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**Therapeutic Practitioner: CYP-PT Trainee** **Autism Spectrum, Conditions and Learning Disabilities Pathway (ASD/LD)**

**Ormiston Families Mental Health Service**

**Norfolk and Waveney**

A person smiling for the camera

Description automatically generated with medium confidence **A message from our CEO, Allan Myatt**

Dear Applicant,

Thank you for your interest in the recruit to train post of Therapeutic Practitioner: CYP-PT Trainee ASD/LD on the Ormiston Families Mental Health Service Norfolk and Waveney programme.

Over the last four years, the strategic plans we set in 2019 successfully guided us through a particularly challenging period around the world. Within this time, we have strengthened our infrastructure, said goodbye to some services and welcomed and substantially grown others. We have adopted a new brand identity, giving us a much fresher and more optimistic outlook. We have also invested in our most important asset, our staff, and begun to apply our values across every area of our work. In short, we are now a safer, healthier, and more resilient organisation which has enabled more children, young people, and families to feel safer, healthier, and more resilient too.

In June last year, we began the process of looking forward to set out a plan for the next three years. We looked at what had been working well and what more needs to be done to improve our quality and reach within the East of England. The enclosed strategic plan for 2022 – 25 is now well underway and we see the recruitment of this post as critical in helping us achieve our objectives.

I wish you the best of luck with your application.

Best regards,

A picture containing text

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Allan Myatt

**Who Are Ormiston Families?**

Ormiston Families is one of the leading charities working with children, young people and families in the East of England. We take early and preventative action to support families to be safe, healthy and resilient. All our services help people to build stronger networks, learn from experience and feel in control of their own wellbeing. We can only achieve this with the people who choose to work for us.

**About Our Service**

Psychological Training Programme: CYP-PT ASD/LD

Our service has an exciting opportunity for a CYP-PT (Recruit to Train) ASD/LD to join our team as part of the NHS England (NHSE) funded Children and Young People (CYP) Psychological Training Programs (formerly CYP-IAPT).

CYP-PT (formerly recruit to train) is a government-funded initiative aiming to grow the child mental health workforce to meet much needed demand. To help reach this goal, NHSE covers salary and training costs for a 1-year post, allowing services to employ trainees to aid in implementing new or expanding existing specialist pathways to bridge the gaps in CYP mental health support. This is a unique opportunity to apply your learning from weekly teaching into practical clinical interventions working with clients in the service making a direct impact on the lives of children, young people and their families.

Our Supporting Smiles service provides professional mental health support to children and young people through our Therapeutic Pathway for 4–13-year-olds and 5–18-year-olds with our Children’s Wellbeing Practitioner team. Whether residing in Norfolk or Waveney or registered with a Norfolk or Waveney GP, we're here to offer therapeutic support to meet children and young people’s needs.

At Supporting Smiles, we believe in a needs-led approach, and our service's name, "Supporting Smiles," was co-created with input from the children and families we support. Our holistic mental health and wellbeing support service encompasses the expertise of our therapeutic practitioners, counsellors, and children’s wellbeing practitioners, complemented by therapeutic support from our partners at The Benjamin Foundation. Together, we are committed to working alongside a network of support that extends beyond our walls and into the heart of the community. Convenience and accessibility are key to our therapeutic support. We offer sessions in various venues across your local community, including schools and family hub sites.

As a member of Norfolk & Waveney’s Children and Young People’s Alliance, we're part of an integrated mental health service network dedicated to THRIVE principles: Getting Advice, Getting Help, Getting More Help, and Risk Support. Alongside partners like The Benjamin Foundation, Norfolk & Suffolk NHS Foundation Trust, Norfolk County Council, and Cambridgeshire Community Services NHS Trust, we're committed to providing comprehensive support to children and young people aged 0-25, ensuring their mental health needs are met every step of the way.

Join our team at Supporting Smiles and be part of a community-driven initiative dedicated to making a positive difference in the lives of children and young people across Norfolk and Waveney

**About the role**

This is a one-year training role within the Children and Young People’s Psychological Therapies programme (CYP-PT) through University College London. The post-holder will work within a CYP mental health service providing interventions under supervision whilst undertaking a programme of training for this role. The training post will equip the post-holder to provide interventions for children, young people or families using the core principles of CYP-PT practice along with an evidence-based intervention consistent with the course they are attending. The post- holder will attend all taught and self-study days required by the education provider, as specified within the CYP-PT curriculum and work in the service for the remaining days of the week using their newly developed skills.

