

## SCHOOL CLINICAL LEAD - JOB DESCRIPTION

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Blue Smile's mission is to improve the mental wellbeing and prospects of Cambridgeshire children through arts-based therapies. The charity has over 70 clinical workers, working in teams and as individuals in schools in Cambridgeshire, giving vital therapy and mentoring to children.

Safeguarding is central to all Blue Smile activities and we recognise that the welfare of all children, young people and adults at risk, is paramount and that all have equal rights of protection. We have a duty of care when they are in our charge and we will do everything we can to provide a safe and caring environment whilst they attend our activities.

**Job Title:** School Clinical Lead

**Hours:** 11 hours per week; 39 weeks per year

**Salary:** £7,850 per annum (based on 39 weeks of work + 5.6 weeks of annual leave) paid monthly for 12 months of the year (£29,120 FTE). Annual leave to be taken in the school holidays

**Place of work:** On-site/Home-based - 7.5 hours/week in the allocated partner school; 3.5 hours/week can be worked flexibly

**Responsible to:** Clinical Services Manager

**Responsible for:** Self-employed therapists and volunteers

### MAIN PURPOSE

To effectively manage the clinical service in their designated Partner School acting as the primary point of contact in schools.

To lead and support a team of self-employed therapists, volunteer trainee therapists on clinical placement and volunteer mentors.

To support development and delivery of the clinical service to a high standard, protecting and promoting Blue Smile's reputation for a high quality, responsive service for children, families and schools.

### RESOURCES CONTROLLED

- Blue Smile materials and resources in schools

### JUDGEMENT AND DECISION MAKING

- Good judgement will be required with regards to prioritising workload and responding appropriately to schools and parents/carers
- Good decision making is required in relation to managing overall caseload and allocation to therapists and mentors

### LIASON

- Charity Director
- Research & Impact Manager
- Clinical Administration & Recruitment Manager
- Clinical Administrative Assistant

## **AUTHORITY/SUPERVISION**

- Required to work on own initiative as day-to-day work will not be supervised
- School Clinical Lead group clinical supervision provided by Blue Smile
- Termly meetings with the Clinical Operations Manager and the Clinical Administration & Recruitment Manager

## **MAIN RESPONSIBILITIES AND DUTIES**

### **Clinical Responsibilities**

The School Clinical Lead will:

- Assess and allocate referred children to an appropriate Blue Smile therapist or mentor
- If required, maintain a personal caseload of up to two clients, often managing more complex cases, keeping accurate and up to date records whilst preserving appropriate confidentiality
- Develop additional clinical services such as phone call/online support, groupwork, staff support, etc. as appropriate for the designated school
- Ensure all Blue Smile practitioners collect, record, maintain and store accurate, up-to-date clinical data and information in keeping with Blue Smile's policies including the *Note-taking, Recording, Storage and Use of Records Policy, Data Protection Policy* and *Confidentiality Policy*; preserving appropriate confidentiality
- Monitor safeguarding/child protection issues in consultation with the school's Designated Lead for Safeguarding
- Report all causes for concern swiftly and effectively and monitor progress on any concerns to ensure appropriate action is taken, reporting to their line manager, the Charity Director and/or the Lead Trustee for Safeguarding if they feel a response to a concern has been insufficient
- Ensure health and safety and clinical risk assessments are undertaken as required

### **Leadership of the Blue Smile team in school**

The School Clinical Lead will:

- Conduct in-school inductions for new team members
- Provide feedback, training and support as required for therapists and mentors, directing them to sources of guidance and information that might be helpful to their clinical practice
- Provide termly reviews for volunteer trainee therapists on clinical placement and mentors
- Provide monthly supervision to mentors
- Ensure good communications within the team and manage any grievances in a timely and professional manner in accordance with Blue Smile's policies and procedures
- Report to student therapists' training organisations, as necessary

### **Relationships and liaison with school staff and parents/carers**

The School Clinical Lead will:

- Maintain strong and supportive links with school staff, providing consultation and support as required
- Build and maintain supportive links with parents/carers providing consultation and signposting to other sources of support as required
- Manage any concerns about the work of Blue Smile swiftly and in accordance with Blue Smile's policies and procedures and in a professional manner

### Compliance with standards, policies and procedures

The School Clinical Lead will:

- Ensure compliance with Blue Smile's Employee Handbook, Policies, Procedures and Practice Standards
- Ensure compliance of the Blue Smile team with the rules and regulations of the designated school
- Ensure therapists and mentors understand and comply with *Blue Smile's Safeguarding Children and Adults Policy* and those of the designated school
- Promote diversity and inclusion and an open approach without discrimination in all areas of work in line with Blue Smile Policies

### Internal reporting and evaluation

The School Clinical Lead will:

- Assist in the evaluation of the service by collecting, collating and inputting statistics onto Blue Smile's data collection spreadsheet to be sent to the Research and Impact Manager on a termly basis
- Provide reports to the Charity Director as required
- Contribute towards service development and policies, procedures and practice

### Professional Standards

School Clinical Leads will conduct themselves in a proper, skilful, and professional manner at all times and carry out their work to a good clinical and professional standard and in an ethical manner in accordance with Blue Smile's Practice Standards and the BACP ethical framework.

The School Clinical Lead will:

- Maintain their accreditation/registration to their professional body and comply with the requirements and conditions of their accreditation/registration (including attendance at any additional required supervision, courses, training or sessions outside of Blue Smile)
- Commit to continuing professional development. Blue Smile provide opportunities to attend a variety of training sessions
- Attend School Clinical Lead group supervision meeting to be up to date on developments in the service and to develop best practice
- Attend an annual Blue Smile Safeguarding training session

The School Clinical Lead may be required to fulfil additional or other duties which may include work in other schools, as part of central office support or as part of Blue Smile's work outside schools. This may include contributing to other services, delivering internal training or updating paperwork.

This job description is intended to be forward thinking and indicative rather than final and exhaustive. The listed responsibilities and key duties and tasks may develop and evolve over time and Blue Smile reserves the right to update and/or remove certain elements. Blue Smile endeavours to keep substantial changes to a minimum and to promptly update this job description to take account of such developments.

### PERSON SPECIFICATION

#### Essential:

- Accreditation/registration to a relevant professional body eg: BACP, UKCP BAAT, HCPC etc
- A recognised masters-equivalent qualification in counselling or therapy with children and young people
- At least 2-3 years post-qualification experience as a practicing counsellor or therapist with children and young people
- An enhanced DBS check with children's barred list
- A clear and up-to-date understanding of the BACP Ethical framework
- Competency in working within a recognised theoretical framework

- An understanding of working with vulnerable and disadvantaged children and young people
- Experience in or an understanding of school systems
- An ability to handle referral both into and out of the service
- Management/leadership experience and skills in supporting teams effectively and sensitively
- Knowledge of best practice and an ability to apply this to the work
- Excellent interpersonal skills and the ability to work diplomatically and effectively as part of a team in a school setting
- Excellent administrative skills including the ability to keep accurate and up-to-date records maintaining confidentiality and security
- An empathic and sensitive approach to members of the team in dealing with any potential difficulties or grievances
- An understanding of equal opportunities and an open approach
- An ability to operate within Blue Smile's policies, procedures, and Practice Standards
- An ability to motivate and facilitate continuing professional development
- An ability to work under pressure and prioritise workloads

**Desirable:**

- Experience of working in a charity
- Experience of working in a school
- Experience of volunteer management