



## Job Description for School Project Manager

<b>Job Title:</b>	School Project Manager
<b>Reporting to:</b>	Cluster 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 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 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

- Undertake one-to-one clinical work with children and/or young people
- Plan and deliver Place2Talk
- Plan and deliver group work in consultation with the school and the line manager
- Identify and discuss potential referrals with school staff keeping the line manager informed
- Assess and allocate children and young people to the appropriate Counsellor on Placement
- Manage the induction process and facilitate Counsellors' on Placement integration into the school team - Experience of clinical assessments and formulations
- Identify appropriate clinical interventions

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

- Build relationships with colleagues in the Cluster and at Core
- Actively participate in Cluster team meetings to share best practice and develop clinical thinking, knowledge and learning

### 3. Provide effective supervision for Counsellors on Placement

- 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.
- Participate in supervision with the Cluster Manager, 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.

### 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 services
- 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
- Using 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 on the School Service System
- Makes good use of online management systems, such as diary planning etc.

## 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	<b>Criteria</b> E= Essential D= Desirable	<b>Measured by</b> 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>	E	A
<ul style="list-style-type: none"> <li>• Qualification in supervision</li> </ul>	D	A
<b>Experience</b>		
<ul style="list-style-type: none"> <li>• Post qualified experience in a clinical role and an understanding of children, young people and schools</li> </ul>	E	A/I
<ul style="list-style-type: none"> <li>• A clear understanding of child protection policy and procedures and commitment to safeguarding of children and vulnerable adults</li> </ul>	E	I
<ul style="list-style-type: none"> <li>• Demonstrates knowledge of the school environment</li> </ul>	E	I
<ul style="list-style-type: none"> <li>• Demonstrates a clear understanding of the needs of service users and stakeholders and range of service provision offered to support them across Place2Be</li> </ul>	E	I
<b>Skills and Behaviours</b>		
<b>Clinical</b>		
<ul style="list-style-type: none"> <li>• Demonstrates understanding of a range of therapeutic models</li> </ul>	E	I
<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>• Demonstrates a clear vision of what Place2Be requires of its Counsellors on Placement and models behaviours aligned to Place2Be and BACP framework</li> </ul>	E	I
<ul style="list-style-type: none"> <li>• Willingness to undertake work with parents, carers and school staff</li> </ul>	E	I
<ul style="list-style-type: none"> <li>• Willingness to undertake clinical assessment and hold clinical caseload</li> </ul>	E	I
<ul style="list-style-type: none"> <li>• Manage and account for overall clinical caseload</li> </ul>	E	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
<ul style="list-style-type: none"> <li>• Experience of clinical assessments and formulations</li> </ul>	E	I
<ul style="list-style-type: none"> <li>• Ability to identify appropriate clinical interventions</li> </ul>	E	I
<b>Safeguarding</b> <ul style="list-style-type: none"> <li>• Is 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</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	A
<b>Management and Supervision</b> <ul style="list-style-type: none"> <li>• Ability to provide clinical and managerial supervision to Counsellors on Placement and to ensure their integration into the school environment</li> </ul>	E	I
<ul style="list-style-type: none"> <li>• Develops an understanding of how to manage an effective Place2Be project</li> </ul>	E	I
<ul style="list-style-type: none"> <li>• Seeks to continually improve quality of service provision in all areas</li> </ul>	E	I
<ul style="list-style-type: none"> <li>• Develops 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</li> </ul>	E	I
<ul style="list-style-type: none"> <li>• Displays effective, well-organised management of their school project</li> </ul>	E	I
<ul style="list-style-type: none"> <li>• 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</li> </ul>	D	I
<b>Relationships (Internal and External)</b> <ul style="list-style-type: none"> <li>• Builds relationships through effective communication with all stakeholders within the school and wider Place2Be team</li> </ul>	E	I
<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>• Shows passion for Place2Be's vision, mission and values and understands how these underpin its work</li> </ul>	E	A/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>		
• Develops and exhibits clear an understanding of systems for reporting	E	I
• Gathers and evaluates an appropriate range of data before making decisions about service delivery	E	I
• Demonstrates an ability to begin to use data and analysis to produce useful reports on a regular and ad hoc basis	E	A/I
<b>Communications</b>		
• Communicates effectively and appropriately with Line Manager, particularly highlighting any concerns or issues that require resolution	E	I
• Actively participates in team meetings	E	I
• Considers the needs of the audience and pitches communications at an appropriate level	E	I
• Demonstrates accuracy in all communications	E	A/I
• Shares information, good practice and skills with their cluster team and wider organisation when required	E	I
• Seeks to develop relationships with staff all staff in order to develop wider knowledge and understanding of all Place2Be departments	E	A/I
• Excellent presentation skills	E	I
<b>IT</b> Demonstrates competency in using Microsoft Office and Internet	E	A/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		