



# Candidate information pack



Promoting hope & wellbeing **together**

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# Welcome

## Dear Candidate

Thank you for your interest in the full time / part time **Education Mental Health Practitioner (EMHP) / Educational Wellbeing Practitioner (EWP)** roles for Hounslow CAMHS Mental Health Support Team (MHST) in Schools. This pack provides you with all the information you may need to apply for this vacancy.

West London NHS Trust has grown significantly in the last two years with investment in mental health services and this growth is set to continue over the next five years. In 2019, the Trust expanded its portfolio to include community services in Ealing and beyond, through our Integrated Care Services. We are incredibly proud that more staff than ever would recommend us a place to work and we have seen a 28% increase in staff engagement in the national staff survey over the last 5 years.

We are on a significant journey of transformation in the quality of services provided, through greater co-production with service users and carers, and addressing long-standing inequalities. Increasingly, we are leading and collaborating closely with Integrated Care Partnerships and at the wider system level, as a strong voice for integrated services and the most vulnerable in society.

I am looking for a candidate with the drive, enthusiasm and vision to lead the expansion and transformation of both mental health and community services in collaboration with our staff and our partners.

Thank you for your interest this role and I wish you every success with your application.

Yours sincerely

Lesley O'Connell

Hounslow MHST Team Lead (East)

## About West London NHS Trust

West London NHS Trust is one of the most diverse healthcare providers in the UK, delivering a range of mental health, physical healthcare and community services commissioned locally and nationally. The Trust runs Broadmoor Hospital, one of only three high secure hospitals in the country with an international reputation.

Our high secure services care for patients from across the South of England and we provide low and medium secure services covering eight London boroughs. The Trust also provides mental and physical healthcare in three London boroughs – Ealing, Hammersmith & Fulham and Hounslow. The Trust employs over 3800 staff, of which 51% are from a Black and Asian Minority Ethnic (BAME) background. Our turnover for 2021-22 is approximately £350m.

In recent years, there has been a step change in staff engagement, culture, performance and ambition of the organisation. The Trust is now rated as 'Good' overall by the Care Quality Commission, and the rating for our Forensic services has improved from 'Requires improvement' to 'Outstanding'. Rigorous financial management has been central to our ability to deliver service improvements. The Trust has delivered consistent surpluses since 2009, totalling more than £77m. In parallel, we have also improved efficiencies by reducing length of stays and improving patient flow, with almost no out of area placements in recent years.

The Trust is an established key partner and contributor in the development of the evolving North West London Integrated Care System (ICS). The Chief Executive leads for mental health, equalities and engagement across the sector, mirroring her commitment to these issues.

