

# PROGRESS *your* CAREER



## Mental Health Support Team Assistant Psychologist Band 4

Job Description and Person Specification

# Job Description

**JOB TITLE:** Mental Health Support Team Assistant Psychologist  
**BAND:** 4  
**RESPONSIBLE TO:** MHST Locality Clinical Lead  
**KEY RELATIONSHIPS:**

Internal	External
<b>Own Team</b> <b>Line Manager</b> <b>MHST Clinical leads</b> <b>MHST staff</b> <b>NELFT staff</b> <b>Students/placement students</b>	<b>Schools</b> <b>Service Users</b> <b>Carers</b> <b>GPs</b> <b>Voluntary Sector Organisations</b>

The purpose of this job description is to outline the level of responsibility and accountability of this post. This will ensure that all work undertaken by our staff is clearly identified and carried out under clear lines of accountability.

## Aim of the role:

The expectation of this post holder will be to support their team, department and organisation to achieve the Trust's Values in their day to day work. These are the 5P's:

- Putting people first
- Prioritising quality
- Being progressive, innovative and continually improve
- Being professional and honest
- Promoting what is possible – independence, opportunity and choice

## The post holder will achieve this by:

The post holder will be a member of the Mental Health Support Team (MHST) working in education settings across Essex. The post holder will be required to support both the clinical and research & development activity of the teams. This will involve working with children, young people, families and schools to support the emotional wellbeing and mental health of children and young people through direct work and the implementation of whole school approaches to emotional wellbeing and mental health. It will also involve taking an active role in audit, evaluation and research relevant to the work of the MHSTs. The post holder will be a member of team and have support of other team members in this work. The post holder will be expected to attend and participate in team meetings and other meetings with schools and external agencies.

## Post Summary and Background

The NHS is working with schools and colleges across England to provide expert mental health support for up to half a million pupils a year – part of the Government's ambitious plans to transform children and young people's mental health through the NHS Long-Term Plan.

Mental Health Support Teams (MHSTs) will support children and young people, who will be based in and near schools and colleges, with each designated MHST supporting a population of up to 8,000 children and young people. The teams build on the support already in place from school counsellors, nurses, educational psychologists, and the voluntary sector to treat those with mild to moderate mental health issues in school and link in with other local services.

NELFT is the largest provider of Mental Health Support Teams across the country including Essex, Kent and London. Each team is made up of 4 x Education Mental Health Practitioners (EMHPS) who are trained to deliver low to moderate level cognitive behavioural interventions to children, parents and young people in schools and colleges. They are supported by Senior Mental Health Practitioners, who take a lead in fostering whole school approaches to mental health provision.

This Assistant Psychologist post is to provide support to EMHPs and other SMHPs in delivering evidence-based psychologically informed direct and indirect support to children, young people, families, and education staff under the supervision of a qualified practitioner psychologist. This will involve working according to a plan agreed within the overall framework of the team's policies and procedures. The post holder will also assist in clinically related administration, conduct of audits, collection of statistics, and development of audit and/or research projects, teaching, and project work.

The post holder will support their peers and be an effective team member whilst working on their own initiative. They will have a commitment to collaborative working and actively supporting and liaising with other health and social professionals and agencies.

## Key Responsibilities

- To assist, under the supervision of a qualified practitioner psychologist or other appropriately qualified team member, in the coordination and running of therapeutic groups.
- To undertake, under the supervision of a qualified practitioner psychologist or other appropriately qualified team member, protocol-based psychological assessments of clients, including the use of self-report measures, rating scales, direct and indirect structured observations and semi-structured interviews with clients, family members and others involved in the client's care.

- To assist in the formulation and delivery of routine care plans involving the psychological treatment and/or management of a client's problems, under the direct supervision of a qualified practitioner psychologist or other appropriately qualified team member.
- To manage an ongoing programme of audit of MHST outcomes involving measures completed by children, young people and families.
- To analyse this data and contribute to the production of reports of outcomes for the team and for commissioners.
- To support the multi-disciplinary team at all stages of the research process including writing grant applications, data collection, data analysis and write up of results.
- To attend and contribute to appropriate internal and external meetings.
- To be responsible for organising and prioritising own and others workload.

### **Clinical Skills**

- To act as a clinical practitioner who is legally and professionally accountable through their supervisor for their own supervised actions guided by the professional code of conduct and Trust guidelines and protocols.
- Further professional knowledge will have been gained through accredited courses workshops, study and in house training programmes.
- To be responsible and accountable under clinical supervision for service delivery to service users.
- To be able to assess and develop plans of care to meet the needs of service users with a variety of conditions. This will include continuously evaluating and acting on outcomes.
- With support from your supervisors be able to initiate referrals to other health professional specialist services and agencies.
- To provide service users and relatives with information and education thus ensuring they have meaningful choices that promote dignity, independence and quality of life.
- To ensure practice is supported by research, evidence based practice, literature and peer review.

