Assistant Psychologist – Looked After & Adopted Children
£24,440-£31,846 (Agenda for Change Band 5 Equivalent)
1 Lancaster Circus

THERAPEUTIC & EMOTIONAL SUPPORT SERVICE

Working 36.5 hours. This is an exciting opportunity to join a newly developing Psychology Team as part of an innovative social care ‘Therapeutic and Emotional Support Service’ (TESS) within Birmingham City Council. TESS aims to offer a variety of interventions to help looked after children / young people develop resilience, make sense of past life events, improve attachment relationships, and to help their parents/carers understand and manage emotional and behavioural difficulties resulting from experiences of abuse, neglect, maltreatment and/or adversity. The service is comprised predominantly of Social Workers with additional therapeutic training in a variety of models and approaches (e.g. Play Therapy, Systemic Family Therapy, Art Therapy, DDP, CBT etc).

The successful candidate will join a Senior Clinical Psychologist and 2 newly appointed Clinical Psychologists within TESS to provide a range of psychological support services to looked after children and young people (0-25 years), carers and the professional network around the child. The post holders will work closely with TESS colleagues, the Adoption Service, Fostering Service, Looked After Children’s Teams, and in partnership / collaboration with other statutory (e.g. Education, Forward Thinking Birmingham) and third sector providers.

This role will support the work of the Psychology team working with looked after children presenting with a range of psychological, emotional, behavioural and/or learning difficulties. Key duties will include supporting the Clinical Psychologists with data collection, assessments, observations, consultation, and delivering time limited therapeutic interventions (under supervision). A key aspect of this role will also be contributing to literature searches, audit, service evaluation and research activities as part of continued service development and evaluation projects. The post holder will work collaboratively with other multi-disciplinary and inter-agency professionals/teams. There may also be opportunities for supporting the running of therapeutic groups and delivering training.

The successful candidate will be a psychology graduate, eligible for registration with the British Psychological Society, with some existing clinically relevant experience under the supervision of a qualified Clinical Psychologist. We would particularly welcome applicants with previous experience working with children/young people and/or working with complex client groups, systems or service settings.

Clinical supervision and line management will be provided by the Senior Clinical psychologist and we are able to provide in house opportunities for continued professional development and training. We have close links with the University of Birmingham Clinical Psychology training course, with trainees undertaking placements within our service and delivering training on the course. We are also very supportive of Assistant Psychologists wishing to pursue Doctoral training.
We reserve the right to close adverts prior to the closing date stated should we receive a high volume of applications.

If you decide to apply for this post but do not hear back from us within three weeks of the closing date, please assume that you not have been short-listed on this occasion.

We will be requesting references. Please ensure you include email addresses and contact numbers for your referees which MUST be at supervisory or managerial capacity covering the last 3 years of employment to date to avoid delay in the recruitment process.

We are keen to ensure that our workforce reflects the community it serves, particularly in terms of ethnicity, gender, disability and experience of mental health difficulties.

Birmingham City Council is committed to safeguarding all children and young people and expects all staff and volunteers to share this commitment.

**Reference No: PE0052016**

**Closing date 7 October 2016**

A Disclosure and Barring Service (DBS) check will be undertaken

“Right to work in the UK documentation will be fully checked for all applicants. All non UK and non EU applicants are required to apply for a Certificate of Sponsorship from Birmingham City Council and must be approved by the UK Border Agency (UKBA) before any employment offer can be confirmed.”

“The City Council is currently consulting on potential changes to its terms and conditions (in line with its s.188 notice) which may have an impact on any contract of employment that is offered should the candidate be successful”
Children, Young People & Families

Job Description

Post: Assistant Psychologist
Salary/Grade: GR4
Division: CYPF Integrated Services
Section: Therapeutic Emotional Support Service

1. **Job Purpose**

   1.1 To assist with specialist clinical psychology support to looked after children and young people (aged 0-25 years) experiencing mental health, emotional and behavioural difficulties, their parents/carers, and the wider professional network as part of the Birmingham Therapeutic & Emotional Support Service (TESS).

   1.2 To assist with specialist clinical psychology support to clients across all sectors of care including: contributing to specialist psychological assessment and therapy; advice and consultation to carers and other professionals / agencies working with children and young people who are looked after; supporting the teaching and training of carers and other professionals; and working collaboratively with other multi-disciplinary and inter-agency professionals/teams.

   1.3 To utilise research skills for audit, policy, service development and research within the designated specialty and wider service.

   1.4 All duties will be carried out under the supervision of a qualified Clinical Psychologist.

2. **Duties & Responsibilities**

   **Clinical**

   2.1 Through collaborative multi-disciplinary, multi-agency working, support the delivery of an effective therapeutic and emotional wellbeing service across the city, meeting the specialist, and often complex psychological needs of children and young people looked after by Birmingham City Council.

   2.2 To contribute to and undertake psychological assessments (including risk assessments) of children and young people who are looked after under the supervision of a qualified Clinical Psychologist. This involves scoring, analysis, interpretation and integration of complex data from a variety of sources, including: psychometric and neuropsychological tests, self-reported measures, rating scales, direct and indirect structured observations, semi-structured interviews with clients, family members and other professionals involved in their care (e.g. schools, social
workers, voluntary sector), and reviews of complex background history reports and case files including histories of very significant child abuse and neglect.