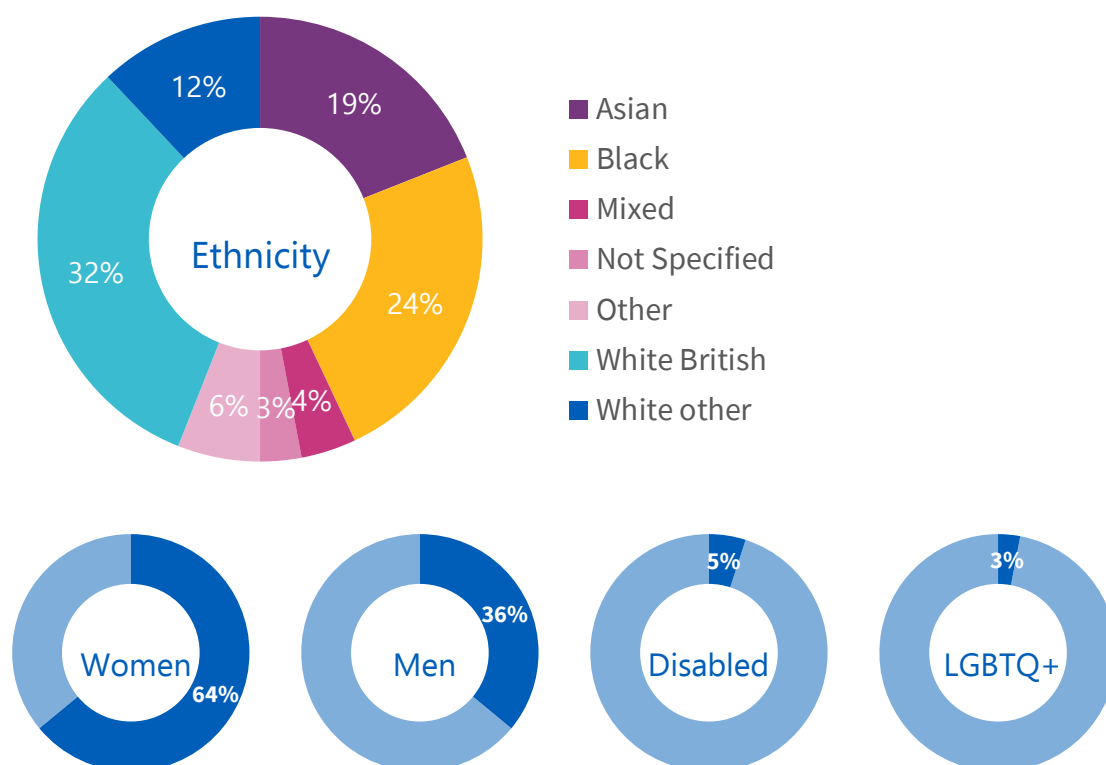
The Trust leads the North West London CAMHS provider collaborative. This involves managing the delegated specialist-commissioning budget with a commitment to a recurrent investment of £1.8m a year for community services. This includes a reduction in hospital admissions, improved provision of care closer to home through reduced out of area placements and reduced length of stay for children and young people. Our forensic services are part of the North London Forensic Consortium. Patient care is founded on recovery and co-production principles.

In direct response to the Covid-19 crisis, and in partnership with Central and North West London NHS Foundation Trust (CNWL), the Trust set up a new psychological support service for NHS staff, residential homes, care facilities and the London Ambulance Service. The Keeping Well service, received over 900 referrals in its first 9 months, 54% of which are from BAME staff, which broadly matches the workforce profile across North West London ICS.

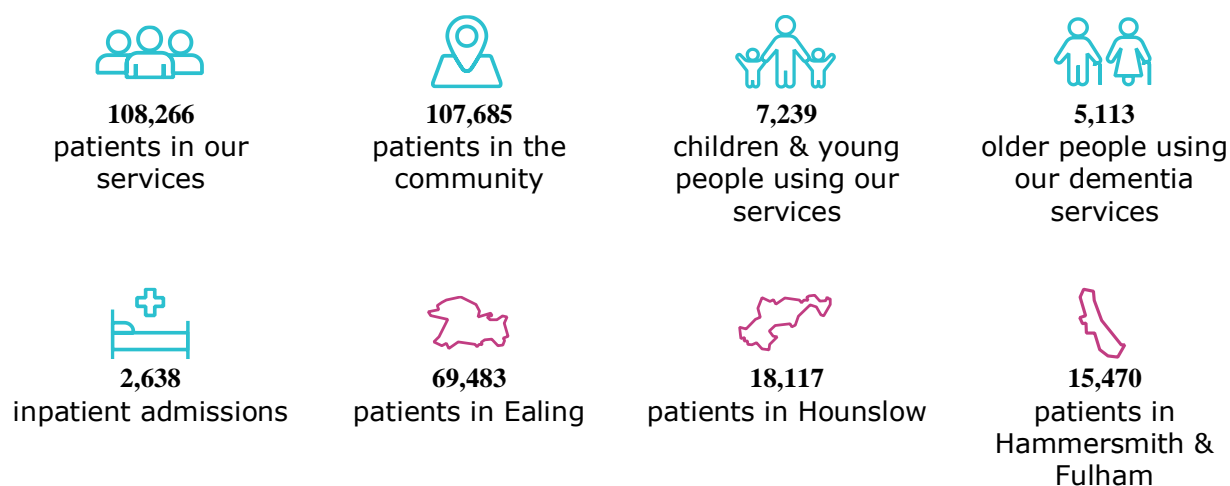
Collaboration has been the key to our success in recent years, and the launch of Ealing Community Partners (ECP) in July 2019 exemplifies our ambition. ECP is led by West London NHS Trust and brings together 14 organisations, including NHS, Ealing Council and the voluntary sector to deliver community health and care services to local residents. The partnership extends to a GP practice supporting care homes in Ealing.

