

Mental Health Support Teams in Schools

Job Description – MHST Clinical Team Manager

Job Title: Children and Young Peoples Mental Health Support Clinical Team Manager

Reporting to: Children and Young Peoples Mental Health Support Team Mental Health Lead and Operational Lead.

Location: West Essex Based in the Harlow and Dunmow offices with the ability to travel throughout the Epping Forest, Harlow and Uttlesford areas.

Responsible for: As part of the MHST Management team responsible for supporting clinical governance and development of the team alongside, providing case management supervision and clinical supervision and line management to Supervisors and EMHPs. Responsible for helping shape and develop the service. Responsible for a small clinical caseload.

Hours: 37.5 hrs a week

Pay: £49,387 to £56,515 (dependant on experience) which is equivalent of NHS Agenda for change Band 7 + HCAS Fringe where applicable (includes AFC 26-27 pay rise)

The Organisation:

Mind in West Essex is a local, independent mental health charity. We affiliate to Mind (the National Association for Mental Health) a charity with which we share common values and principles.

Our vision is for West Essex to be a place where people talk openly and positively about mental health, and where everyone gets the support and respect needed to live well.

We embrace diversity and understand that being an inclusive organisation, recognising different perspectives, will enable us to provide excellent services. We are committed to ensuring all our employees are

treated fairly and equitably at work and promoting equity in physical and mental health for all.

The Service:

Following on from the government's green paper Dec 2017 'Transforming children and young people's mental health provision.' Mind in West Essex was part of a national 'Trailblazer' programme. We now provide a Mental Health Support Team service across West Essex comprising Teams covering over 90 schools and colleges in the Epping Forest, Harlow and Uttlesford locations with plans to expand and provide full coverage in West Essex.

Our Children and Young Peoples (CYP) Mental Health Support Teams cover the Epping Forest, Harlow and Uttlesford area of West Essex working with children and young people who are experiencing mild to moderate mental health issues. This includes working with parents/caregivers of Primary School age pupils and working with schools and colleges to develop the support they offer the whole school community. It aims to strengthen the links between education, health services and families in West Essex.

Purpose of the Job:

In accordance with the professional registration, the post-holder will work alongside other members of the MHST Management Team to deliver and develop the West Essex MHST offer as part of the Government's Green Paper for transforming children and young people's mental health (2017).

They will ensure the delivery of a clinically effective service which meets the needs of individuals, families and communities in line with local and national development plans, NHS contract and Mind in West Essex policies and procedures.

They will also be responsible for contributing to auditing and quality assurance of clinical records, outcomes and any other relevant data.

PROFESSIONAL:

- To be operationally responsible for the mental health support teams and associated Key Performance Indicators
- To be operationally responsible for the MHST Team. Including line management responsibilities such as: managing performance,

overseeing clinical pathways from assessment to discharge, approving annual leave, managing attendance, completing and distributing duty rotas, annual appraisals, operational and clinical supervision, training requirements.

- To participate in individual appraisal and respond to agreed objectives. Including job planning and outcomes
- To provide clinical governance and supervision of the LI CBT workforce (EMHPs and Supervisors)
- Ensure the maintenance of standards of own professional practice according to Mind in West Essex policies and procedures
- To contribute to responsibility for the team in meeting national and local performance targets
- To hold a small clinical caseload and provide consultation to education settings and school staff including whole school approaches to emotional wellbeing and mental health when required
- To contribute to the development of strategic ideas, innovative practice and propose changes to protocols and procedures within the mental health support teams where required.
- To initiate and participate in departmental audit as requested by senior leaders
- To exercise the appropriate use of independence, authority and autonomy to inform practice, together with consultation and supervision making properly informed independent decisions and communicating these in line with policy.
- To evaluate the outcomes of interventions with clients, carers and others using standard routine outcome measures including the identification of where a need has not been met.
- Keep appropriate records with an awareness of legal requirements with respect to record keeping and the use and transfer of information which balance and manage the competing requirements of confidentiality and effective information sharing to the benefit of the client and carers.
- To work collaboratively with the West Essex MHST management team to ensure consistency of working across the 3 West Essex locations.