2.3 To assist in the development of psychological formulations and intervention plans under the supervision of a qualified Clinical Psychologist.

2.4 To contribute to the planning, delivery and monitoring of psychological interventions with individuals, carers, families and/or groups within and across teams, under the direction and supervision of a qualified Clinical Psychologist as appropriate, to reduce psychological distress and promote psychological health and well-being.

2.5 Assist in psychological consultation clinics, providing advice and guidance to carers, families and the professional network around the child/young person under the supervision of a qualified Clinical Psychologist as appropriate.

2.6 To attend and contribute to any relevant departmental or other meetings as required, including multi-agency review meetings (e.g. LAC Reviews, PEPs etc), under direction of a qualified Clinical psychologist or other senior team member.

2.7 To develop and prepare materials for specific interventions (including teaching/training and group therapy materials) as required by the team.

2.8 To gather and organise information about national and local services, organisations and resources in the local area which may be of benefit to clients referred to the service (e.g. voluntary and community organisations etc).

2.9 To produce and maintain service information leaflets and clinically relevant literature/information packs for service users as required, and to deliver psycho-education to service users under the supervision of a Clinical Psychologist as appropriate.

2.10 To administer, analyse and report on outcome and service user experience measures with children, young people, carers, families and supporting professionals to inform planning, delivery and efficacy of services.

2.11 In providing care to clients, families and carers, work alongside other team members and liaise with other agencies involved in a young person’s care, including for example; Social Workers, Education, Health, CAMHS, Educational Psychology, Youth Justice, and Third Sector providers.

2.12 To work independently on a day to day basis, within professional guidelines and the overall framework of BCC policies and procedures once goals have been agreed and reviewed in weekly supervision.

2.13 To communicate, in a skilled and sensitive manner, to clients, family, carers and others as appropriate, information that may be sensitive, complex, contentious, or distressing concerning the assessment, formulation and treatment plans of clients. This includes those who may have significant emotional/psychological health needs, learning difficulties/disabilities and/or other barriers to understanding.

2.14 To maintain a high standard of clinical record keeping and report writing in accordance with BPS professional codes of practice, and BCC record keeping policies and procedures.

2.15 Observe the professional codes of practice and ethical guidelines of the British Psychological Society and maintain a high level of professionalism at all times.
2.16 To be aware of and comply with all relevant departmental and BCC policies and procedures, including maintaining a working knowledge of safeguarding issues, policies and procedures and issues of confidentiality.

2.17 To undertake all work sensitively to the needs of the child/young person, family and/or carer(s) from a wide range or racial, cultural and religious backgrounds and with sensitivity to issues of disability, sexuality, class and age.

2.18 To contribute to the team ethos of valuing the rights of the children, young people families and/or carers serviced by TESS and assisting them in making informed choices about their needs and their treatment.

3. **Supervision**

3.1 To receive regular clinical professional supervision from a qualified Clinical Psychologist within the service in accordance with good practise professional guidelines and the BCC Supervision Policy.

3.2 In addition to the above, take part in group or peer supervision opportunities as required.

4. **Teaching, Training & Development**

4.1 To undertake mandatory and statutory training as required by BCC policy.

4.2 To contribute and commit to undertaking an annual appraisal and development review.

4.3 To undertake relevant CPD and personal development activities to contribute to the development and maintenance of professional standards, and to develop skills and competencies to assist in the delivery of effective services.

4.4 To maintain a CPD log as per BPS requirements.

4.5 To maintain an up to date knowledge of legislation, best practice guidelines, local & national policies relating to looked after children, adoption, and mental health / psychological well-being.

4.6 To gain experience, skills and training relevant to working with looked after children, including complex emotional, psychological, behavioural and learning difficulties/disability (as agreed with the clinical supervisor / line manager) in line with professional guidelines on CPD.

4.7 To contribute to teaching, training and/or workshops to carers or other multi-agency professionals, where appropriate, depending on service needs.

5. **Information, Research & Service Evaluation**

5.1 To assist in clinical related administration, conduct of audits, collection of statistics, and the development of audit and/or research projects, teaching and project work.

5.2 To use a computer and relevant IT packages as necessary for clinical work, including: literature searches, word processing, developing & maintaining training packs and information leaflets, inputting data, maintaining databases, emailing, report writing and other tasks necessary for the efficient running of the service and/or training needs.

5.3 To provide clinical information as required for input into electronic information/data systems.

5.4 To contribute to monitoring, recording and reporting on clinical work and communicate complex clinical information to a variety of recipients e.g. service users, families, carers and other professionals, both in writing and in person.
5.5 To assist in the design, data collection, analysis and reporting of audit, service evaluation and clinically relevant literature reviews and/or research projects to inform clinical practice and service development, and ensure services are informed by the best available evidence base.

5.6 To utilise NICE guidance, theory, evidence based literature and research to support evidence based practice in individual work and work with other team members.

