



Anna Freud

# Job Profile

<b>Job title</b>	Practice Tutor - Child and Young Persons Psychological Wellbeing Practice (CWP).
<b>Reporting to</b>	CWP Programme Director and Deputy Programme Director
<b>Employer</b>	Anna Freud
<b>Salary</b>	£43,680 per annum, plus 6% contributory pension scheme
<b>Location</b>	Hybrid (a mixture of home/onsite working), the delivery of teaching and Practice Tutor Groups facilitation by the post-holder is almost all face-to-face. For face-to-face work, the post-holders will be required to attend in person at our London office (4-8 Rodney Street, London N1 9JH).
<b>Working hours</b>	Part-time: 7 hours on Friday's during term time, some flexibility at other times; usual working hours are Monday to Friday, 09:00-17:00.
<b>Holidays</b>	27 days plus Bank Holidays FTE
<b>Term of contract</b>	Permanent

## 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 that aims to improve Child and Adolescent Mental Health Services (CAMHS) and develop the workforce. The Child Wellbeing Practitioner (CWP) Programme is part of this nationally funded programme and aims to train a workforce of new practitioners that offer help for common difficulties in children and young people, in particular CBT-informed evidence-based guided self-help for low to moderate intensity anxiety, low mood and behaviour problems, within a variety of community settings.

In collaboration with University College London (UCL) as the degree awarding body, Anna Freud is recruiting a Practice Tutor to support the delivery of the CWP programme.

The Practice Tutor will be expected to facilitate the delivery of practice tutor groups to enable CWP trainees to develop skills in delivering brief interventions for common mental health problems for children and young people. The practice tutor will also contribute to teaching sessions, and undertake marking, personal tutoring and make other similar contributions to support the delivery of the programme.

## **Main responsibilities of the role**

### **Delivery**

- Support development and delivery of teaching on the course - particularly skills-based workshops;
- Review student feedback, meet with the Course Tutors (and other Module staff if necessary) to discuss student feedback.

### **Assessment**

- Mark assignments across modules in line with UCL regulations and timeframes;
- Attend marking workshops/calibration meetings for staff to ensure marker feedback is consistent across markers.

### **Practice Tutor Groups**

- Facilitate skills practice tutor group sessions of approximately 8 trainees, where case material is presented, with the aim of developing clinical practice;
- Prepare content for each group session as necessary;
- 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;
- Contribute to the running of the Programme Team and attend weekly Practice Tutor group meetings as well as other Postgraduate Studies (PGS) Committee meetings and staff meetings as required.

## **Trainee experience**

- Be responsible in the first instance for addressing any matters to do with the trainee experience of the module;
- Promote the trainee experience in their placement alongside the Workforce Development team;
- Attend occasional meetings with students and site supervisors if needed;
- Make reasonable adjustments for trainees with a disability, in liaison with the Programme Director and Programme Officer;
- Undertake personal tutoring to support trainees;
- Be available for trainee queries and respond to them;
- Report on trainees concerns to the Programme Director and Senior Education Manager and follow UCL procedures related to this.

## **Continued Professional Development**

- Maintain and develop skills in the area of professional and postgraduate teaching, training and supervision;
- Engage in training and development opportunities offered by PGS, Anan Freud and UCL;
- Take part in the Anna Freud's annual review and development programme;
- Undertake such other duties and responsibilities, appropriate to the grade of the post, as may be agreed with the Programme Director.

## **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)
<b>Qualification/training, experience and/or knowledge</b>	
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 to deliver mental health initiatives in community/CAMHS settings with children, young people and families with psychological/emotional difficulties.	Application/Interview
Experience of teaching/training adults and assessing/marking coursework.	Application/Interview
Experience and knowledge of providing group supervision and /or facilitating reflective spaces for mental health professionals.	Application/Interview
Experience of working cross-culturally as well as thinking about cultural issues in relation to practice.	Application/Interview
<b>Skills and/or abilities</b>	
Ability to support students and staff/colleagues in undertaking a university course.	Application/Interview
<b>Other requirements</b>	
Commitment to high quality teaching and fostering a positive and inclusive learning environment for trainees.	Interview
Ability to manage own workload and prioritise conflicting deadlines.	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](mailto: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.