Please note: The position will be based at Supporting Smiles, The Norwich Hub but successful candidates will be expected to travel to Anna Freud in North London (Rodney St, N1 9JH) for teaching during the training year.

More information about the course content and the different modalities can be found on the Anna Freud webpage:

<https://www.annafreud.org/ucl-postgraduate-study/ucl-postgraduate-programmes/child-and-young-person-iapt-therapy-pg-dip/>

There is also a useful training FAQ section for prospective candidates: <https://docs.google.com/document/d/1KlJh8GmnzJKonKFYJISG7apA9KBJNf5LYZRh6QJUXL0/edit?usp=sharing>

This is a dual application process. In addition to applying for this position with us, you must also complete a UCL application for the Course Team to review. The Course Team will liaise with us on whether you meet the academic requirements for the course during the recruitment process. You will only be offered a UCL training place if you are successful in securing this post and you meet the university training requirements (such as academic background, relevant experience, visa approval). Please note due to a change in process for this recruitment cycle, only shortlisted candidates will receive information on applying to UCL.

A quote from someone who completed this course previously: “A challenging and intense training year where I have been able to practise and implement techniques taught on the job. A brilliant opportunity to be able to complete disorder specific CBT interventions with young people and their families.”

**About you**

We are seeking highly motivated candidates who are enthusiastic about making a difference to children’s mental health through evidence-based interventions based on NICE Guideline recommended treatment.

You will be committed to the CYP Psychological Training Programme core principles: Accessibility, accountability, participation, awareness and evidence-based practice and in providing an inclusive and effective service for children and young people, along with a dedication to equity, diversity and inclusion.

This full-time training will begin in January 2025 with around 2.5 days a week for academic work (teaching and personal study), and 2.5 days based at the service seeing clients related to training assignments. Trainees will be both an employee of the service and an enrolled student with UCL/Anna Freud. Upon completion, qualified trainees will receive a UCL Postgraduate Diploma.

As this is a Postgraduate level diploma, you will also be required to be able to study and write academic material at this level. Applicants must be prepared to study and write assignments outside of protected study time (such as on weekends and after work).

The post holder will work with people with different cultural backgrounds and ages, using interpreters when necessary and should be committed to equal opportunities.

The Norfolk & Waveney CYP mental health system and Ormiston Families are committed to recruiting and investing in high quality candidates for these posts. We are seeking candidates who are dedicated and enthusiastic about improving mental health services for children and young people.

The post holder should be keen to study and be committed to their personal development, be flexible in their approach and willing and able to travel. They must be passionate about improvement CYPMH and wellbeing.

**Safer Recruitment**

**Application Process / Post Requirement**

You must demonstrate that you meet the competencies; experience, knowledge, skills, and qualifications, that are required for this role (see Job Description below).

You must complete and submit an online application form (via the ‘Work with Us’ section of our website) detailing in the personal statement section, how you meet the criteria.

**Rights to Work in the UK** (RTW) (in person or remote)

The Recruiting Manager will need to see the original documents providing proof of your right to work in the UK.

* UK Passport / Full UK Birth Certificate / Drivers Licence / Utilities Bill   
  (proof of address)
* EUSS Permanent Status or Pre-Status Share Code
* Current EU/EAA/Swiss Citizen Passport
* EU/EAA/Swiss Citizen Visa
* Home Office Certificate
* If the interview is held in person, we will verify hard copy documents which you will need to bring with you to the interview.
* If the interview is held remotely, you will need to email copies of your RTW documents to the Recruiting Manager before the interview. At the remote interview [Teams, Skype, zoom] you will need to have the original hard copy documents available so the relevant checks can be undertaken.

**Safeguarding and DBS Requirements for Your Role**

Ormiston Families is committed to safeguarding and promoting the welfare of children, young people and adults at risk and expects all staff and volunteers to share this commitment. DBS checks or police vetting will be required for relevant posts.

**Disclosure and Barring Service (DBS) Checks:**

As this position meets the definition of regulated activity under the Protection of Freedom Act 2012, appointments to this post will be subject to an enhanced DBS check with barred list check.

