



Anna Freud

Job Profile

Job title	Course Tutor - Educational Mental Health Practitioner (EMHP) Programme
Reporting to	EMHP Programme Director
Employer	Anna Freud
Salary	£47,840 per annum, plus 6% contributory pension scheme.
Location	Hybrid (a mixture of home/onsite working): staff are working onsite for at least 20% of their working hours, either at our London site (4-8 Rodney Street, London N1 9JH).
Working hours	Part-time, 14 hours a week, 2 days working across Monday, Wednesday or Friday (to be confirmed).
Holidays	27 days plus Bank Holidays FTE
Term of contract	Fixed-term 12 months (maternity cover)

About Anna Freud

We are a world-leading mental health charity for children, young people and their families. Our purpose is to take everything that we have learned over the last 70 years, and to transform the mental health of current and future generations of children and young people, to close the gap between mental illness and mental wellness - and to create a more compassionate society for everyone. Our vision is a world where all children and young people are supported effectively to enable them to develop their emotional and mental health, build on their strengths and achieve their goals in life. Our mission is to close the gap in wellbeing and mental health by advancing, translating, delivering, and sharing the best science and practice with everyone who impacts the lives of children, young people and their families.

Purpose and overview of the role

Anna Freud works in close collaboration with University College London (UCL) to deliver a series of postgraduate programmes. In the first instance, the post-holder will support the delivery of the Postgraduate Diploma Educational Mental Health Practitioner (EMHP) Programme which is one of the Workforce Development - professional training programmes within the Postgraduate Studies (PGS) department. The EMHP Programme is a one-year course funded by Health Education England and forms part of a government-led initiative to improve the provision and effectiveness of psychological services and mental health provision for children and young people in educational settings within the Children and Young People's Improving Access to Psychological Therapies (CYP IAPT) model. It is a key part of the Green Paper proposals to establish mental health workers in schools to increase the workforce set out by the government in 2025.

The EMHP programme involves training graduate entry practitioners to deliver low intensity guided self-help cognitive behaviour therapy (GSH CBT) for anxiety and low mood for children and young people, and parenting interventions for behavioural difficulties, including 1:1 sessions, group interventions and psychoeducation workshops. Alongside their training, EMHP trainees will work in the schools linked to the site in which they are employed. The Course Tutor will lead and be responsible for teaching a significant proportion of three of the programme's six modules in compliance with relevant University regulations. These will include topics such as low intensity guided self-help cognitive behaviour therapy (GSH CBT) for anxiety and low mood in young people, parenting interventions for challenging behaviour and, depending on experience, teaching on delivering group interventions and psychoeducation workshops in school settings as well as whole school approaches to emotional wellbeing. Outside of teaching days, Course Tutors have other responsibilities such as personal tutoring, overseeing assessment and feedback for their modules as well as undertaking marking and planning future teaching sessions and facilitating Practice Tutor Groups.

Main responsibilities of the role

Teaching syllabus/delivery

- Develop and deliver up to three modules in consultation with the Programme Director and other programme staff and in line with the National Curriculum for EMHPs and UCL regulations;
- Ensure all material concerning the modules is up to date - this includes descriptions in the Student Handbook, Staff Handbook, Centre and UCL webpages, Centre intranet, student Moodle pages, EMHP wiki and all publicity materials;

- Deliver a large part of the teaching on the course and organise and coordinate lectures, workshops and tutor groups from visiting speakers and other colleagues contributing to the modules, in liaison with administrative staff.

Assessment

- Module assessment coordination, including ensuring that marking criteria, marking and sampling processes are in line with best practice and UCL guidelines;
- Deliver/record assignment workshops and drop-ins for trainees;
- Facilitate marking calibration meetings and/ or marking workshops for course staff to ensure marker feedback is consistent across markers;
- Attend programme meetings, including Exam Boards and Staff-Student Consultative Committees. This is a mandatory requirement of the role.

Practice Tutor Groups

- Facilitate skills Practice Tutor Group sessions of up to approximately 12 trainees, where case material is presented;
- Monitor levels of trainee progress and bring any concerns to the notice of the Programme Director;
- Be aware of policies on child protection and of Anna Freud procedures for reporting any such concerns;
- Attend weekly Practice Tutor group meetings.