Our staff have rated us highly and in the 2020 staff survey, the Trust received the top score nationally in two categories: immediate managers and quality of care. The Trust was highly commended in the mental health trust category of the year HSJ Awards in 2020. It received an award for workforce innovation to improve staff recognition in the same year.

More details about the Trust's services and workforce are shown in the diagram below

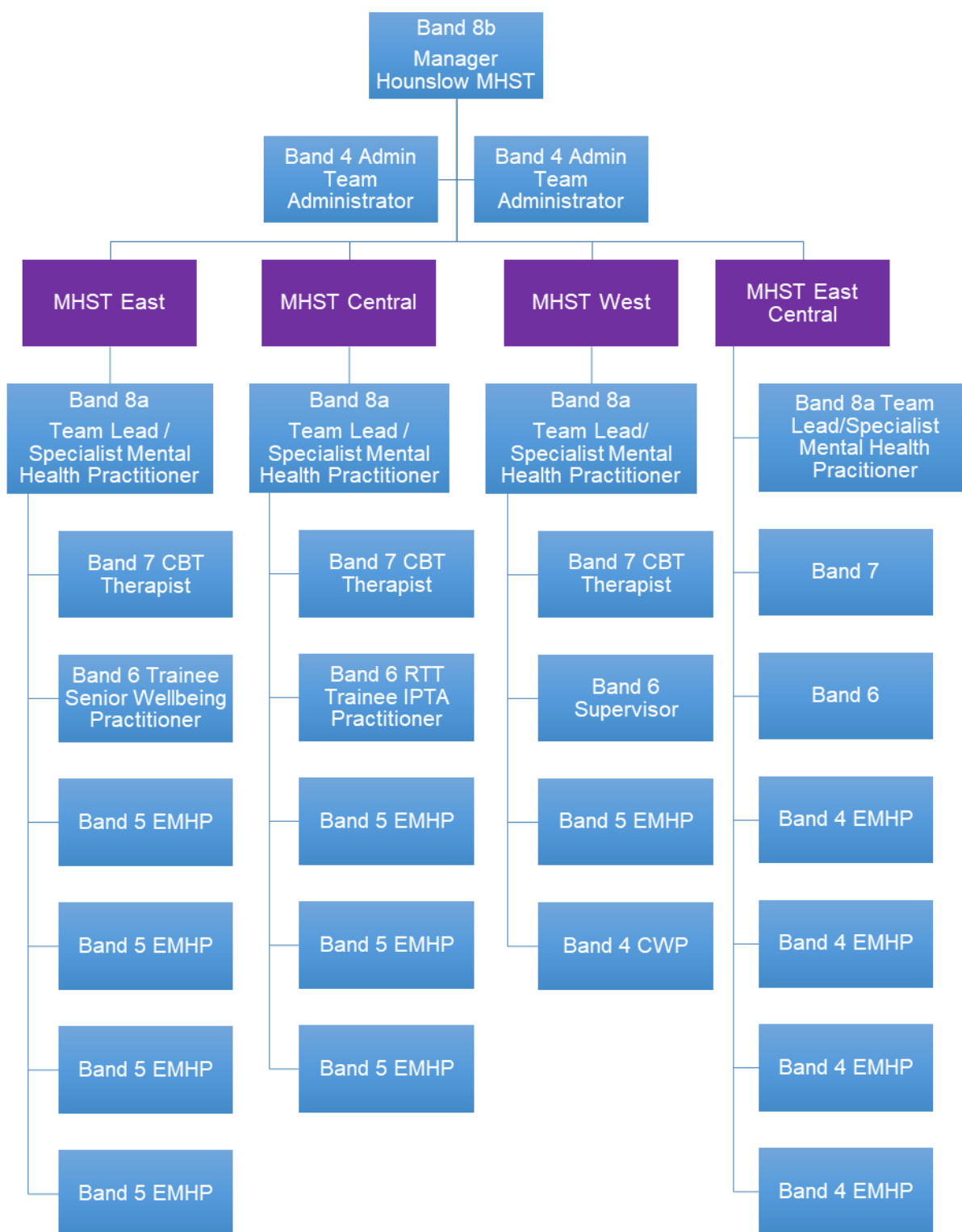


[Click here to see how we promote inclusion](#)





## How we are organised



You will be working alongside a highly motivated and committed team with structured clinical, professional and managerial supervision. You will work closely alongside other **Education Mental Health Practitioner (EMHP) / Educational Wellbeing Practitioner (EWP)** and work very closely with schools in Hounslow. The current vacancies are within Hounslow Central and Hounslow East Teams.

# Our Trust Values

**Togetherness:** Ensure teamwork, mutual respect and trust sit at the heart of everything we do here. Our service users and their carers are an integral part of the team

**Responsibility:** Ensure when we say we are going to do something, we do it. We do not leave it to someone else to do. Our service users are responsible for engaging in their treatment.

**Excellence:** Ensure we strive for excellence in everything we do. 'Good enough' is simply not good enough. Excellent is better. The safety of our service users and our team is our number one priority.

**Caring:** Ensure caring means more than showing compassion to our service users and each other. It is also about having a can-do attitude, stepping up and caring to be the best we can. Because we care, we give praise when it's due.



# Job Description

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**Post Title:** Education Mental Health Practitioner (EMHP) / Educational Wellbeing Practitioner (EWP)