* Employment can commence once the check has been satisfactorily completed.
* If you have a conviction on your DBS check, an assessment of the relevance and impact of the conviction in relation to the post will be done to determine if the job offer can be confirmed.
* It is a serious criminal offence to knowingly apply for posts when you have been barred from working with children/young people and/or vulnerable adults.
* Additional questions for roles working with children, young people, or vulnerable adults to be explored at interview.
* As this post involves working either with children and young people or vulnerable adults Warner or Safer Care motivational type questions may be asked during the interview process.
* These questions are asked to establish your suitability to work with vulnerable groups by understanding your attitude, behaviour, and responses to situations.
* The questions will relate to your inspiration for working with vulnerable groups, your ability to build relationships and your resilience when working with such groups and may also explore your attitude to the use of authority.
* If you feel you would find these questions about yourself difficult to respond to then you may wish to reflect upon your suitability for the post.

**Disclosure**

* Ormiston Families encourages all candidates called for interview to provide details of their criminal record at an early stage in the application process.
  + This information can be sent under separate, confidential cover to the Human Resources Team [**hr@ormistonfamilies.org.uk**](mailto:hr@ormistonfamilies.org.uk)
  + Ormiston Families guarantees that this information will only be seen by those who need to see it as part of the recruitment process.
* Unless the nature of the position allows Ormiston Families to ask questions about your entire criminal record only questions about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974 will be asked.
* Ormiston Families will ensure that every subject of a DBS Disclosure is aware of the existence of the DBS Code of Practice and make a copy available on request.
* Ormiston Families undertakes to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.
* Having a criminal record will not necessarily bar you from working with Ormiston Families. This will depend on the nature of the position and the circumstances and background of the offences.

**Qualification**

* The Recruiting Manager will need to see the original copies of your qualification either in person or via video conference.
* If the interview is held in person, we will verify hard copy documents which you will need to bring with you to the interview.
* If the interview is held via video conference, you will need to email copies of your qualification to the Recruiting Manager before the interview. At the interview, you will need to have the original hard copy documents available so the relevant checks can be undertaken.
* If short-listed and you are required to hold a particular qualification for a post it is your responsibility to provide the relevant certification, to prove you are suitably qualified.
* Failure to produce documentary evidence of qualifications or undertake required courses/training may result in the termination of your employment.
* If a post requires you to take training or additional qualifications then, by accepting this post, you are agreeing to do the training or take the qualifications.

**References**

* If appointed, we will ask you for referee details which cover your past 3 years of employment, one of which must be your current/most recent employer.

**Health Check**

* If appointed and to ensure the post does not have a detrimental effect on your health or your health on your work, you will have to complete a health enquiry form and may be required to have a medical via Occupational Health.
* This is to confirm that you are able to satisfactorily carry out the post without any impact on your health (taking account of any reasonable adjustments required).
* It will be separated from your application form and will not be seen by anyone involved in recruitment to this job.

**GDPR / Data Protection:**

* Ormiston Families is required by law to comply with the UK GDPR / Data Protection Act 2018.
* Employees have an important role to play in ensuring that personal information is processed lawfully and fairly.
* Personal information is information relating to a living individual who can be identified.
* It is each individual employee’s responsibility to handle all personal information properly no matter how it is collected, recorded and used, whether on paper, in a computer, or on other material.
* Personal information must not be disclosed to others unless authorised to do so.
* All personal /sensitive information will be sent to you via Egress encryption service or password protected.

**Equal Opportunities:**

* Ormiston Families is an equal opportunities employer.
* We value diversity and welcome applications from all sections of the community.
* We ask you to complete a monitoring form to help us monitor the diversity of applicants. It will be separated from your application form and will not be seen by anyone involved in recruitment to this job.
* The gender identity, disability, marital status, ethnic origin, age, pregnancy status, religion or belief, or sexual orientation of an applicant or employee does not affect the employment opportunities made available, except as permitted by legislation.
* In addition, applicants declaring a disability who meet the minimum (essential) criteria for a vacancy will be invited for interview.
* Ormiston Families seeks to ensure that all employees are selected, trained, and promoted on the basis of ability, the requirements of the post and other similar and objective criteria.