Trainee experience

- Address any matters to do with the trainee experience of the modules, including making reasonable adjustments for trainees with a disability;
- Undertake personal tutoring to support trainees throughout their time on the programme;
- Report trainees of concern to the Programme Director and Senior Education Manager and follow UCL procedures related to this;
- Be available for trainee queries and respond to them;
- Ensure effective collection of trainee feedback;
- Review trainee feedback, in collaboration with the Programme Director and Education Officer, considering changes to module content and delivery as appropriate;
- Attend occasional meetings with trainees and site supervisors if necessary.

Staff

- In consultation with other course staff, contribute to the recruitment and induction of staff to support the delivery of modules;
- Meet at least once per term with all relevant teaching staff to discuss any concerns, receive feedback and disseminate any new information;
- Contribute to annual staff evaluation if required.

Continued Professional Development

- Maintain and develop skills in the area of professional and postgraduate/UCL teaching, training and supervision;
- Take part in Anna Freud's annual Review and Development programme.

All employee responsibilities:

- Maintain an awareness of and actively follow and promote Anna Freud's policies, including Equal Opportunities, Health and Safety, Safeguarding and Information Governance;
- Complete all Anna Freud mandatory training, including but not limited to Safeguarding, Health and Safety, Equality and Diversity and Information Governance, within the required timescales;
- The welfare of the children, young people and vulnerable adults who come into contact with our services either directly or indirectly is paramount and all staff have a responsibility to ensure that best practice is followed, including compliance with statutory requirements.

To be noted

This is not an exhaustive list of tasks; the employee will be asked to undertake other ad hoc tasks relevant with the scope and purpose of this role. This job description reflects the present requirements of the role, and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post-holder.

Person Specification

Before starting your application, please read the below in full to understand the requirements of this role. The key criteria which will help us to assess candidates are listed below. There is guidance to highlight at which stage the criteria will be assessed. **Please ensure all criteria listed to be assessed at application stage are evidenced in your supporting statement.**

Criteria	Assessment Method (Application/Interview/Task)
Qualification/training, experience and/or knowledge	
Recognised qualification in a core mental health profession.	Application
Clinical knowledge and experience of using cognitive behavioural therapy (CBT) when working with children, young people and families, within a mental health service and/ or educational setting.	Application/Interview
Experience of teaching or providing training to adults.	Application/Interview
Experience of providing supervision and/ or reflective spaces for other mental health professionals or supporting students and staff/colleagues undertaking a university course.	Application/Interview
Knowledge of current childcare and Safeguarding legislation, policy and practice in relation to children and families and mental health.	Application/Interview
Skills and/or abilities	
Excellent written and verbal communication skills and maintaining appropriate records.	Application/Task/Interview
Ability to collaborate effectively in a multi-disciplinary setting.	Application/Interview
Ability to work well under pressure, manage own workload and prioritise conflicting deadlines with minimal supervision.	Application/Interview
Other requirements	
Commitment to high quality teaching and fostering a positive and inclusive learning environment for trainees.	Application/Interview
Willingness to work flexibly and take a proactive approach to problem solving.	Application/Interview

During the interview(s), candidates will be asked at least one question regarding our values, and one question regarding equity, diversity and inclusion (EDI). We

expect everyone to actively demonstrate our values and inclusive behaviours in all areas of their work. **Our values and EDI statement can be viewed [here](#).**

Equal opportunity

We ask our people to share their diversity dimensions with us as it helps us to identify, tackle and prevent any bias appearing across the employee lifecycle at Anna Freud. Monitoring this information allows us to understand how well our efforts to improve diversity, equity and inclusion are working. Your responses will be held securely by our HR team in accordance with our privacy policy and will not be seen by recruiting managers or the interview panel at any stage of recruitment, therefore your responses will not form part of our selection process.

Further support

We want to ensure all candidates can access and apply for our vacancies equitably, if you require any additional assistance to apply or would like to find out more about the role, please contact us on recruitment@annafreud.org. We aim to provide reasonable adjustments where operationally possible for the work that we do.

Post-interview

If successful after interviewing, you will be notified verbally with a job offer and pre-employment checks will be initiated.