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## **RECRUITMENT PACK**

**Education Mental Health Practitioner**  
**(EMHP or CWP Qualified)**  
**Full-time**  
**Salary - £28,500-£29,500 inc OLW**

**Closing Date for roles – 9am Tuesday 30<sup>th</sup> August 2022**

### **Contents**

- Overview about Off the Record, the vacant post and how to apply
- EMHP Job Description & Person Specification
- Application Form and Equality & Diversity Monitoring Form

Thanks for downloading this application pack which provides information for our vacancy for an **Education Mental Health Practitioner (EMHP)** based within one of our Mental Health Support Teams.

Off the Record is an award-winning young people's mental health charity offering a range of support services for children and young people across the London Boroughs of Croydon, Sutton and Merton. The charity has been running for over 25 years driven by our vision of "building a compassionate mental health community for children and young people". South London is a vibrant and diverse area and we're keen to make sure our staff team reflects our local communities.

Information about all our services can be found on our website: <https://www.talkofftherecord.org/>

We are an outward looking charity with a strong reputation for delivering professional support services to young people in South London coupled with the motivation to develop new and innovative responses to mental health needs. Since January 2020, Off the Record, in partnership with our colleagues at Croydon Drop In, have been part of the national Mental Health in Schools initiative aimed at increasing early intervention in schools for children and YP with mild/moderate mental health needs alongside building a whole school approach to addressing mental health in schools.

## Our Current Vacancy

We currently have a vacancy for one qualified Education Mental Health Practitioner within our original Mental Health Support Team. As this post is part of the established MHST programme, **we are only able to offer the role to practitioners who already hold the Education Mental Health Practitioner (EMHP) or Child Wellbeing Practitioner (CWP) qualification.**

You will be part of an established team delivering interventions to a cluster of primary and secondary schools to meet young people's mild to moderate mental health needs. This will include working with parents, teachers and the whole school approach. You'll also have the opportunity to work with Off the Record staff across the charity building your skills and interests. You will need to hold the EMHP or CWP qualification alongside having an open and flexible attitude; excellent engagement skills and a passion for working with children and young people.

## Working for Off the Record

We have a committed team of around 75 paid staff (many part-time) and our work is funded through a variety of sources including Croydon, Sutton & Merton CCGs, London Boroughs of Croydon & Sutton and the Wimbledon Foundation. Some staff are based in our borough-based services but increasingly staff are being given opportunities to work in across-borough initiatives such as our new first contact team.

We recognise our staff are our greatest asset and we invest in ensuring staff are supported, trained and managed in their role. Many of our staff have been worked with us for several years including a substantial number who originally started working with us as volunteers or trainees. Staff have access to regular internal and external training opportunities and to staff benefits including a company pension and store discounts.

## Applying for the Posts

This information pack has the Job Description and Person Specification for the Education Mental Health Practitioner role (EMHP). **To be eligible for this post, you must hold the national EMHP or CWP qualification.**

The application form is at the back of the pack. Please complete the application form and equal opportunities monitoring form and return it via email to [recruitment@talkofftherecord.org](mailto:recruitment@talkofftherecord.org) **by 9am on Tuesday 30<sup>th</sup> August 2022.**

Decisions about who to invite for interview will be based on how well someone demonstrates they meet the person specification for the post, so please make sure you complete the application form fully and accurately, giving evidence of how you meet each point in the person specification and indicating your relevant knowledge, skills and experience. **Please note that CVs will not be considered.**

Email applicants will receive a confirmation of receipt and shortlisted candidates will be contacted as soon as possible after the closing date.

We hope you will be interested in these posts. If you have any further questions please email [recruitment@talkofftherecord.org](mailto:recruitment@talkofftherecord.org) or visit our website for more information about our services.

## Qualified Educational Mental Health Practitioner (EMHP)

### Job Description

**Job Title:** Educational Mental Health Practitioner (EMHP)

**Grade:** Agenda for Change Band 5 (equivalent £28,500-£29,500)

**Hours:** Full-time, 35 hours p.w.

**Location:** Based across a cluster of primary and secondary schools in Croydon and employed by Off the Record.

**Reports to:** Mental Health Support Team Leader and Designated lead for Mental Health in the school

**This role is restricted to applicants who hold the Educational Mental Health Practitioner (EMHP) or Children's Wellbeing Practitioner (CWP) qualification.**

#### Job Purpose:

Off the Record are recruiting a qualified Educational Mental Health Practitioner or Children's Wellbeing Practitioner to join one of our established Mental Health Support Teams in Croydon.

This post is within an innovative Mental Health Support Team jointly managed by Croydon's two voluntary sector young people's mental health partners – Off the Record and Croydon Drop In. The post offers a unique opportunity for a qualified EMHP or CWP to be part of a new delivery model drawing on the strengths of the national MHST delivery programme alongside the flexibility, innovation, youth-led focus of an award-winning voluntary sector organisation.