**Any queries, please email:** [brittanie.collins@ormistonfamilies.org.uk](mailto:brittanie.collins@ormistonfamilies.org.uk)

**Ormiston Families reserves the right to close the vacancy early if we have received sufficient applications ahead of the closing date.**

**Closing date 15th of October 2024**

**Information about working   
for Ormiston Families**

**Job Title: Therapeutic Practitioner: CYP-PT** **Autism Spectrum, Conditions and Learning Disabilities Pathway (ASD/LD)**

**Duration**

The post advertised is a one-year full-time training position.

**Hours of Work and Working Arrangements:**

* The normal working week is 37.5 hours, Monday to Friday and covers 52 weeks per year.
* You will be required to work flexibly to meet the needs of the service which may include evenings and weekends.

**Location:**

* Your base will be Norwich Hub, with a blend of remote working and working out in the community across Norfolk & Waveney.
* Please note: The position will be based at Supporting Smiles, The Norwich Hub but successful candidates will be expected to travel to Anna Freud in North London (Rodney St, N1 9JH) for teaching during the training year.

**Salary:**

* The salary for this post is £33,706 per annum
* Salary is paid in 12 equal instalments on the 25th of each month directly into your bank account and covers work carried out in the calendar month.

**Probationary Period:**

* The post is subject to a probationary period of 6 months during which your progress will be monitored in accordance with agreed objectives.
* If you fail to successfully complete your probationary period employment cannot be guaranteed.

**Travelling Requirements for Your Role**

* Ormiston Families positively encourages the use of technology to communicate and engage but in this role, you will need to travel.
* You will be required to travel to London for training. Reasonable expenses will be reimbursed by prior agreement with your line manager in line with the Ormiston Families expense policy.
* You must either hold a full and current driving licence and have access to personal transport or meet the mobility requirements of the role through other reasonable and suitable means.
* Any mileage undertaken on behalf of Ormiston Families will be paid in accordance with our Expenses Policy and within HM’s Revenue and Customs guidelines.
* If you require a reasonable adjustment due to a disability to meet the travel requirements of this role, please speak with the contact detailed below.
* If you use your own vehicle for the purposes of work, you must ensure that your insurance policy covers you for this purpose.



**Guidance on application**

This is a training role within the Children and Young People’ Improving Access to Psychological Therapies programme (CYP IAPT) through University College London. The post-holder will work within a CYP mental health service delivering, under supervision, high-quality; brief outcome focused evidence-based interventions. Improving your CBT skills will position you to offer evidence-based therapy within our service. In providing this more effectively, cases may be discharged with more positive outcomes sooner.

It is very important to mention which modality/modalities you are applying for and why you are qualified & interested in them in your personal statement as this will be assessed by the course team to determine course/modality suitability.

As this is a training position, please be aware that this is a dual application process where you must be employed in a Recruit to Train funded job to also receive a place on the course, and vice-versa. If you are ineligible for the University Course, you will be unable to be offered the role. If you withdraw from an employment offer but you have accepted a university offer, you will be unable to join the course.

**You must apply to the course at the same time as this job**

Please be aware the information on your application form (name and contact details, qualifications and prior relevant experience) will be shared with the Anna Freud staff team as part of the recruitment process. By submitting your application to this role, you are agreeing to your details being shared with Anna Freud

The training and service experience will equip the post holder with the necessary knowledge, attitude, and capabilities to operate effectively in an inclusive, value driven service.

**Job Description**

**Job Title:**  **Therapeutic Practitioner CYP-PT Autism Spectrum, Conditions and Learning Disabilities Pathway (ASD/LD)**

**Service: Ormiston Families Children’s and Young People’s Mental Health Service**

**Location: Office base of Norwich Hub with a blend of remote working and working out in the community across Norfolk & Waveney.**

**Job Purpose**

An NHSE funded training post as part of the CYP Psychological Trainings (formerly CYP-IAPT) which involves some time working as a Practitioner in Supporting Smiles and some time studying with UCL/Anna Freud undertaking a programme of training in

This intensive training post will equip the post-holder to provide interventions for children, young people or families using the core principles of the CYP Psychological Training Programme and consistent with the evidence base in the area of ASD and LD. The post-holder will work in the service, for at least 2.5 days of the week using the newly developed skills whilst attending the training programme or undertaking self-study days for the remaining days, as required by the education provider.

The post holder will hold an appropriate training case load and complete the necessary assignments to meet the course requirements.

