



## Job Description for Assistant School Project Manager

**Job Title:** Assistant School Project Manager

**Reporting to:** School Project Manager

**Direct Reports:** None

**Salary:** £14,943 per annum (pro rata)

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

To support the School Project Manager, ensuring that the children and young people are provided with therapeutic and emotional support. This is a fixed term training

opportunity in which the post holder will be supported to develop the skills and knowledge to progress within the organisation.

### **Key Responsibilities:**

#### **1. To work in conjunction with the School Project Manager to deliver:**

- One-to-one clinical work with children and young people
- To deliver Place2Talk (a lunchtime self-referral service)
- Assisting group work
- Build and maintain excellent working relationships with the Head teacher, school staff, parents and carers, and the Counsellors on Placement team

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

- Undertake one-to-one clinical work with children and/or young people
- Assess and allocate children and young people to the appropriate Counsellor on Placement
- Participate in supervision with the SPM, and discuss and report any concerns or issues arising from the supervisions that have taken place with the Counsellors on Placement or within your own work

#### **3. 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 with regards to vulnerable adults following Place2Be's policies and procedures
- Working with the SPM make recommendations and consult with the school for referral onto external services
- Be pro-active in reporting safeguarding issues and concerns, to the school and line management, in accordance with Place2Be policy
- Noting any safeguarding and child protection concerns; giving advice and support in regards to clinical work and supporting the development of clinical skills and experience of the Counsellors on Placement

#### **4. Reporting evaluating and data entry**

- Ensure case work records and data are recorded and stored confidentially
- Input data on to the Place2Be's School Services System on activities and interventions in school in a timely and accurate manner
- Use data to inform practice and improve impact of the service

#### **5. To fully engage with and take opportunities to learn and develop skills in line with the training plan and needs of the school project.**

## 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>		
<ul style="list-style-type: none"> <li>• Holds a recognised qualification in counselling or therapy</li> </ul>	E	A
<ul style="list-style-type: none"> <li>• Holds a recognised membership of a relevant professional body (BACP/ PTUK/ UKCP/NCS/BPS)</li> </ul>	D	A
<b>Experience</b>		
<ul style="list-style-type: none"> <li>• Preferably one year post qualification experience as a practicing therapist or counsellor with an understanding of various therapeutic disciplines</li> </ul>	D	A/I
<ul style="list-style-type: none"> <li>• Previous experience of working with Children and Young people</li> </ul>	E	A/I
<b>Clinical</b>		
<ul style="list-style-type: none"> <li>• Demonstrates understanding of working with children and young people who require or would benefit from emotional and therapeutic support and experience of the school environment</li> </ul>	E	A/I
<ul style="list-style-type: none"> <li>• Models behaviours aligned to Place2Be and BACP framework</li> </ul>	E	A/I
<ul style="list-style-type: none"> <li>• Willingness to undertake work with parents, carers and school staff</li> </ul>	E	A/I
<ul style="list-style-type: none"> <li>• Demonstrates understanding of a range of therapeutic models</li> </ul>	E	A/I
<ul style="list-style-type: none"> <li>• Demonstrates an awareness of the requirements of good practice in the provision of supervision</li> </ul>	E	A/I
<ul style="list-style-type: none"> <li>• Takes an active approach to self-development and shows a commitment to continuous professional learning</li> </ul>	E	A/I
<b>Safeguarding</b>		
<ul style="list-style-type: none"> <li>• Is pro-active in reporting safeguarding issues and concerns in accordance with Place2Be policies on safeguarding of children and vulnerable adults</li> </ul>	E	I
<ul style="list-style-type: none"> <li>• Continues to keep up to date with safeguarding policy and developments</li> </ul>	E	I

<b>Criteria</b>	<b>Criteria</b> E= Essential D= Desirable	<b>Measured by</b> A=Application I=interview
<b>Relationships (Internal and External)</b>		
<ul style="list-style-type: none"> <li>Demonstrates a clear understanding of the needs of service users and stakeholders and how Place2Be services can support these needs and resolves problems as they arise</li> </ul>	E	I
<ul style="list-style-type: none"> <li>Is passionate about Place2Be's vision, mission and values and understands how these underpin its work</li> </ul>	E	I
<ul style="list-style-type: none"> <li>Establishes and sustains positive working relationship with Place2Be colleagues, school staff, children and young people, parents and carers</li> </ul>	E	I
<ul style="list-style-type: none"> <li>Understanding of the student support/pastoral care system (secondary)</li> </ul>	D	I
<b>Reporting and Evaluation</b>		
<ul style="list-style-type: none"> <li>Develops an understanding of Place2Be (Cascade for HR, School Services System for reporting and evaluating)</li> </ul>	E	I
<b>Communications</b>		
<ul style="list-style-type: none"> <li>Communicates effectively using clear, concise and simple language</li> </ul>	E	I
<ul style="list-style-type: none"> <li>Adjusts style and personalises messages in order to best connect with others</li> </ul>	E	I
<ul style="list-style-type: none"> <li>Builds relationships through effective communications with all stakeholders within the school and wider Place2Be team</li> </ul>	E	I
<b>IT</b>		
Demonstrates competency in using Microsoft Office and Internet	E	I
The role holder should have an understanding and awareness of Place2Be's equal opportunities policy and a personal commitment to equality of opportunity and anti – discriminatory practice in service delivery		