



Anna Freud

Job Profile

Job title	Course Tutors CWP (two positions available)
Reporting to	CWP Programme Manager
Employer	Anna Freud
Salary	£47,840 FTE 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 at our London site (4-8 Rodney Street, London N1 9JH)
Working hours	Part-time: Up to 2 posts available, minimum of 7 hours per post. Working days must include Thursday and Tuesday or Friday. Friday's are in person during term time. Usual working hours 09:00-17:00.
Holidays	27 days plus Bank Holidays FTE
Term of contract	Permanent
DBS level	Standard

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

The Children and Young People's Improving Access to Psychological Therapies programme (CYP IAPT) is a service transformation programme lead by NHS England and the courses are funded by Health Education England. Trainees are staff from the NHS, local authority and voluntary organisations who are part of the CYP IAPT collaboration. This Postgraduate Diploma in Child and Young Persons Psychological Wellbeing Practice programme provides specialist training for Child Wellbeing Practitioners (CWPs) within the CYP IAPT model. The CWP course involves teaching students to deliver low intensity guided self-help cognitive behaviour therapy (GSH CBT) for anxiety and low mood in children and young people, and parenting interventions for challenging behaviour in various forms, including 1:1 session, group interventions and psychoeducation workshops. The curriculum is determined by a national curriculum group for this national programme.

Main responsibilities of the role

Teaching syllabus/delivery

- Responsibility for the development and delivery of one or two modules, ensuring all material concerning the module is up to date - this includes descriptions in the Student Handbook, Staff Handbook, Centre and UCL webpages, Centre intranet, student Moodle pages and all publicity materials;
- Develop the Module syllabus and ensure trainee feedback is collected, discussed and implemented where appropriate.
- Deliver teaching on the course and co-ordinate lectures and workshops and from visiting speakers and other colleagues contributing to the module;
- Provide guest speakers with feedback and invoice information.
- Work with the course admin team to ensure all required teaching materials are uploaded in advance of each teaching session in the allocated modules.

Assessment

- Coordinate module assessment, including marking moderation;
- Deliver/record assignment workshops and drop-ins for trainees;
- Deliver a marking workshop for course staff to ensure marker feedback is consistent across markers;
- Attend the Interim and Final Exam Board meetings (the date for these are usually agreed one year in advance). This is a mandatory requirement of the job.

Practice Tutors

- Provide support and occasional cover to practice tutors to facilitate skills practice tutor group sessions of approximately 8 trainees, where case material is presented, with the aim of developing clinical practice.
- Support practice tutors to monitor trainee progress and bring any concerns to the notice of the Programme Director.
- Line management and support of practice tutors and other course staff.

Trainee experience

- Responsibility for addressing any matters to do with the trainee experience of the module, 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.

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 OR, a recognised qualification as a Child Wellbeing Practitioner.	Application/ interview
Clinical knowledge and experience of using CBT when working with children, young people and families, within a CAMHS or similar setting.	Application/ interview
Experience as a clinical supervisor in CYP mental health and wellbeing services.	Application/ interview
Experience of assessing, marking/moderating coursework.	Application/ interview
Experience of delivering university teaching, curriculum design and monitoring and/or providing training to adults.	Application/ interview
Skills and/or abilities	
Excellent written and verbal communication skills.	Application/ interview
Ability to work flexibly and collaboratively in a multidisciplinary setting, whilst managing own workload and prioritising conflicting deadlines.	Application/ interview
Other requirements	
Commitment to high quality teaching and fostering a positive and inclusive learning environment for trainees.	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.