**Department:** Hounslow CAMHS

**Responsible to:** Mental Health Support Team (MHST) Specialist Mental Health Practitioner / Team Lead

**Accountable to:** Professional Lead CAMHS Psychological Wellbeing Practitioners (PWPs)

**Key Relationships:**

- CAMHS MHST, CAMHS Tier 2 and Tier 3 Clinicians and Lead Professionals
- Educational Supervisor, Higher Education Institution, Placement Supervisor (during training year),
- Designated Mental Health Lead and school professionals in education settings,
- Children Services' professionals, Voluntary Sector professionals

**Grade:** Band 5

**Trust Values**

**The post holder will**

1. **Togetherness:** Ensure teamwork, mutual respect and trust sit at the heart of everything we do here. Our service users and their carers are an integral part of the team
2. **Responsibility:** Ensure when we say we're going to do something, we do it. We don't leave it to someone else to do. Our service users are responsible for engaging in their treatment.
3. **Excellence:** Ensure we strive for excellence in everything we do. 'Good enough' is simply not good enough. Excellent is better. The safety of our service users and our team is our number one priority.
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**Job Summary**

**Key Deliverables**

With appropriate supervision, to work as an autonomous and responsible practitioner as their training affords and within the scope of their local job description, to engage in;

- Delivering evidence-based intervention for children and young people in education setting with mild to moderate mental health problems
- Helping children and young people within these settings who present with more severe problems to rapidly access more specialist services

- Supporting and facilitating staff in education settings to identify and where appropriate manage issues related to mental health and wellbeing
- Working with and within education environments to afford better access to specialist mental health services

And to use the acquired skills, knowledge and abilities to deliver a service based within education settings that builds on and reinforces but does not replace those initiatives that already exist within these environments.

