**Job Description – IAPT Trainee PWP Supervisor**

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| Responsible to | Clinical Quality & Assurance Lead |
| Salary | NHS Band 6 Point 2; £31,365 (pro rata)  |
| Hours per week  | 22.5 hours (flexibility will be required regarding days worked to align with the university timetable)  |
| Annual Leave per annum | 25 days pro rata (rising to 30 days pro rata per annum after 5 years’ service), plus Bank Holidays |
| Main base  | Oakland House, Old Trafford, Manchester M16 0PQ (Travel to other BLG offices may be required)  |
| Contract Type | 12 month Secondment  |
| Level of DBS check | Enhanced with check of the adults barred list |

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| Main aims of the post |
| To be responsible for delivery of Case Management, Clinical Skills Supervision and reflective Practice Supervision for trainee Psychological Wellbeing practitioners within Self Help IAPT services*;* ensuring the service adheres to all relevant statutory, academic and professional requirements. To also support consistent access to Case Management for tPWPs /Qualified PWPS  |

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| Main duties of the post |
| 1. To deliver all Clinical Skills Supervision to groups of up to 6 Trainee PWPs within step 2 services in line with IAPT, University & Service Supervision requirements and protocols
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| 1. Deliver CSS in line with the trainees’ timetable of study so that learning is coordinated, and to incorporate experiential learning into CSS
 |
| 1. To support the delivery of Case Management Supervision to Trainee PWPs within the step 2 service in line with IAPT, Academic & Service Supervision requirements and protocols
 |
| 1. To act as the PAD / PSAD Supervisor for all tPWPs by reviewing PAD / PSAD content weekly, managing required review meetings and sign off tPWPs as competent to practice based on the evidence submitted in their PAD / PSAD
 |
| 1. To liaise with Training Institutions to support trainee PWPs in their clinical development
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| 1. To attend and actively engage in supervision with the Clinical Quality & Assurance Lead for your Clinical Skills Supervision Sessions
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| 1. Case Managers and Line Managers of tPWPs to ensure that the trainee has access to support and guidance as required
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| 1. To act as an external ambassador for your service attending conferences, workshops and networking meetings as appropriate
 |
| 1. To liaise with a variety of stakeholders to ensure effective and safe service delivery
 |
| 1. To support the managers in supporting staff to make appropriate Safeguarding decisions (Children and Vulnerable Adults)
 |
| 1. To support the CQAL in ensuring all areas of SH work to standard operating procedures which adhere to essential quality and risk requirements
 |
| 1. To support the CQAL in the implementation of an annual programme of essential risk/assurance training for all staff and managers –including the development of SIRI lessons learned workshops and other training
 |
| 1. To keep abreast of developments in governance/risk management within the UK public sector landscape
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| 1. To support the CQAL on the implementation of required quality requirements/standards
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| 1. To support the CQAL on new modalities within Psychological Therapies
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| **General work related expectations** |
| 1. To work within the Big Life group mission and values
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| 1. To contribute to the development of the Big Life group
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| 1. To work in accordance with all policies and procedures of the Big Life group, particularly (but not exclusively) Health and Safety; Information Governance and Safeguarding
 |
| 1. To commit to own personal development and attend training or development activities as required
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| 1. To work in accordance with all relevant legislation
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| 1. To undergo regular supervision and at least an annual appraisal
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| 1. To undertake any other duties as required, and as appropriate to the post
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**Minimum Training required for this post**

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| Course title | Needed for this post | Frequency | Other notes |
| Group induction | ✓ | Once |  |
| Mission and Values | ✓ | Once |  |
| IAPT Supervision Training | ✓ | Once |  |
| Core qualification in Mental Health: PWP | ✓ | Once | Plus appropriate levels of CPD |
| Safeguarding training Adults and Children | ✓ | Every 3 years | Updates as legislation changes |
| Safeguarding for Managers | ✓ | Every 3 years | Updates as legislation changes |
| Designated Safeguarding Lead Training | ⬩ |  | Potentially  |
|  |  |  |  |
| Health and Safety internal/briefing | ✓ | Annual  |  |
| Information Governance | ✓ | Once | Annual refresh |
| Equality and Diversity  | ✓ | Every 3 years | Updates as legislation changes |

Attendance at other training courses will need to be discussed with your line manager



**Person Specification – IAPT Clinical Supervisor**

The successful candidate must be able to demonstrate that they meet all of the following points below.