**Main Duties and Responsibilities**

**CLINICAL**

1. Accept referrals via agreed protocols within the service
2. Assess clients for suitability for the treatment for which training is provided.
3. Make decisions on suitability of referrals, adhering to the service’s referral protocols.
4. Formulate, implement and evaluate therapy programmes for clients.
5. Involve family members and others in treatment as necessary, conveying therapy formulations with sensitivity in easily understood language.
6. Utilise routine outcome measures/feedback measures to inform treatment and demonstrate impact.
7. Adhere to an agreed activity contract relating to the number of client contacts offered, and clinical sessions carried out per week in order to minimise waiting times and ensure treatment delivery remains accessible and convenient.
8. Attend multi-disciplinary meetings relating to referrals or clients in treatment, where appropriate.
9. Complete all requirements relating to data collection within the service.
10. Keep coherent records of all clinical activity in line with service protocols
11. Work closely with other members of the team ensuring appropriate step-up and step-down arrangements are in place to maintain a stepped care approach.
12. Assess and integrate issues surrounding work and employment into the overall therapy process

**TRAINING AND SUPERVISION**

1. Attend and fulfil all the requirements of the training element of the post.

2. Apply learning from the training programme in practice

3. Prepare and present clinical information for all patients on their caseload to clinical case management supervisors within the service on an agreed and scheduled basis, in order to ensure safe practice and the clinical governance obligations of the worker, supervisor and service are delivered

4. Receive supervision from educational providers in relation to course work to meet the required standards.

**PROFESSIONAL**

1. Ensure the maintenance of standards of practice according to the employer and any regulating, professional and accrediting bodies (e.g. BPS, UKCP, BABCP), and keep up to date on new recommendations/guidelines set by NHS England and the department of health (e.g. relevant Implementation Guidance, NHS Long Term plan, Institute for Health and Care Excellence).

2. Ensure that client confidentiality is protected at all times.

3. Be aware of and keep up to date with advances in the field of CBT.

4. Ensure clear professional objectives are identified, discussed and reviewed with senior therapists on a regular basis as part of continuing professional development.

5. Attend clinical/managerial supervision on a regular basis as agreed with Manager, in accordance with the course requirements.

6. Participate in individual performance review and respond to agreed objectives.

7. Keep up to date all records in relation to Continuous Professional Development and ensure personal development plan maintains up to date specialist knowledge of latest theoretical and service delivery models/developments.

8. Attend relevant conferences / workshops in line with identified professional objectives.

**GENERAL**

1. To contribute to the development of best practice within the service.

2. To maintain up-to-date knowledge of legislation, national and local policies and procedures in relation to children’s mental health and social care needs.

3. All employees have a duty and responsibility for their own health and safety and the health of safety of colleagues, patients and the general public.

4. All employees have a responsibility and a legal obligation to ensure that information processed for both patients and staff is kept accurate, confidential, secure and in line with the Data Protection Act (1998) and Security and Confidentiality Policies.

5. It is the responsibility of all staff that they do not abuse their official position for personal gain, to seek advantage of further private business or other interests in the course of their official duties.

This Job Description does not provide an exhaustive list of duties and may be reviewed in conjunction with the post holder in light of service development.

**Generic Responsibilities**

The following are applicable to all posts and all employees.

**Generic Duties**

* To undertake any other reasonable duty, which is appropriate to the grade when requested by senior staff.
* To be familiar with and comply with all Ormiston Families policies, procedures, protocols and guidelines.
* To demonstrate an understanding and commitment to the charity’s values.
* You may be required to conduct other tasks based on the business needs.

**Personal Specification**

**Qualifications**

|  |  |
| --- | --- |
| **Essential** | **Desirable** |
| •Minimum second-class bachelor’s degree or equivalent standard in a relevant subject (e.g. psychology, social work etc).  OR  Applicants who do not fulfil the academic criteria but have relevant professional experience are still encouraged to apply and will be considered on a case-by-case basis. | Previous training in a mental-health related profession (e.g. psychology, nursing, health visiting, social work, occupational therapy, speech and language therapy, special needs teaching, psychiatry, psychotherapy, counselling).  Ability to study and complete academic work at postgraduate study level.  Proven record of previous academic attainment; |
|  | Knowledge of the MDT approach and collaborative working with other agencies to ensure the needs of Autistic/LD children and young people are understood and effectively met (i.e. education and social care agencies); |