The post holder will offer evidence-based low intensity interventions to children and young people with mild to moderate anxiety and depression and/or behavioural difficulties within an education setting. You will also have opportunities to develop new skills and develop innovative practice as part of Off the Record's broader mental health offer.

#### Key Responsibilities:

1. Deliver outcome focused, evidence-based interventions in educational settings, on an individual or group basis, for children and young people experiencing mild to moderate mental health difficulties.
2. Work in partnership with children, young people, their families and educators in developing plans and agreeing outcomes for interventions.
3. Work within a whole school approach to support and facilitate staff in education settings to identify, and where appropriate, manage issues related to mental health and wellbeing.
4. Work in collaboration with teachers and other educational staff, parents, children, young people and the wider community to enhance and broaden access to mental health services and to support the signposting of children and young people with more complex needs to relevant services.
5. Ensure that at all times, assessment and intervention is provided from an inclusive values base, which recognises and respects diversity.

6. Maintain high levels of safeguarding awareness and respond to risk and safeguarding issues as they arise whilst respecting the young person's autonomy wherever possible.
7. Monitor the effectiveness of interventions offered through the routine use of outcome monitoring tools reviewed directly with young people
8. Attend multi-disciplinary and multi-agency meetings relating to referrals or children and young people receiving interventions, where appropriate.
9. Manage your individual caseload alongside the requirements of the team and the broader organisation.
10. Maintain accurate and up to date records of all work delivered on relevant data systems and to contribute to the monitoring and evaluation of our services.
11. Contribute to the development of individual or group resources or training materials.
12. Attend regular clinical and line management supervision and to attend other team/charity meetings as appropriate including occasional Saturday meetings/training days
13. Work with other staff across Off the Record to identify new areas for development, creativity and innovation within our existing services, researching unmet need and developing new responses.
14. Ensure young people's voices are always central to service developments and contribute to young people's participation and engagement activities in the charity
15. Undertake direct promotion and publicity of the charity's services to young people, communities and professionals
16. Any other tasks, not listed here, but deemed necessary and in the interest of the charity

# **Qualified Educational Mental Health Practitioner (EMHP)**

## **Person Specification**

Items marked (E) are considered essential

### **Qualifications**

1. Educational Mental Health Practitioner (EMHP) Post graduate Diploma or Child & Young Person Psychological Wellbeing (CWP) Post graduate Certificate (E)

### **Experience**

2. Experience of delivering evidence-based mental health interventions to children and young people with mild to moderate mental health difficulties (E)
3. Experience of delivering interventions with parents and carers (E)
4. Experience of working in a school setting and understanding of the challenges and dynamics this presents (E)
5. Strong awareness of safeguarding responsibilities and the processes/procedures necessary to ensure young people are kept safe (E)
6. Experience of facilitating group work and delivering psycho-educational material (E)
7. Experience of liaising and working collaboratively with other professionals (E)
8. A working understanding of the principles of equality & diversity and a commitment to providing an inclusive, culturally sensitive service (including LGBTQ and disabled young people) (E)
9. Training and/or experience in online working

### **Skills and Attitudes**

10. Very strong ability to actively engage with a wide range of children, young people and families and an understanding of the issues young people/families face in their lives. (E)
11. Excellent core engagement /interpersonal skills and an ability to work consistently with high levels of empathy, warmth and unconditional positive regard. (E)
12. Flexible attitude including a willingness and ability to offer a range of mental health interventions and to contribute to new initiatives and ways of working (E)
13. Commitment to working collaboratively with young people and families as full partners in any approach & to supporting user engagement in Off the Record (E)
14. Ability to maintain accurate records and statistics including database entry (E)
15. Ability to work independently and maintain appropriate professional boundaries (E)
16. Commitment to working positively as part of a team and to attending and contributing to team and charity-wide meetings (E)

**JOB APPLICATION FORM**  
**PRIVATE AND CONFIDENTIAL**



Please read the information pack before completing this form  
**CV's will not be considered**

<b>Post:</b>	Education Mental Health Practitioner	<b>Closing Date:</b>	9am Tuesday 30 <sup>th</sup> August 2022
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<b>Surname:</b>		<b>First name:</b>	
<b>Address:</b>		<b>Email:</b>	
<b>Home Tel:</b>		<b>Mobile Tel:</b>	

<b>Present Or Most Recent Post</b>	
<b>Name Of Employer:</b>	
<b>Address</b>	
<b>Start Date:</b>	<b>End Date:</b>
<b>Job Title:</b>	
<b>Salary:</b>	
<b>Main Responsibilities:</b>	
<b>Reason For Leaving:</b>	

<b>Period of Notice Required By Employer:</b>
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**Employment History:** In chronological order from most recent

Please include any relevant unpaid work &amp; account for any gaps in employment

<b>Dates From:</b>	<b>To:</b>	<b>Name of employer</b>	<b>Position held/ summary of duties</b>

**Higher Education and Professional Training including EMHP/CWP Training, other Professional Education or Membership of Professional Associations:**

Dates From:	To:	College/Institution	Qualification/Training attended

### Person Specification

Please read the person specification carefully and indicate here how you meet each point on the person specification.

