above</li> </ul>	✓		A
<ul style="list-style-type: none"> <li>Proven understanding of a range of research methodologies appropriate for research into clinical work with Children and Young People</li> </ul>	✓		
<ul style="list-style-type: none"> <li>Peer reviewed publication of own research</li> </ul>		✓	A
<ul style="list-style-type: none"> <li>Good knowledge of up to date theory and research appropriate for teaching the Place2Be integrative model</li> </ul>	✓		I
<ul style="list-style-type: none"> <li>Experience of working dynamically with diversity and difference to bring about change</li> </ul>	✓		A/I
<ul style="list-style-type: none"> <li>Experienced in child and infant observation</li> </ul>		✓	A
<ul style="list-style-type: none"> <li>Extensive experience of working as a counsellor/psychotherapist in a school setting</li> </ul>	✓		A
<ul style="list-style-type: none"> <li>Experience of line management, staff appraisal and development</li> </ul>	✓		A
<b>Clinical</b> <ul style="list-style-type: none"> <li>BACP Registered/Accredited or UKCP/HPC registered</li> </ul>	✓		A
<ul style="list-style-type: none"> <li>Currently practising as a counsellor/psychotherapist for children and able to continue doing so in this role</li> </ul>	✓		A

<b>Communications</b> <ul style="list-style-type: none"> <li>Initiates, builds and maintains sustainable key stakeholder relationships internally and externally</li> </ul>	✓		A
<ul style="list-style-type: none"> <li>Consistently displays excellent language skills both oral and written</li> </ul>	✓		A
<ul style="list-style-type: none"> <li>Is highly persuasive and can find ways to overcome conflict and challenges</li> </ul>		✓	A
<b>IT</b> <ul style="list-style-type: none"> <li>Demonstrates competency in using Microsoft Office, emails, cloud based technology and the internet</li> </ul>	✓		A