**Experience**

|  |  |
| --- | --- |
| **Essential** | **Desirable** |
| 2 or more years of experience working within children and young people in a mental health setting. | Previous experience of working with safeguarding issues;  Experience of working as part of the multi-disciplinary team with children and young people with Autism and/or LD and their families |
| Experience of working with risk and safeguarding issues |  |
| 1 year or more of clinical competence and experience working with Autistic and/or LD individuals. |  |

**Abilities and Knowledge**

|  |  |
| --- | --- |
| **Essential** | **Desirable** |
| Knowledge and understanding of issues relating to safeguarding children and young people | Understanding of evidence-based practice and the ability to demonstrate how this influences clinical practice |
| Ability to have a flexible and creative approach to facilitating engagement with Autistic and/or LD children and young people; | Ability to adopt multi-agency working, especially in relation to complex cases with multiple needs, where a more systemic approach is required. |
| Ability to adapt methods of communication and intervention for the varying needs and levels of the children and young people’s Autistic and/or LD population; | Understanding of evidence-based practice and the ability to demonstrate how this influences clinical practice. |
| Ability to maintain a reflective stance in emotive/challenging interactions with children and their careers. | Ability to maintain an observational stance, particularly in relation to children and young people with Autism and/or LD who do not express themselves verbally. |
| Ability to personally manage sensitive and potentially emotionally distressing caseload material; | Ability to advocate for the needs of children and young people with Autism and/or LD and their families. |
| Ability to communicate effectively and sensitively with children, young people, and their families | Ability to adopt multi-agency working, especially in relation to complex cases with multiple needs, where a more systemic approach is required. |
| Ability to maintain a reflective stance in emotive/challenging interactions with children and their families | Ability to advocate for the needs of children and young people with Autism and/or LD and their families. |
| Ability to use supervision to reflect on practice | Ability to maintain an observational stance, particularly in relation to children and young people with Autism and/or LD who do not express themselves verbally. |
| Knowledge and understanding of the unique challenges for Autistic/LD children and young people and their families; | Understanding of evidence-based practice and the ability to demonstrate how this influences clinical practice. |
| Knowledge and understanding of the unique challenges for Autistic/LD children and young people and their families; |  |
| Awareness and understanding of the significantly increased risk of co-morbid mental health challenges and other neuro-developmental challenges within the Autistic population |  |
| Ability to organise own time and diary |  |
| Ability to follow policy and make proposal for change |  |
| Effective oral and written communication skills |  |
| Ability to complete academic work across different learning environments at postgraduate level and balance the academic demands of the course with clinical placement demands; |  |
| Demonstrates adaptability and able to work with diverse communities |  |
| Ability to maintain accurate records |  |
| IT/Computer literate |  |
| Able to accommodate travel demands associated with the role. |  |
| Capacity to work well in teams. |  |
| Motivated to learn and be challenged |  |

**Professional and Personal Development**

* All staff must ensure that they are aware of their responsibilities by attending mandatory training and our induction programme.
* All staff will have a formal appraisal with their manager at least every 12 months. Once performance/training objectives have been set, the staff member’s progress will be reviewed on a regular basis so that new objectives can be agreed and set, in order to maintain progress in the service delivery.
* All staff will be expected to take responsibility for their own professional development and will be supported to achieve development opportunities as appropriate.

**Health and Safety**

* All staff have a responsibility to maintain the health and safety of self and others within the performance of duties in accordance with health and safety policies, and to undertake specific health and safety responsibilities as directed. All staff have a responsibility to adhere to the risk management policies & procedures.
* All staff are required to contribute to the control of risk, and must report immediately any incident, accident or near miss involving service users, carers, staff, contractors or members of the public.

**Confidentiality and Information Governance**

* All staff may gain or have access to confidential information about the assessment and/or treatment of service users, information affecting the public, private or work-related staff information, or charity matters. A breach of confidentiality will have occurred where any such information has been divulged, passed (deliberately or accidentally) or overheard by any unauthorised person or person(s). Breaches of confidentiality can result in disciplinary action, which may involve dismissal.
* All staff must maintain a high standard of quality in corporate and clinical record keeping, ensuring information is always recorded accurately, appropriately and kept up to date. Staff must only access information, whether paper, electronic or in other media which is authorised to them as part of their duties.
* All staff must ensure compliance with the Data Protection Act 2018 and the UK GDPR.

