



A MENTAL HEALTH SOCIAL MOVEMENT

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Job Pack

Team Manager (Mental Health Schools Team)

Dear applicant,

Thank you for your interest in this post. Please find below some background information and other details to help you decide whether to apply for the position.

In the interests of equality CVs will not be accepted so please use the job application form to apply. Applicants will be assessed on their ability to meet the criteria listed in the Person Specification.

Enclosures:

- Role Summary
- Role description
- Person specification
- About us

Please complete the application form and return by email to recruitment@otrbristol.org.uk or by post to the address above.

The closing date for this role is **9am, Friday 6th November** and interviews will be held on **Friday 13th November**. We will contact you by email if your application is shortlisted, we will not be able to contact unsuccessful candidates or provide individual feedback on applications.

If you wish to have an informal discussion about the post, please contact **Karen Black** via email – karen@otrbristol.org.uk

Best wishes,

Kellie Horder
HR Manager | OTR Bristol



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Role Summary

Job Title	Team Manager (Mental Health Schools Team)
Salary Grade	OTR Band D £35,784 - £42,957
Hours	37.5 hours per week (to include occasional evening and weekend work)
Contract	Permanent
Leave	Flexible - Your basic annual leave entitlement is 20 statutory days plus 8 statutory holidays (pro rata). However, OTR operates a flexible leave policy and you are entitled to request as much leave as you would like and need.
Pension	Up to 3% of above salary for standard contracted hours
Location	Bristol
Reporting To	CEO
Accountable for	<ul style="list-style-type: none"> Allocated team members across OTR and AWP to include: managers, supervisors, practitioners, and team administrators.
Job Purpose	<ul style="list-style-type: none"> To support the implementation of the new BNSSG (Bristol, North Somerset and South Gloucestershire) Schools Mental Health Teams (MHST) alongside AWP (Avon Wiltshire Partnership) To provide managerial and clinical support to trainees, managers, practitioners and administrative support within the team where appropriate To work collaboratively with schools in order to ensure that Children & Young People (CYP) have access to high quality and flexible early intervention in relation to their mental health and wellbeing To ensure that processes and systems are in place that will ensure robust reporting and safe structures for both staff and CYP Be central to the ongoing strategic relationship between OTR and AWP more broadly to ensure clear pathways for CYP across the local area Lead, manage and develop all areas of OTR work that is subcontracted from AWP in order to ensure an effective overall experience for CYP Bring the philosophy of OTR and ways of working to the broader MHST Team Work in the spirit of, with a commitment to, partnership working at all levels
Key Relationships	<ul style="list-style-type: none"> CEO OTR Membership Team OTR Therapeutic Services Team OTR Staff and Volunteers OTR Management Team AWP Service Lead (MHST) AWP Locality Managers and Teams Schools and key staff members across BNSSG External CYP agencies Exeter University CYP-IAPT Programme Local Education Authority, Public Health and Clinical Commissioning Group (CCG)

Role description

Supervision	<ul style="list-style-type: none"> ● To provide high quality line management supervision to allocated staff across teams ● Ensure that staff within teams have access to appropriate and high quality supervision that meets the needs of the team and role ● To promote the use of Routine Outcome Measures and 360 evaluations. ● To attend regular clinical supervision with an approved Clinical Supervisor ● To attend regular operational performance supervision with the CEO and MSHT Service Lead ● Ensure that teams are operating within approved and accredited guidelines according to profession, i.e CBT, art therapy, counselling etc
Strategic	<ul style="list-style-type: none"> ● Work with the local implementation and steering group to ensure that the service is delivering against the set objectives ● Work with the local mental health system with a continued focused on ensuring that access to timely, appropriate and accessible for local CYP ● Share best practice ● Have strategic oversight of the service, this includes ensuring robust links and relationships with OTR more broadly in order that CYP are effectively signposted ● To proactively work in partnerships with identified schools to ensure that the delivery model is streamlined and effective for those young people who engage, this will involve promotion of the service and also problem solving any issues ● Be familiar with the local commissioning structure and those involved with meeting the needs of CYP mental health across the public sector, including education in order to ensure that the service is delivering, integrated and responding to need as expected
Risk & Safety	<ul style="list-style-type: none"> ● To proactively implement and operationalise OTR's safeguarding policies and procedures in line with AWP policies and procedures ● To proactively implement and operationalise OTR's policies in teams where OTR are delivering services ● Have up to date local knowledge in relation to safeguarding policies and procedures ● To act as a safeguarding lead for all relevant project staff, ensuring at-risk children and young people are flagged and supported consistent with local protocols and internal policies and procedures. ● To oversee, support and be responsible for any onward referral of MHST CYP to statutory services where appropriate. ● To ensure contemporaneous and accurate record keeping of all clients on IAPTus, particularly those flagged as at-risk. ● To report all critical incidents to the CEO and to relevant lead at AWP
Management	<ul style="list-style-type: none"> ● Manage and lead a team of staff, volunteers and students ● Recruitment and induction of new practitioners in line with policy and procedures, ensuring that the OTR philosophy and approach is central to the delivery model ● Ensure there are robust processes are in place to monitor performance and delivery of the team and with the Service Lead ensure that contractual requirements are met ● Cultivate an inclusive team culture that promotes a strong awareness of the services and skills available within and outside of OTR ● Ensure that the ongoing training and development needs of the team are identified and professional/ personal development plans are in place ● Work as part of the broader management team at OTR to deliver against its wider strategic aims and objectives ● Manage and lead the work of the OTR Therapies Team via the Manager(s)
Service Delivery / Contract	<ul style="list-style-type: none"> ● Represent the team at designated meetings both locally and nationally ● Report on outcomes as required within the contract(s)