*You may continue on a maximum of two supplementary sheets.*

**Anything else to add:** Is there anything else that you would like to tell us in connection with your application.

Due to the nature of our work with children, young people and vulnerable adults, all posts within Off the Record are subject to Enhanced Disclosure and Barring Service checks. Please note that the receipt of a form showing previous convictions/cautions /warnings will not automatically exclude someone from becoming a member of staff/volunteer at Off the Record. Previous criminal records will be considered in relation to their relevance to the work/placement applied for, the circumstances of the offence and the length of time elapsed since the offence.

If you have any concerns about this part of the application form, please contact the Director at Off the Record.

### **Rehabilitation of Offenders Act (1974)**

Please give details of any unspent convictions, cautions, reprimands or warnings.

### **Protecting Children & Young Adults**

Are you aware of any police enquires undertaken following allegations made against you, which may have a bearing on your suitability for this post? *If yes please give details:*

### **Additional Information**

Have you ever worked for Off the Record before in a paid or voluntary capacity? **YES / NO**  
**If YES, please give details**

Do you need a work permit to take up employment in the U.K.? **YES / NO**

If offered employment you may be required to complete a Medical Questionnaire. Are you prepared to undergo a medical examination before starting employment if required? **YES / NO**

<b>Referees:</b> Please give details of two people that we may contact for references one of whom should be your current or most recent employer.	
<b>Reference 1</b>	<b>Reference 2</b>
Name	Name
Organisation	Organisation
Address	Address
Postcode	Postcode
Contact Tel	Contact Tel
Mobile	Mobile
Email	Email
Relationship to you	Relationship to you

<b>Declaration</b>
<p>I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal. I understand these details will be held in confidence by the Company, for the purposes of ongoing personnel administration and payroll administration in compliance with the General Data Protection Regulations. I undertake to notify the Company immediately of any changes to the above details.</p> <p>Given the nature of the job for which I have applied, I understand that any offer of employment will be subject to information on my criminal record being disclosed to the Company by the Disclosure and Barring Service.</p> <p>Signed:</p> <p>Printed:</p> <p>Date:</p>

**Return completed Application and Equal Opportunities Monitoring form  
by email to: [recruitment@talkofftherecord.org](mailto:recruitment@talkofftherecord.org)**

# EQUALITY & DIVERSITY MONITORING FORM

## PRIVATE AND CONFIDENTIAL

Off the Record is committed to ensuring that all aspects of its services are accessible to the whole community. In order to monitor the implementation of our equal opportunities policy, all staff, trustees and volunteers are asked to complete the details below. Completion of all or any part of this form is voluntary but we hope that you will feel able to provide the information requested as this is key to our monitoring procedures. These forms will not be used in any selection process and are strictly for monitoring purposes only.

<b>Date of Completion</b>		<b>Application Candidate N<sup>o</sup></b> (for office use only)	
<b>Initials</b>		<b>Date of Birth</b>	
<b>Gender</b> (Please tick all that apply)	<input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Non binary <input type="checkbox"/> Trans <input type="checkbox"/> Intersex <input type="checkbox"/> Please write in _____		
<b>How would you identify yourself in relation to your cultural, ethnic or racial origin?</b> (Please tick any of the boxes below that apply)			
<b>White</b> <input type="checkbox"/> White British <input type="checkbox"/> White Irish <input type="checkbox"/> White Other  <b>Mixed</b> <input type="checkbox"/> White & Black Caribbean <input type="checkbox"/> White & Black African <input type="checkbox"/> White & Asian <input type="checkbox"/> White Other  <input type="checkbox"/> <b>Chinese</b>		<input type="checkbox"/> <b>Black or Black British</b> <input type="checkbox"/> Caribbean <input type="checkbox"/> African <input type="checkbox"/> Other  <input type="checkbox"/> <b>Asian or Asian British</b> <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Other  <input type="checkbox"/> <b>Any Other Background</b>	
<b>How would you describe your sexual orientation? (Please tick one)</b>			
<input type="checkbox"/> Straight <input type="checkbox"/> Bisexual <input type="checkbox"/> Gay <input type="checkbox"/> Lesbian <input type="checkbox"/> Asexual <input type="checkbox"/> Pansexual <input type="checkbox"/> Please write in _____			
<b>Are you registered disabled?</b>		<input type="checkbox"/> No <input type="checkbox"/> Yes	<b>Registration Number</b>
<b>If you are not registered disabled, do you consider yourself disabled in a way you would like us to know about?</b>			