**Safeguarding: Adults and Children** (Section 11 of the Children Act 2004)

* Every member of staff has a responsibility to be aware of and follow at all times, the relevant national and local policy in relation to safeguarding children and safeguarding adults.
* Safeguarding and DBS requirements for your role:
* Ormiston Families is committed to safeguarding and promoting the welfare of children, young people and adults at risk and expects all staff and volunteers to share this commitment. DBS checks or police vetting will be required for relevant posts.

**Senior Managers**

* Under Section 11 of the Children Act senior managers have responsibility for ensuring that service developments take into account the promotion of welfare and is informed by the views of children and families; providing training on safeguarding for all staff; recruiting safely; ensuring there is effective inter-agency working and information sharing.



**Freedom of Information (FOI)**

* All members of staff must be aware of their responsibilities under the Freedom of Information (FOI) Act 2000. The Act gives individuals or organisations the right to request information held by the charity. Staff must manage information they hold in such a way that meets the requirements of the Act. All requests for disclosures under the Act must be passed to the Privacy Officer.

**Data Quality**

* The Charity recognises the role of reliable information in the delivery & development of its services and in assuring robust clinical and corporate governance. Data quality is central to this, and the availability of complete, comprehensive, accurate and timely data is an essential component in the provision of high-quality mental health services. It is therefore the responsibility of all staff to ensure that where appropriate, information is recorded, at all times, in line with the charity’s policy and procedures for data quality.
* This job description seeks to provide an outline of the duties and responsibilities of the post. It is not a definitive document and does not form part of the main statement of terms and conditions. The job description will be reviewed as part of the annual appraisal process and will be used as the basis for setting objectives.

**Benefits & Recognition**

**All benefits are discretionary, and Ormiston Families reserves the right to change or amend benefits at any given time.**

**Cycle to Work**

* Cycle to Work allows you to order a new bike, equipment or both up to the value of £1,000 which you can pay back through your salary to make tax savings.

**Annual Leave Entitlement:**

* The basic annual leave entitlement is 27 days plus additional leave for employees who have completed 1 years’ service up to a maximum of 30 days
* Part-time employees receive a pro-rata allowance according to the number of hours they work per week.
* Ability to buy and sell up to 5 days’ annual leave within any leave year. (All leave must be taken within the year it is purchased including any agreed leave brought forward from the previous year.)

**Group Life Assurance:**

* Ormiston Families provides a death in service benefit to all permanent employees.

**Occupational Sick Pay Scheme:**

* Ormiston Families operates an occupational sick pay scheme in addition to statutory sick pay.

**Pension:**

* Ormiston Families provides a Group Personal Pension Scheme with up to 9% of gross salary employer contribution for any employee where they match the level of contribution.

**Sponsorship:**

* Ormiston Families provides the opportunity to apply for sponsorship to employees who have completed their probationary period and been in post for at least 12 months to undertake nationally accredited or chartered certification awarded by professional associations.

**Employee Assistance Programme:**

* Ormiston Families provides a comprehensive employee assistance programme which offers free and confidential access to telephone and face to face counselling (up to 6 sessions), financial and legal advice and assistance in finding information about a wide range of subjects from childcare to moving to a new house.

**Employee Discount Scheme:**

* The Hive is a savings platform which can be accessed by employees to make everyday purchases at reduced costs. Employees can save money by purchasing reloadable cards, obtain cashback through online purchases, and make savings in many stores.

**Your Wellbeing:**

* We have trained Mental Health First Aiders who form our Wellbeing Team, promoting mental and physical health. Ormiston Families has also signed the pledge to support our employees going through the menopause in the workplace.

**The Wellbeing Centre:**

* Accessed via The Hive, the Wellbeing Centre provides education, support and tools to help you live a healthier and happier life.

**Pets in the Workplace:**

* We are a dog-friendly employer, which means that from time to time we allow colleagues to bring their pets into our workplaces. If you would like a copy of our Pets in the Workplace policy or would like to discuss this in more detail, please contact our HR team.

**A group of people shaking hands

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**We build supportive partnerships, communities and networks**