

Capital City Academy - Job Description

Title of Post

Lead Psychologist

Service Level Agreement

£35,000 per annum

Liaising via

Vice Principal Behaviour & Welfare

Job Purpose

See attached SLA

Duties

Clinical:

- Provide specialist psychological assessment of young people with highly complex needs based on the appropriate use, interpretation and integration of information from a variety of sources.
- Provide consultation, advice and support to school staff and liaises regularly with the Head of Support, Director for Teaching and Learning and Vice Principal for Inclusion
- Create plans for specialist psychological therapy and/or management of young persons' mental health and well-being based upon an appropriate conceptual framework and evidence-based practice. Negotiate the implementation of such plans with young people, teachers, year Team Leaders, Director of Teaching and Learning;
- Implement a range of specialist psychological therapies for individuals, groups, care staff and families as appropriate – including weekly group work with EAL students.
- Undertake skilled evaluations and makes decisions about possible interventions.
- To collect and analyse data from CORE-YP and other assessment tools to inform practice and expand the understanding of well-being and mental health at CCA;
- Provide specialist psychological advice, guidance and consultation to other staff contributing directly to the young persons' care and pastoral support;
- Contribute psychological knowledge to Intervention Meetings where vulnerable and challenging students are considered and contribute to their intervention plans;
- Facilitate decision-making by planning and mapping processes/ interventions with other staff to determine the most appropriate intervention options.
- Work in collegiate partnership with the different pastoral teams to ensure that the needs of each young person are at the centre of decision making processes;
- Where the need arises, facilitate referrals to CAMHS
- Engaging service users in the processes of the psychology service, from recruitment to consultation about service evaluation and development;

Clinical supervision, analysis and complex judgements

- Create and review ongoing supervisory and associate contracts with each member of the Psychology Service Team
- Create and maintain effective supervisory relationships that promote relational reflexivity about the client, supervisee and supervisor;
- Supervise trainee psychologists in accordance with the requirements of training institutions and complete assessments and administrative duties as a placement provider;
- When not on site to be available by phone (by agreement) to discuss any safeguarding or other immediate concerns prior to a referral being made to the safeguarding team;
- Modelling therapeutic boundaries and principals of counselling psychology, through feedback and reflexivity in the supervisory relationship;
- Facilitate a reflective supervision group for Year Team Leaders and other non-clinical pastoral support staff;

- Model analysis of complex information about the young person, from a variety of sources including psychological tests, self-report measures, rating scales, direct and indirect structured observations and semi-structured interviews with the young person, teachers, SEND and Support teams, family members, when appropriate and others involved in the young person's care;
- Where appropriate, support supervisees to adjust and refine therapeutic plans drawing upon different explanatory models and maintaining several provisional hypotheses.
- Evaluate and make decisions about possible interventions, considering both theoretical and therapeutic models and complex factors concerning historical and developmental processes that have shaped the individual, family or group.

Confidentiality, Safeguarding and Liaison

- Hold and communicate transparent boundaries about confidentiality within the Psychology Service and to the wider school community, safeguarding teams etc;
- Secure consent from young people to share information or working in partnership with the young person when confidentiality needs to be broken and a referral to the Safeguarding team is required
- Work in collegiate partnership with the safeguarding team as safeguarding referrals unfold, sharing information and ensuring feedback is up to date and recorded appropriately;
- Develop and maintain collegiate and cooperative relationships with key stakeholders at CCA including:
 - Safeguarding and Support Teams
 - Year Team Leaders and Director for Teaching and Learning
 - SEND team
 - Senior Leadership Team
 - CAMHS
 - Liaison with external professionals

HR

- Professionally oversee the clinical work of trainee psychologists as required by their training institutions, including work allocation, checking record keeping and quality of assessments and interventions delivered.
- Recruit trainee Counselling Psychologists from Doctoral Programmes, through networking and advertising and manage their placements in accordance with their training institutions;
- Develop a succession plan to ensure continuity of service and consistency of care;
- Plan and review placement contracts;

Training and Development

- Provide support to non-clinical support staff
- Provide training to members of the school, multi-disciplinary team and Psychology Service team.
- Contribute psychological knowledge and insight to policy and development;

Communication, Liaison and Key Relationships:

- Be on site 2 days/ week in term time and on-call daily for safeguarding discussion with the trainees on placement.
- Provide termly updates to the whole school community about the current case-load, referrals to safeguarding, and perhaps a case study, to promote awareness of the service across the Academy;
- Communicate in a way which recognises difference and ensures that people feel included and their individual communication needs are respected;
- Share information relating to psychological assessment and formulation with young people, staff and families in a responsive, empathic manner, taking into consideration the possible consequences of doing so;

- Communicate complex and sensitive information to young people during psychological therapy where the atmosphere may be emotive, there may be barriers to understanding or the young person may react in an antagonistic manner.

Administration, Data Protection and Security:

- To update the record keeping systems of the Psychology Service;
- As the Data Controller, to ensure that all information relating to service users whether held in manual or electronic format, is kept secure always. Computer passwords must not be shared either between systems or users.
- To be legally responsible for all records that are gathered, created or used as part of the work of the Psychology Service.
- To have the appropriate training in Data Protection and consult the BPS and ask for guidance if you have concerns about the correct management of records with which you work.
- To ensure that all records of the service are created, maintained and stored in accordance with Data Protection legislation;
- To ensure that information about young people is only shared in line with relevant data protection legislation;

Responsibility for Information Systems

- Responsible for maintaining accurate and comprehensive records for each young person in accordance with professional record keeping standards.
- Write high quality reports for other members of the multi-disciplinary team and external parties providing information regarding the assessment and identified targeted support for each young person.