5.7 To work flexibly, in response to service user needs as agreed with their line manager and/or supervising Clinical Psychologist.

6. **General**

6.1 This is not an exhaustive list of duties and responsibilities, and the post holder may be required to undertake other duties, which fall within the grade of the job, in discussion with their line manager and/or supervising Clinical Psychologist.

6.2 This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder.

6.3 The post holder is expected to comply with all relevant policies, procedures and guidelines, including those relating to Equal Opportunities, Health & Safety and Confidentiality of Information.

7. **Special Conditions**

- This vacancy is exempt from the Rehabilitation of Offenders Act
- A Criminal Records Bureau/ISA checks will be undertaken

**Birmingham City Council** is **committed to safeguarding and promoting the welfare of children and young people** and expects all staff to share this commitment. Observance of the **City Council’s Equal Opportunities Policy** will be required.
Directorate for People

Person Specification

**Job Title:** Assistant Psychologist  
**Grade:** GR4  
**Division:** CYPF Integrated Services  
**Section:** Therapeutic Emotional Support Service

Method of Assessment (M.O.A.)  
A.F. = Application Form; I = Interview; T. – Test or Exercise; C. – Certificate; P. – Presentation.

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<th>CRITERIA &amp; Qualifications</th>
<th>ESSENTIAL</th>
<th>M.O.A.</th>
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| **Training & Qualifications** | • Honours Degree in Psychology at 2:1 or above (accredited by the British Psychological Society)  
• Eligible for graduate registration with the BPS. | AF / C |

| **Experience** (Relevant work and other experience) | | AF/I |
|-----------------------------------------------------|------------------------------------------------------|
| 1. Can demonstrate relevant clinical experience working with people with mental health / emotional health difficulties (minimum 1 year under the supervision of a qualified Clinical Psychologist). | AF/I |
| 2. Experience of assisting with or undertaking psychological assessments (including psychometric tests, direct and indirect assessment, observations) scoring & interpreting results under supervision. | AF/I |
| 3. Experience of assisting with or implementing psychological interventions (including group work) under supervision. | AF/I |
| 4. Experience of working within a multi-disciplinary or other team setting and liaising with other professionals/agencies. | AF/I |
| 5. Experience of contributing to / undertaking audit, clinical outcome and/or research activity. | AF/I |

<p>| <strong>Skills &amp; Ability</strong> e.g. written communication skills, dealing with the public etc. | | AF/I |
|-----------------------------------------------------|------------------------------------------------------|
| 1. An ability to apply existing psychological knowledge to a mental health/ psychological well-being context. | AF/I |
| 2. Ability to engage and interact effectively with children, young people and families/carers. | AF/I |
| 3. An ability to sustain empathy and personal engagement with individuals experiencing emotional/mental health difficulties and/or challenging behaviours. | AF/I |
| 4. High level communication skills (verbal &amp; written) including an ability to communicate and work in settings in which the atmosphere might be highly emotive. | AF/I |
| 5. High level interpersonal skills and ability to interact and work effectively with clients, colleagues, partner agencies, and as part of a team. | AF/I |
| 6. Experience and skills in dealing with and communicating highly sensitive and/or confidential | AF/I |</p>
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<td>Information.</td>
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<td>7. Able to assimilate complex information and use reflective/analytic thinking, applying psychological perspectives in assessment, formulation &amp; therapeutic interventions with children and families/carers.</td>
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<td>8. Ability to maintain a high degree of professionalism, and make appropriate decisions in the face of highly emotive and distressing issues (including significant child abuse &amp; neglect), stress and conflict, possible verbal abuse, and the threat of physical abuse.</td>
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<td>9. An ability to maintain concentration and focus despite varied pressures and interruptions.</td>
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<td>10. An ability remain calm under pressure.</td>
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<td>11. Ability to work independently, reliably and consistently with work agreed and managed at regular intervals.</td>
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<td>12. Planning, organising and self-management skills.</td>
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<td>13. Be able to use supervision appropriately, and be aware of own limitations.</td>
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<td>14. A commitment to work in ways which support equality and diversity and treat everyone with appropriate respect and dignity.</td>
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<td>15. Degree level knowledge of research methodology, research design (including qualitative and quantitative data analysis).</td>
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<td>16. Computer, IT &amp; keyboard skills, including ability to develop and use complex multi-media materials for presentations in public, professional and academic settings.</td>
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<td>17. Willingness &amp; ability to travel effectively and in a timely way across multiple locations across the city for meetings and/or clinical sessions.</td>
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<td>18. Ability to transport psychological tests, other equipment and materials/resources between sites as required.</td>
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<td>19. Understanding of safeguarding and child protection procedures and practice of application.</td>
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<td>20. Able to apply and work within policies, procedures and practices laid down by Birmingham City Council.</td>
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**Personal**

- Ability to exercise appropriate levels of self-care and to monitor own state, recognising when it is necessary to take active steps to maintain fitness to practice.
- Motivated towards personal and professional development, including willingness to participate in further training.

**Birmingham City Council** is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.
All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.