- To manage and investigate complaints/incidents where required in line with Mind in West Essex policies and procedures.
- To contribute to the development and maintenance of promotional material for the team and the development and maintenance information leaflets for all aspects of the service
- To contribute to the development and maintenance of local policies, procedures and service level agreement for the team
- To ensure that safeguarding children, young people and associated adults is ensured throughout the service provision.
- Ensure any risks or issues related to the safety and wellbeing of anyone the post-holder comes into contact with during their professional duties are communicated and shared with appropriate parties in order to maintain individual safety and the public interest
- To encourage a system approach to the health and wellbeing of children across West Essex, ensuring Whole School Approach is implemented as intended

CLINICAL:

- To work autonomously in a hybrid role, attending schools and organisational buildings where required
- To undertake thorough initial assessments of children and young people with mild to moderate emotional, behavioural and mental health needs including urgent risk assessments.
- To formulate and plan for intervention, negotiating this with clients, relatives/carers and education staff.
- To develop robust pathways with CAMHS and other agencies to ensure the timely support and treatment of children and young people including attendance and contribution to the Multi-agency Team meetings when required.
- To maintain accurate records of all contacts ensuring timely input into the clinical database.
- To ensure outcome measures (e.g. SDQ, RCADS) are routinely embedded in your clinical work and that of those you line-manage and supervise.

- To complete all requirements relating to data collection and report clinical outcomes and service access data into the digital patient record system.
- To be responsible for the collection and reporting of all clinical and operational data along with the MHST management team and attend and contribute to regular data meetings.
- To meet local and national deadlines for reporting purposes.
- To co-ordinate interventions for children, young people, parents and education staff within the service.
- Ensure adherence to organisational policies and procedures and that interventions are developed and delivered in accordance with NICE guidelines and clinical standards and National MHST operational guidance.
- To develop and deliver evidence based therapeutic interventions as required with children, young people, parents and education staff with emotional, behavioural and mental health needs in individual and group settings.
- To provide advice, consultation and training to staff working within the network of schools and across a range of professions, agencies and settings, where appropriate
- To receive regular clinical and case management supervision
- Supervise and support safeguarding cases held by team members that you line-manage, in line with relevant organisational safeguarding policies and procedures.
- Within education settings actively promote the whole school-based approach to developing and maintaining emotional health and well being

PEOPLE MANAGEMENT:

- To be operationally responsible for MHST Team members: including line management responsibilities such as: managing performance, approving annual leave, managing attendance, completing and distributing duty rotas, annual appraisals, operational and clinical supervision, training requirements.
- To support staff to achieve best evidenced based practice that is responsive to local need.

- To provide clinical supervision and induction to junior staff.
- To contribute to ensuring that all policies and procedures are adhered to within the team.
- Monitor and track progress clinical targets for your caseload and that of the team members you line-manage and develop plans to reach access targets
- Provide quality assurance for the data submitted by team members that you line-manage

Person specification

| Children and Young Peoples Mental Health Support Clinical Team Manager | Essential Criteria | Desirable Criteria |
|---|---------------------------|---------------------------|
| Qualifications | | |
| Appropriately registered Practitioner registered with one of the following professional bodies : BABCP, BACP, UKCP, HCP, NMC, BOAT, BASW. | * | |
| Knowledge | | |
| Knowledge of the theory and practice of specialised therapies for child and adolescents | * | |
| Knowledge of psychosocial theories of mental health and the evidence base for the relevant treatment | * | |
| An understanding of the complex factors that influence work at all levels within an education setting or relevant wider systems | * | |

| | | |
|--|----------|----------|
| <p>Knowledge of legislation in relation to the client group and mental health issues, child and adult safeguarding, and equalities.</p> | <p>*</p> | |
| <p>Experience</p> | | |
| <p>Evidence of having worked as a clinical specialist in a Child and Young People's mental health setting.</p> | <p>*</p> | |
| <p>Experience of providing specialist assessments and evidence based low intensity CBT interventions with Child and young people presenting with a range of needs.</p> | <p>*</p> | |
| <p>Experience of working in an MHST setting</p> | | <p>*</p> |
| <p>Experience of working with schools / educational settings.</p> | | <p>*</p> |
| <p>Experience of leadership within a CAMHS setting</p> | | <p>*</p> |

| Skills and Abilities | | |
|---|---|--|
| Hold a Valid UK driving licence and/ or access to transport across West Essex Note: on occasions you may need to travel to more than one venue in a day | * | |
| No criminal record that prevents work with our client group or which would harm our reputation | * | |
| The ability to work with/support other Mind in West Essex staff as requested | * | |
| Ability to work as part of a team and to work on your own initiative. | * | |

This Job Description will be subject to review in light of changing circumstances and is not intended to be rigid or exhaustive but should be regarded as providing guidelines within which an individual operates.