Responsibility for Planning/Organising

- Organise own workload on a day-to-day basis, prioritising work as appropriate.
- Ensure that new or revised policies and procedures are communicated effectively and put into practice.

Strategic and Business Development and Financial Responsibilities

- Pro-active in identifying and proposing changes to local procedures and working practices in own area and plays a significant role in implementation.
- Participates in the development, monitoring and evaluation of operational and professional policies in own area.
- Be responsible for the ongoing provision of a comprehensive, cost effective, specialist counselling psychology service to students at CCA. Service delivery will be based on best clinical professional practice that meets the Academy's needs, policy guidelines, SLA requirements and user needs.
- To hold overall budgetary and administrative responsibility for the budget for the Psychology Service in line with the Service Level Agreement with Capital City Academy to ensure that targets are met, and that the Psychology Service delivers best value;
- To review the level and quality of service delivery and produce annual reports detailing the work of the service
- To work with the psychology team to evaluate and develop service provision and to engage in continuous reflective process through regular personal clinical supervision;

Practical Considerations

- Has a personal duty of care to ensure all equipment is used safely and effectively, following manufacturer's instructions, immediately reporting any defects in accordance with local procedures.

- Uses available resources efficiently and effectively and purchases resources within the budgetary constraints of the service;

Freedom to Act and Personal Responsibilities:

- Work as an autonomous practitioner accountable for own professional practice in respect of assessment and therapy within defined caseload;
- Maintain registration with the British Psychological Society and Health and Care Professions Council and adhere to the relevant professional codes of ethics and conduct and standards of professional practice – including fitness to practice.
- Use significant discretion as appropriate in applying clinical/professional policies;
- Adhere to the terms Service Level Agreement
- Be aware of, adhere to and keep up to date with all CCA and Procedures and other communications relevant to the role.
- Fully participate in management, clinical and professional supervision sessions relevant to the role, as required by the BPS, HCPC and CCA
- Fully participate in annual appraisal and appraisal reviews.

General

- Adhere to Capital City Academy's Information Governance Policies and maintain confidentiality of information always in line with the requirements of the Data Protection Act.
- Adhere to Capital City Academy Health and Safety Policy and risk management procedures and report as necessary any untoward incident or hazardous event in accordance with local procedure.
- Carry out the duties with due regard to the Equality and Diversity Policy.
- Be aware of and adhere to the Capital City Academy's Safeguarding policy and protocols as relevant to the role.

Other Responsibilities

- The Principal Psychologist may be required to undertake other duties commensurate with the position and/or band as required by business need, not specified in the Service Level Agreement;
- The post holder may be required to work out of hours;
- There may be a requirement to review the Service Level Agreement in consideration of developing service needs.

Rehabilitation of Offenders Act 1974

- This post is subject to an exception order under the provisions of the Rehabilitation of Offenders Act 1974. This stipulates that all previous convictions, including those that are 'spent' must be declared. Previous convictions will not necessarily preclude an individual from employment but must be declared in writing at the appropriate stage during the recruitment process.

Person Specification

Competency	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ▪ A degree in Psychology or equivalent as recognised by the BPS for graduate membership ▪ Registration with the Health and Care 	<ul style="list-style-type: none"> ▪ Additional qualifications or specialist training in child development, trauma, MBSR, self-

	<p>Professions Council (HCPC)</p> <ul style="list-style-type: none"> ▪ A BPS approved professional qualification in Counselling Psychology; ▪ 2 years of post-qualifying experience ▪ Eligible to undertake training as a Registered Applied Psychology Practice Supervisor; ▪ Evidence of ongoing CPD 	harm, safeguarding etc
Experience	<ul style="list-style-type: none"> ▪ Experience in working with young people with complex social, emotional, mental health and learning needs; ▪ Experience of producing high quality psychological evaluations of service users; ▪ Experience of leadership or management roles ▪ Experience of supervising junior colleagues; ▪ Experience of budget holding and management ▪ Attends clinical supervision ▪ Experience of working in an educational environment 	<ul style="list-style-type: none"> ▪ Experience of delivering therapy within a non-clinical environment ▪ Experience of working with all levels of an organisation and adapting communication accordingly ▪ Service user participation initiatives
Knowledge and Understanding	<ul style="list-style-type: none"> ▪ Excellent leadership skills ▪ Flexible and clear written, and verbal communication for different audiences, including Senior Leaders, non-clinical staff, service users and carers ▪ Ability to negotiate complex relationships effectively and respectfully to ensure best outcomes for young people ▪ Detailed understanding, knowledge and skills in counselling psychology, phenomenology and relational working; ▪ Detailed knowledge of and commitment to the core values of Counselling Psychology, phenomenology and relational working; ▪ Detailed knowledge of safeguarding responsibilities with respect to young people and Prevent legislation ▪ Ability to provide psychological consultancy to staff at all levels of CCA; ▪ Excellent administrative skills, and capacity to create and manage client referrals and recording systems; ▪ Knowledge of data protection and the 	<ul style="list-style-type: none"> ▪ Awareness of a range of appropriate interventions for individuals and groups; ▪ Safeguarding and Prevent training ▪ Awareness of relevant legislation and its implications; ▪ Awareness of the importance of individual casework within a range of approaches; ▪ Awareness of how to administer CORE-YP and SDQ

	role of a data controller; ■ Highly reflective and reflexive individual	
Skills		

Capital City Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and post holders to share this commitment.