



Unlocking Potential

Team Manager (Child Therapist)

We welcome applications from qualified child integrative therapists, child counsellors, art therapists and play therapists.

- Hours:** Full Time (5 days) or Part time (2, 3 or 4 days) available. Term Time (based on 40 weeks per year)
- Location:** Inner London Primary Schools, with occasional travelling to our London Head Office for meetings
- Salary:** £35,700 per annum (full time salary). Pro-rata for working 5 days & Term-Time only: £27,461.54 (inclusive of paid holiday allowance) paid equally on a monthly basis over 12 months.
- Manager:** This role will report to the Hub Manager

Introduction

We are recruiting for a Team Manager who will join our [Schools Programme](#), a school based therapeutic service which benefits the whole school community. The programme provides high-quality support to children and families affected by social, emotional and mental health needs (SEMH).

The programme currently works in primary schools across London boroughs, and we have a multi-disciplinary team including: Psychotherapists, Creative Arts Therapists, Occupational Therapists and Speech and Language Therapists, who provide flexible, timely and targeted interventions to improve emotional wellbeing and help children to thrive.

We work in partnership with children, parents and carers, and staff playing an important role in each school's pastoral system in the knowledge that working together benefits the child.

Our Mission and Values

Mission

We work collaboratively with communities to enable children and young people with social, emotional, and mental health needs to unlock their full potential

Values

Trust

We build trust by being honest, transparent, and accountable in the way we work with children and young people, staff, and partners and by providing services and programmes whose outcomes are measurable and evidenced based.

Collaborative

Relationships are at the heart of our work. We prioritise communication and collaboration with partners, families, and communities, believing that by working together we create more effective and holistic outcomes for children and young people.

Empowering

We co-create opportunities for our children, young people, parents/carers and staff to actively participate in decision-making that influences change. We promote the voices of children and young people in our organisation and the wider community.

Nurturing

We provide a nurturing approach based on safety and space for creativity, exploration, and growth. We support and care for our children, young people, and staff to realise their potential.

Impact

We are committed to measuring our impact through a data driven method in order to develop our programmes and make a greater difference to the lives of children, young people, and their parents and carers.

Job Description

Overview

We are seeking a dedicated individual who is passionate about helping children achieve their full potential to join our Schools Programme.

In the role of Team Manager, you will draw on your experience as a qualified therapist alongside your excellent organisational and relationship management skills to effectively coordinate and lead the service, working flexibly and responsively within your school. You will be the bridge between the service and the school, working closely with the school's staff (e.g. senior leadership, teachers, safeguarding leads, inclusion team etc) and attending multi-agency meetings.

Your responsibilities will include managing referrals and assessments, liaising with parents and carers, maintaining accurate records, and monitoring and evaluating the impact of the service. You would also deliver some short-term 1-1 and/or group interventions, lunchtime clubs and 'Speak UP' within your school and, one day per week, you would deliver 1-1 therapy to children in a different school to maintain your clinical practice.

Key Responsibilities

Team Manager

- Coordinate an effective high-quality service, working within the parameters of the school contract and ensuring clarity about the agreed levels of service
- Work with the Schools Programme team to monitor and evaluate the impact of the service

- Develop administrative systems which ensure the smooth running of the service, ensuring accurate records timely reports
- Provide termly reports to school and other multi-agency organisations
- Ensure that the referral process is followed, and all necessary consent documentation is obtained
- Carry out assessments and match children to appropriate therapists and trainees
- Build strong relationships with the Senior Leadership team and other staff to ensure effective communication and collaborative working
- Develop relationships with parents and carers with empathy and flexibility to ensure contact with those that are hard to reach
- Oversee trainee and volunteer activity in your school and manage the team effectively
- Maintain good links with the in-house UP supervisors to ensure trainees are supported and the quality of interventions are monitored
- Provide thorough inductions for new members of the team
- Develop a full understanding of the course requirements of trainees, to ensure that placements are meeting trainees' requirements and all appropriate documentation and administration is complete
- Work in collaboration with the school to promote the wellbeing of all children
- Work as part of the wider Schools Programme team, developing relationships in team meetings and working collaboratively
- Work with colleagues to promote and celebrate the work of Unlocking Potential to stakeholders and other interested parties
- Adhere to UP's policies and procedures at all times

