



JOB DESCRIPTION

POST:	Lead Manager – School Services
HOURS:	35 hours per week
LOCATION:	St Francis Family Centre 34 Wades Place London E14 0DE
SALARY:	£47,500 p.a.
LINE-MANAGER:	Head of Services
BENEFITS:	30 days annual leave p.a.; 11% employer pension contribution; hybrid working options.

ORGANISATIONAL INFORMATION

Our mission is to bring hope and positive change to children and families. Through complementary and creative early intervention services we seek to build resilience and improve children’s life chances.

To achieve this we deliver a range of services. The Catholic Children’s Society (CCS) is one of the largest providers of mental health services to schools in London and the Southeast. Our Connect-Ed service has approximately 50 counsellors/therapists from a range of therapeutic orientations working on-site in over 70 schools.

We also provide outstanding early years education and family support, including offering emergency assistance for families in crisis. We work with children and families of all faiths and none; our sole aim is to help those in greatest need so they can overcome the challenges they face and achieve their potential. Our work is underpinned by our core values of integrity, compassion, inclusion and partnership.

PURPOSE OF THE JOB

We are looking for an experienced mental health professional, speech and language therapist, social worker or Educational Professional who is passionate about supporting children’s wellbeing. The Lead Manager will line-manage a team of service managers and counsellors/ psychotherapists who are based on-site in primary, secondary and special schools across London.

This is a rare opportunity to play a leading role in developing this key area of our work. Your strong management skills will help enhance the quality and reach of these vital services, ensuring many more vulnerable children can access the support they need.

DUTIES AND RESPONSIBILITIES

1. Be responsible for overseeing the effective delivery, management and monitoring of high quality, professional early intervention and counselling/therapeutic services operating on-site in schools.
2. Be responsible for co-creating early intervention services to address the emotional wellbeing and mental health of children and their school communities.
3. Line-manage a team of service managers, including managing performance and supporting CPD.
4. Line managing school-based counsellors/psychotherapists, including managing performance and supporting CPD.
5. Develop and maintain structured engagement with Senior Leaders and Link People in schools to develop bespoke services.
6. Ensure formal reviews of the service are undertaken with schools and that targets for service improvements are set and monitored.
7. Provide advice/support on safeguarding issues for school-based counsellors/ psychotherapists and school staff.
8. Ensure that all school-based counsellor/psychotherapists have relevant and up to date training.
9. Ensure that all safeguarding cases are logged, monitored, reviewed and followed up appropriately.
10. Maintain up-to-date knowledge of safeguarding guidance and legislation and attend training.
11. Deliver and oversee a programme of mental health training to education professionals in schools, the wider school community and to colleagues within the organisation.
12. Line-manage our Rainbows Bereavement Support Programme trainer, ensuring this area of our work complements and supports our core offer to schools.
13. Set up services in new schools, ensuring the service is successfully established and working effectively and that service level agreements are reviewed and maintained.
14. Be involved in the recruitment of new school-based counsellors/psychotherapists and undertake inductions.

15. Ensure the whole school community receive outstanding support from school based-counsellors/psychotherapists by promoting a whole school approach to emotional well-being and mental health and keeping early intervention at the heart of service delivery.
16. Help develop strategies to support individual pupils struggling with mental health issues.
17. Work with schools and school-based counsellors/psychotherapists to develop strong relationships and working protocols with other services (CAMHS, Social Care, etc.).
18. Keep up to date with developments in the treatment of childhood mental and emotional disorders and promote best practice for delivering psychological therapies in educational settings.
19. Ensure that clinical data is collected and monitored and that reports are produced for schools, funders and other stakeholders.
20. Ensure school-based counsellors/psychotherapists collect and share data in-line with the organisations policies and procedures.
21. Lead on the development of key areas of our work and share expertise and advice with other Connect-Ed Service Managers, school- based counsellors/ psychotherapists and school staff.
22. Negotiate with schools and Local Authorities any additional services which may be required in the event of a traumatic incident within a school.
23. Support the marketing of Connect-Ed therapeutic services to new schools, including promoting the full range of services offered (e.g. school staff mental health training).
24. Liaise with the CCS finance department regarding invoicing schools.
25. Contribute to the development of policies, practice and procedures.
26. Write reports for the CCS Board and other stakeholders as and when required.
27. Any other duties appropriate to the role as requested by the line-manager.

PERSON SPECIFICATION

REQUIREMENTS	
A qualification in counselling, therapy, Speech and Language Therapy, social work or teaching.	Essential
Membership/ accreditation with an appropriate professional body (e.g. BACP/UKCP/BAPT/HPCP) where relevant to your qualification.	Essential
Significant experience of team/performance management and the ability to inspire staff to work to the highest professional standards.	Essential
At least five years' experience of working as a mental health professional, speech and language therapist, social worker or teacher.	Essential
Experience of delivering mental health services in schools.	Essential
A strong track record of engaging effectively with schools and school staff to deliver services.	Essential
A good understanding of child development and childhood mental health disorders.	Essential
Strong knowledge of safeguarding guidance/legislation and experience of practically applying this knowledge when dealing with safeguarding concerns.	Essential
Experience of delivering training and professional learning.	Essential
A strong understanding of the use of data in monitoring, developing and promoting services for children and young people.	Essential
Excellent interpersonal and networking skills.	Essential
A highly motivated self-starter with the ability to work both independently and as part of a team.	Essential
Good written and oral communication skills.	Essential
Confident public speaker able to advocate for the importance of counselling/therapy at meetings with senior school staff and at networking events.	Essential
Respect for our organisational values and the Catholic ethos that underpins the work of CCS (please note there is no expectation or requirement that the postholder is Catholic and there is no religious aspect to our counselling/psychotherapy services).	Essential
A current, clean driving licence and access to a car.	Desirable