	<ul style="list-style-type: none"> Consider and identify the ongoing needs of the team and ensure that any potential risks are identified and offer solutions
OTR NHS Partnerships	<ul style="list-style-type: none"> Lead and manage the commissioned work of OTR from AWP, this will include our counselling offer, schools and outreach team, staff based with adult mental health and also outreach workers within CAMHS. Ensure that performance management is robust and OTR are delivering against agreed objectives Build relationships in order that the system can flex to adapt to local needs and deliver high quality accessible, inclusive services to children and young people.
Other	<ul style="list-style-type: none"> Engage in training and development that is appropriate to the role, including OTR's internal training programme Commit to OTR's core values, including young people's empowerment and participation Work within the spirit and framework of all OTR policies, governance, and delivery philosophy

Person Specification

	Essential	Desirable
Education & Training	<ul style="list-style-type: none"> Recognised professional qualification (Psychology, Social Work, Sociology, Youth Work or related field), or demonstrable professional experience to an equivalent level Evidence of ongoing professional development. 	<ul style="list-style-type: none"> Recognised professional qualification in counselling and psychotherapy and/ or CBT A recognised qualification in clinical supervision A recognised qualification supervising to CYP-IAPT principles and frameworks.
Experience	<ul style="list-style-type: none"> Proven experience working with young people with complex needs. Proven experience managing Teams and supervising individuals Experience of managing delivery Experience of implementing new services/ ideas/project management Demonstrable experience of influencing system and supporting change at a strategic level Experience of managing safeguarding, confidentiality and risk. Experience of multi-agency working and a clear commitment to partnerships 	<ul style="list-style-type: none"> Experience of working in the voluntary sector. Experience of clinical audit Experience of electronic case management software.
Knowledge	<ul style="list-style-type: none"> Good working knowledge of local services for young people, safeguarding and health care pathways. An excellent understanding of anti- oppressive practice and equalities issues. Solid working knowledge of routine outcome measures and the ability to turn practice into evidence. Excellent knowledge of school systems, educational cultures, and the challenges of service delivery into these settings 	<ul style="list-style-type: none"> Working knowledge of a range of therapeutic modalities. Understanding of CAMHS model and wider mental health system

	<ul style="list-style-type: none"> Working knowledge of adult and CYP IAPT. 	
Skills & Abilities	<ul style="list-style-type: none"> Excellent management skills with the ability to lead a diverse team with a range of needs and skills Excellent organisational skills and the ability to prioritise and manage a demanding workload. Able to represent team and delivery model in strategic spaces as well as to delivery partners including Public Health Ability to engage critically with the work and the field of mental health. The ability to negotiate and apply ethics in practice. Strong IT skills 	<ul style="list-style-type: none"> Ability to effectively supervise and engage formatively with practitioners across psychodynamic, CBT, person centred and solution focused modalities.
Personal	<ul style="list-style-type: none"> Collaborative and diplomatic. Supportive and encouraging. Resilient; able to model good self-care. Values led with a personal commitment to equality, diversity, social justice and change. A strong personal interest in and commitment to the mental health and wellbeing of children and young people. A demonstrable commitment to personal growth and development. 	
Other	<ul style="list-style-type: none"> Ability and willingness to travel as required Willingness to work flexibly, including some evenings and weekends 	<ul style="list-style-type: none"> A full driving license

About us

What We Believe	What We Value	How We Behave
<ul style="list-style-type: none"> All theoretical models are wrong, but all of them are useful Relationships are what make the difference Mental health is social and political as well as personal Social networks are more powerful than individual solutions Building on strengths and capabilities is more sustainable than meeting needs and vulnerabilities Participatory services are more effective than transactional ones Our work is a vocation 	<ul style="list-style-type: none"> Collaboration Diversity Learning Sharing Participation Self-efficacy Self-care Transparency Agency Creativity Social Action Pragmatism 	<ul style="list-style-type: none"> We're accommodating We're integrated We're thoughtful We're supportive We're open We're resourceful We're resilient We're communicative We're independent We're imaginative We're motivated We're adaptable