### **Leadership**

- To participate in the development of an effective team and the development of productive working relationships throughout the Trust.

- Display excellent communication and demonstrate positive working relationships with partners.
- To facilitate the development of a positive and supportive team culture.
- To take an active interest in working parties and groups within the Trust to develop and improve on service delivery, protocols and guidelines.
- To participate in the audit process, linking in with the clinical governance agenda.
- To advise, encourage and share knowledge utilising the latest research and practice development, through literature and peer reviews.

## **Administration**

- To be computer literate.
- To ensure accurate recording of actions and updating patient's records. Maintaining confidentiality at all times.
- To take part, and assist, in the planning and administration relating to day to day running of the caseload.
- The post holder will input and maintain, appropriate computer and manual clinical records and statistical data and provide this to the Service Manager/Head of Speciality when necessary.
- The post-holder will engage in relevant computer and IT training as required.
- To assist, under the direct supervision of a qualified professional psychologist, in the development, design and implementation of relevant IT projects.
- To assist in processing and auditing various types of data concerning service users for the whole team. This may involve running reports on issues such as contacts, diagnoses, through put etc, and will also involve helping solve any difficulties in this area under the guidance of the line manager.

## **Communication**

- To have a wide range of knowledge in approaches to communicating and managing patient care.
- To be able to effectively communicate with colleagues, peers, senior managers and clinical leads within the Trust.
- To be able to communicate complex patient related information facilitating positive outcomes and ensuring collaborative working.
- Participate in the review and development of clinical policies and identifies improvements to service provision.

## **Training**

- To ensure own continued professional development and support a culture of lifelong learning in self and others.
- To undertake, and assist, in the planning of own mandatory training and workshops.

- To undertake a regular appraisal, developing a personal development plan that includes clinical competencies reflecting the health needs of the local population and relates to Trust strategy.
- To support training as part of the role including changes to professional development and implementation of new policies and guidelines.

### **Additional Information**

Additional information about protocols and guidelines while working at NELFT are outlined in [this document](#).



### Key Performance Indicators (KPI) and Objectives

Each individual and service will be set KPIs and achievement against these will be regularly reviewed. Performance against individual and service KPI's will be routinely monitored by your manager.

### Review of this Job Description

This job description is intended as an outline of the general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder.

### Other Duties

There may be a requirement to undertake other duties as may reasonably be required to support the Trust. These may be based at other Trust managed locations.

Date last reviewed: March 2024

Date to be reviewed: March 2025

## Person Specification

Please note if you do not meet all the criteria listed in the person specification, we encourage you to still apply and development needs can be discussed at the interview.

Demonstration of Trust Values	Essential	Desirable	Measurement
<ul style="list-style-type: none"> <li>• Putting people first</li> <li>• Prioritising quality</li> <li>• Being progressive, innovative, and continually improve</li> <li>• Being professional and honest</li> <li>• Promoting what is possible, independence, opportunity, and choice</li> </ul>	✓		Application Form Interview Assessment

Qualifications	Essential	Desirable	Measurement
NVQ level 2 or equivalent standard of literacy and numeracy	✓		Application Form Interview Assessment
An upper second class honours degree or higher in psychology. Entitlement to graduate membership of the British Psychological Society	✓		Application Form Interview Assessment
Further post graduate training in relevant areas of professional psychology, mental health practice and/or research design and analysis.		✓	Application Form Interview Assessment



Experience	Essential	Desirable	Measurement
Work with people with mental health problems and/or other disabilities.	✓		Application Form Interview Assessment
Experience of paid work in direct care provision.		✓	Application Form Interview Assessment

Knowledge	Essential	Desirable	Measurement
High level communication skills (written and verbal). Ability to communicate sensitive information to patients, carers and colleagues in a way that addresses psychological resistance.	✓		Application Form Interview Assessment
An understanding of the needs and difficulties of people with mental health problems or other disabilities.	✓		Application Form Interview Assessment
An ability to apply existing psychological knowledge to a mental health context.	✓		Application Form Interview Assessment
An understanding of psychology applied to health care.	✓		Application Form Interview Assessment
Experience using SystmOne and ICAN, databases or data-analysis, especially Windows.		✓	Application Form Interview Assessment

An awareness of NHS Plan, NSF and clinical governance priorities.	✓		Application Form Interview Assessment
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Skills	Essential	Desirable	Measurement
Basic awareness of IT and IT skills.	✓		Application Form Interview Assessment

Other	Essential	Desirable	Measurement
To be able to travel efficiently throughout the area	✓		Application Form Interview
Ability to accept and use supervision appropriately and effectively.	✓		Interview/ application form/references
A desire to explore a career in Professional Psychology.	✓		Interview/ application form/references