## **Key Result Areas & Performance**

### **Therapeutic Assessment and Intervention**

1. Assess and deliver outcome focused, evidence-based interventions in educational settings for children and young people experiencing mild to moderate mental health difficulties, working at all times in collaboration with and giving respect to the education function of the setting in which the post-holder is deployed.
2. Work in partnership to support children and young people experiencing mild to moderate mental health difficulties and their parents/carers, families and educators in the self-management of presenting difficulties.
3. Work in effective, evidence-based partnership with children, young people, their families and their educators in the development of plans for the intervention and agreed outcomes.
4. Support and empower children, young people, their parents/carers and families and their educators to make informed choices about the interventions being offered.
5. Operate at all times from an inclusive values base, which recognises and respects diversity.
6. Accept referrals within educational settings according to agreed local and national and local protocols.
7. Undertake and record accurate assessments of risk and operate clear risk management processes in line with locally agreed procedures including the safeguarding protocols of the educational setting and Local Safeguarding Board guidance.
8. Adhere to all regulations, processes and procedures within the educational service to which the potholder is attached within the educational setting where the post-holder working including (but not limited to) HR policies, training requirements, referral protocols, and emergency procedures. Signpost referrals of children with more complex needs to a locally identified appropriate relevant service
9. Through case management, supervision and any other relevant local pathway, escalate cases where the level of need or risk is beyond the scope of practice of the potholder.
10. Provide a range of information and support for evidence based psychological treatments, primarily guided self-help.
11. Practice, evidence and demonstrate an ability to manage one's own caseload in conjunction with the requirements of the team.
12. Attend multi-disciplinary and multi- agency meetings relating to referrals or children and young people in treatment, where appropriate.
13. Keep clear, professionally coherent records of all activity in line with both health and education service protocols and use these records and outcome data to inform decision making.
14. Complete all requirements relating to data collection.
15. Assess and integrate issues relating to transitions, education and training/employment into the overall therapeutic process.
16. Work within a collaborative approach involving a range of relevant others when indicated.
17. Contribute to the development of individual or group clinical materials or training materials, and in addition to develop such materials independently as falls within own degree of competence, and under direction of the wider team.

## Training & Supervision

18. Continue to apply learning gained on the training program directly to practice.
19. Prepare and present case load information to supervisors within the service on an agreed and scheduled basis to ensure safe practice and the governance obligations of the trainee, supervisor and service are delivered.
20. Respond to and implement supervision suggestions by supervisors in practice.
21. Engage in and respond to personal development supervision to improve competences and practice.
22. To disseminate research and service evaluation findings in appropriate formats through agreed channels.

## Professional

23. Ensure the maintenance of standards of own professional practice according to both the post holder's employer and the Higher Education Institution in which they are enrolled.
24. Ensure appropriate adherence to any new recommendations or guidelines set by the relevant departments.
25. Ensure that confidentiality is always protected.
26. Ensure that any risks or issues related to the safety and wellbeing of anyone the post holder comes into contact with in the course of their professional duties are communicated and shared with appropriate parties in order to maintain individual safety and the public interest.
27. Ensure clear objectives are identified, discussed and reviewed with supervisor and senior colleagues on a regular basis as part of continuing professional development.
28. Participate in individual performance review and respond to agreed objectives.
29. Keep all records up to date in relation to Continuous Professional Development and the requirements of the post and ensure personal development plans maintains up to date specialist knowledge of latest theoretical and service delivery models/developments.
30. Attend relevant educational opportunities in line with identified professional objectives.