Clinical Work

- Lead and deliver short term 1-1 sessions and group sessions, offering a safe and supportive environment
- 1 day per week delivering long term 1:1 therapy sessions to complex cases'
- Offer pupils in a separate school individual therapy and support with complex needs
- Provide online therapy if necessary and appropriate
- Attend clinical supervision
- Undertake regular CPD
- Carry out an annual assessment on the therapy room and ensure that the room is safe, and resources are suitable

Safeguarding

- Maintain UP's safeguarding practices in collaboration with the school's own policy and process to ensure that safeguarding of the child is paramount
- Work with the School's Safeguarding Lead/s ensuring all safeguarding concerns are followed through

Person Specification

Knowledge & Qualifications

- Accreditation to a professional body, e.g. UKCP, BACP, HCPC, BAT, BAPT
- A recognised qualification in counselling or psychotherapy with children e.g. Art Therapist, Child Psychotherapist, Play Therapist
- Knowledge of humanistic, relational therapeutic theory, practice and interventions, with children, young people and adults
- Appreciation and knowledge of different modalities, theory and practice
- Understanding of best practice and evidence-based practice in therapy

Experience

- Excellent experience working therapeutically
- Working with marginalised children and families
- Working within a fast-paced, challenging environment
- Working in an education setting (desirable)
- Working within a multi-disciplinary team
- Managing a team/trainees (desirable)

Skills & Abilities

- Excellent time management, planning and prioritisation skills
- Able to use own initiative and to work autonomously
- Ability to motivate, encourage and support a diverse team
- Ability to make informed, timely decisions and sound judgement to prioritise actions
- Excellent written and verbal communication skills
- Good IT skills including Microsoft packages and Outlook
- Able to quickly establish personal and professional credibility and build effective relationships
- Ability to work in a variety of settings with culturally diverse families and communities

Attributes

- Personal and professional integrity
- High levels of confidentiality and discretion involving both clients and fellow employees
- Commitment to therapeutic best practice
- Resilient, with a flexible approach and a hands-on attitude
- Positive attitude, a friendly and approachable manner
- Enthusiasm for working with professional partners and other organisations to find collective solutions for our beneficiaries
- Reflective and learns from past experiences, able to give and receive effective feedback, and able to improve personal performance

- Safeguarding**
- Knowledge and understanding of safeguarding best practice and the ability to respond appropriately to any safeguarding concerns and to contribute to the continual improvement of safeguarding best practice at UP
- General**
- Commitment to the mission, vision and values of the charity and a desire to play a role in transforming provision for marginalised children and their families
 - Commitment to equality, diversity and inclusion
 - With guidance and support from your manager, and with attendance on appropriate training courses, develop skills to further your work and own CPD

Information

- Please make your application via our recruitment portal, by submitting your CV along with a supporting statement which clearly demonstrates how you meet the person specification criteria (we will be reviewing shortlisted candidates closely against the person specification)
- We are committed to safeguarding and promoting the welfare of children and young people. All roles are subject to safer recruitment practices, and this position will require an Enhanced Disclosure with Barred list check from the Disclosure and Barring Service (DBS)
- Our children and families and staff come from a wide range of backgrounds and we value the unique contribution that each individual can bring to UP. We strongly believe that a diverse and inclusive team is vital to our work, and we welcome applications from all sectors of the community. We are especially interested in hearing from individuals who are Black, Asian or from a minority ethnic background
- For further information, an informal discussion, or if you require any reasonable adjustments at any stage of the application process, please contact: hr@up.org.uk