Key – Method of Assessment; A = Application form; I = Interview; T= Test; P= Presentation

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| Area | Method of assessment |
| **1.Experience** |  |
| 1. Experience of successfully supervising (clinical) teams of staff
 | A/I |
| 1. Experience of successfully delivering Clinical Skills Supervision within the IAPT Supervision requirements
 | A/I |
| 1. Significant experience of delivering CBT based psychological therapies including one to one and groups and managing / Supervising staff delivering therapy
 | A/I |
| 1. Experience of supporting IAPT workers to facilitate movement within the IAPT pathway for clients presenting across steps within the model
 | A/I |
| 1. Experience of working with a range of service providers and stakeholders
 | A/I |
| 1. Experience of developing and improving services and projects
 | A/I/P |
| 1. Experience of effectively working under pressure in a dynamic environment
 | A/I |
| **2.Skills** |  |
| 1. Ability to effectively supervise and support staff and teams
 | A/I |
| 1. Ability to identify and support supervisees to understand the interface between step 2 and step 3 clinical presentations and how to work effectively and appropriately with this
 | A/I |
| 1. Ability to identify and manage operational risks in service delivery
 | A/I |
| 1. Ability to successfully contribute towards service performance via Supervision and clinical practice development
 | A/I |
| 1. Ability to effectively work with a range of people from different skills and backgrounds, both internally and externally
 | A/I |
| 1. Ability to write reports and communicate well in English (2)
 | A/I |
| 1. IT Skills
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| **3.Knowledge**  |  |
| 1. Knowledge of the IAPT supervision framework and requirements for Supervision for practitioners working at Step 2
 | A/I |
| 1. Knowledge of the barriers that service users face when accessing mainstream services
 | A/I |
| 1. Knowledge of the local area your service is based in (community groups, services available as well as local demographics)
 | A/I |
| 1. Knowledge of IAPT stepped care and in particular the clinical interface between step 2 and step 3 presentations and diagnostics
 | A/I |
| **4.Education – qualifications required for the post** |  |
| 1. IAPT Qualification (PWP/HIT)
 | A/I |
| 1. IAPT Supervisor Qualification (or enrolled on to the next IAPT supervisor course)
 | A |
| 1. Additional IAPT Qualification or Working towards an additional IAPT qualification
 | A/I |
| **5. Personal** |  |
| 1. Positive outlook and a ‘problem solving approach/ attitude
 | A/I |
| 1. Personal resilience and flexible attitude in the face of difficulties
 | A/I |
| 1. Commitment to working towards the Big Life group’s missions and values including having a non-judgemental approach
 | A/I |
| 1. Commitment to personal development and willingness to regularly update skills and experience
 | A/I |

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| **LEADERSHIP COMPENTENCY** | **Method of Assessment** |
| **SHAPES AND MANAGES STRATEGY** |  |
| 1. Inspires a sense of purpose and direction
 | Interview |
| 1. Focuses strategically
 | Interview |
| 1. Interprets and analyses information (including financial) and opportunities
 | Interview |
| 1. Shows judgement, intelligence and common sense
 | Interview |
| **DRIVES RESULTS** |  |
| 1. Builds organisational skill and responsiveness
 | Interview |
| 1. Marshals professional expertise
 | Interview |
| 1. Steers and implements change and deals with uncertainty
 | Interview |
| 1. Delivers intended results
 | Interview |
| 1. Manages Resources
 | Interview |
| **BUILDS PRODUCTIVE RELATONSHIPS** |  |
| 1. Nurtures internal and external relationships
 | Interview |
| 1. Facilitates cooperation and partnerships
 | Interview |
| 1. Values individual differences and diversity
 | Interview |
| 1. Guides, coaches and develops people
 | Interview |
| 1. Skill sharing
 | Interview |
| **EXEMPLIFIES PERSONAL INTEGRITY AND SELF AWARENESS** |  |
| 1. Demonstrates the group values, professionalism and probity
 | Interview |
| 1. Engages with risk and shows personal courage
 | Interview |
| 1. Commits to action
 | Interview |
| 1. Displays resilience
 | Interview |
| 1. Demonstrates self awareness and a commitment to personal development
 | Interview |
| 1. Self Management
 | Interview |
| **COMMUNICATES and INFLUENCES EFFECTIVELY** |  |
| 1. Communicates clearly
 | Interview |
| 1. Listens, understands and adapts to audience
 | Interview |
| 1. Negotiates persuasively
 | Interview |
| 1. Influencing
 | Interview |