## Education Mental Health Practitioner (EMHP) / Educational Wellbeing Practitioner (EWP) Person Specification

	Essential	Desirable
Qualifications	Successful completion of the HEE commissioned 1yr Education Mental Health Practitioner (EMHP) / Educational Wellbeing Practitioner (EWP)	<ul style="list-style-type: none"><li>• A further relevant degree qualification</li><li>• Teaching qualification</li><li>• Youth Mental Health First Aid trained</li></ul>

<b>Skills / Competencies</b>	<ul style="list-style-type: none"> <li>• Ability to carry out 1:1 therapeutic mental health interventions with children</li> <li>• Ability to carry out 1:1 therapeutic mental health interventions with families</li> <li>• Ability to conduct group parenting programmes</li> <li>• Ability to work within educational settings to increase mental health awareness within the staff group</li> <li>• Ability to conduct mental health assessments of children and young people</li> <li>• Ability to make an assessment of risk and to record and communicate it appropriately</li> <li>• Ability take appropriate action to mitigate or manage risk</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to teach others about mental health issues</li> <li>• Ability to conduct other group therapeutic interventions with children and their families</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of educational environments</li> <li>• Knowledge of safeguarding issues</li> <li>• Knowledge of capacity and consent issues including Gillick competence</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the functional operation of specialist CAMHS teams</li> </ul>
<b>Previous</b>	<ul style="list-style-type: none"> <li>• Experience of working with children and young people, their families and others.</li> <li>• Experience of working and liaising with a wide variety of agencies and stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with children and their families in a healthcare setting</li> <li>• Experience of working with children and their families in an education setting</li> </ul>
<b>Specialist Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with children and young people who have social, emotional and/or behavioural difficulties</li> <li>• Experience of working with anxiety disorders</li> <li>• Experience of working with affective (mood) disorders</li> <li>• Experience of the delivery of specific therapeutic interventions to children, young people or their families (e.g. CBT, solution focused brief therapy)</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of monitoring and recording outcome measures for children's emotional wellbeing</li> <li>• Experience of navigating complex social systems and environments, who may have conflicting priorities or agendas</li> <li>• Experience of working with looked after children</li> <li>• Experience of working with other vulnerable groups</li> </ul>
<b>Specific Attributes</b>	<ul style="list-style-type: none"> <li>• Full, enhanced and current satisfactory DBS disclosure for the role</li> <li>• Ability to personally manage a sensitive, traumatic and potentially emotionally distressing caseload</li> <li>• Excellent oral and written communication skills</li> </ul>	<ul style="list-style-type: none"> <li>• Proven commitment to continuous professional development</li> </ul>

<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Self-motivated</li> <li>• Able to travel to meet the requirements of the post</li> <li>• Team player</li> <li>• Excellent time management and organisational skills</li> <li>• Able to meet the physical requirements of the role after reasonable adjustments have been made for any illness or disability</li> </ul>	
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## How to Apply

Applications should be made via NHS Jobs.

The recruitment schedule is as shown below:

Timescale	Event
Closing date for advert	28 <sup>th</sup> July 2023
Interview Date	To be confirmed

For more information or an informal please contact:

**Name:** Lesley O’Connell (Team Lead MHST)

**E-mail:** [Lesley.Oconnell@westlondon.nhs.uk](mailto:Lesley.Oconnell@westlondon.nhs.uk)

# Main terms and conditions

Salary	Band 5
Base	West Hounslow Schools with team base in Crane Park Primary School (West)
Hours	37.5 hours
Notice period	4 weeks

## General

The post holder may be required to work at any of the Trust's sites in line with the service needs. All staff has a responsibility to participate in the Trust's Performance Appraisal Scheme and to contribute to their own development and the development of any staff that they are responsible for appraising.

## Fit and Proper Person Test

All Trust Board appointments are expected to be in accordance with the requirements of the Fit and Proper Persons Test, which covers evidencing suitability for the role, background checks and compliance with NHS Code of Conduct for Managers.

## Confidentiality

The post holder must ensure that personal information for patients, members of staff and all other individuals is accurate, up-to-date, kept secure and confidential at all times in compliance with the Data Protection Act 2018, the Caldecott principles and the common law duty of confidentiality. The post holder must follow the record keeping guidelines to ensure compliance with the Freedom of Information Act 2000.

## Data Protection Act

All staff have a responsibility to ensure that their activities comply with the Data Protection Act. Staff should not disclose personal data outside the organisation procedures or use personal data held on others for their own purposes. All staff has an obligation to ensure that care and/or personnel records are maintained efficiently and that confidentiality is protected.

## Continuous Improvement

The Trust has adopted a strategy for Continuous Improvement and all members of staff employed by the Trust are expected to play an active role in development and improving services to the benefit of service users.

## Health & safety

Staff must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.

## Professional registration

If you are employed in an area of work that requires membership of a professional body in order to practice, it is a condition of your employment to maintain registration of such a professional body and comply with its code of practice. You are required to advise the Trust if your professional body in any way limits or changes the terms of your registration. Failure to remain registered or to comply with the relevant code of practice may result in temporary downgrading, suspension from duty and/or disciplinary action, which may result in the termination of your employment. If you are required to have registration with a particular professional body or to have specific qualifications you must notify your manager on appointment of such fact and provide him or her with documentary evidence of them before your employment commences or, at the latest, on your first day of employment.

## Risk management

All Trust employees are responsible for reporting incidents, being aware of the risk management strategy and emergency procedures and attendance at training as required. All

managers have a responsibility to ensure that policies and procedures are followed, that staff receives appropriate training that a local risk register is developed and monitored on a quarterly basis and any changes reported to the Clinical Risk Management Group and Strategic Risk Management Committee.

### **Infection Control**

All Trust staff are responsible for protecting themselves and others against infection risks and comply with infection control policies and procedures. It is our expectation that staff will voluntarily receive the annual flu jab and other vaccines relevant at the time, to protect staff and patients from infection.

### **Financial Regulations**

All staff are responsible for the security of the property of the Trust, avoiding loss or damage of property, and being economical and efficient in the use of resources. The post holder will be required to comply with the Trust's Standing Orders and Standing Financial Instructions and, at all times, deal honestly with the Trust and its stakeholders.

### **Safeguarding & Duty of Candour**

All staff must be familiar with and adhere to the Trust's safeguarding procedures and guidelines. All Trust staff have a Duty of Candour to inform their line manager as soon as practicable, when they believe or suspect that treatment or care it provided has caused death or serious injury to a patient. It is a criminal offence for any registered medical practitioner, or nurse or allied health professional or director of an authorised or registered healthcare organisation to knowingly obstruct another in the performance of these statutory duties, provide information to a patient or nearest relative with the intent to mislead them about such an incident or dishonestly make an untruthful statement to a commissioner or regulator, knowing or believing that they are likely to rely on the statement in the performance of their duties.

### **Standards of Business Conduct**

We expect the highest standards of corporate behaviour and responsibility from our staff. All staff have a responsibility to respect and promote the Trust values and vision. When speaking as member of West London NHS Trust to the media or any other public forum, employees should ensure that they reflect the current policies or views of the organisation. Staff should ensure that they do not engage in any behaviour that can cause reputational damage to the Trust.

### **Valuing Diversity & Human Rights**

It is the aim of the Trust to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, sexual orientation, marital/partnership status, race, religion, age, creed, colour, ethnic origin, disability and part time working status.

### **Agile/Flexible working**

The Trust recognises that Agile Working brings a number of benefits to the organisation. Not only does it support more cost effective workplace utilisation but it also enables us to attract and retain the best talent whilst increasing productivity and efficiency. The Trust is committed to supporting Agile working and empowering our staff to work in a manner that provides maximum flexibility and minimum constraints.

The Trust also continues to support staff via its flexible working arrangement options. These options enable staff to work in a way that suits their personal needs whilst also meeting the needs of the service.

### **No smoking policy**

There is a smoke free policy in operation in the Trust. In accordance with this policy smoking is positively discouraged and is not permitted anywhere within the buildings, on the premises



or grounds. Designated smoking areas or smoking rooms are not permitted. Support is provided for staff members who wish to stop smoking.

### **Trust Policies**

All staff are required to familiarise themselves with Trust policies and comply with them at all times. Policies are reviewed regularly and may be revised from time to time.