**RECRUITMENT PACK**

**Trainee Education Mental Health Practitioner (EMHP)**

**(NHS Band 4 pro rata inc OLW)**

**(£32,199, pro rata inc OLW)**

**Post is available on a full-time basis**

**Closing Date for roles – Monday 13th October 2025**

# **Contents**

* Overview about Off the Record, the vacant posts and how to apply
* Job Descriptions & Person Specifications for available posts
* Application Form and Equality & Diversity Monitoring Form

Thank you for downloading this application pack and looking at the roles we have available.

This application pack provides the information for the **Trainee Education Mental Health Practitioner (EMHP)** role in our schools Mental Health Support Team in Croydon.

The application form is at the back of this application pack. Please read the whole pack before completing the form and make sure you refer to the job description when you complete the person specification section of the form. Please provide evidence that you meet the person specification.

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 is currently celebrating its 30th anniversary with the aim of “showing up for all young people’s mental health in South West London”. South West London is a vibrant and diverse area and we’re keen to ensure our staff team reflects our local communities. In 2019 our mental health work was recognised with a national GSK Impact Award.

**Our Current Vacancies**

We are an outward looking charity with a compelling reputation for delivering professional support services to young people in South West London coupled with the motivation to develop new and innovative responses to young people’s mental health needs. This was particularly tested when the Covid pandemic forced us to quickly pivot all our provision to remote working. However, we met the challenge, training staff in new ways of working and integrating new offers that have now become part of our ongoing work supporting children and young people’s mental health.

Post-pandemic, the well-documented rise in mental health needs amongst young people has resulted in unprecedented levels of demand for our services. Nationally, the need to modernise and transform mental health services alongside the need to increase service capacity has been recognised and, as a result, we have expanded our staff team and broadened the range of mental health interventions we offer to young people. At our core is a commitment to strong active engagement with young people and creating support that’s relevant, flexible and accessible. Young people need to be ‘at the heart’ of all our service design and we’re committed to making sure young people are able to ‘get help now’ when they first reach out for it, at the point of need rather than availability.

We’re currently recruiting a full time **Trainee Education Mental Health Practitioner (EMHP)** to work directly with young people in our Mental Health Support Team (MHST). For this post you need to have a Undergraduate degree, second class or above, in a mental health of child development related subject (e.g., Psychology, Education, Childhood development, Social Work etc), OR any subject

with further training or experience in a relevant field (e.g., Teaching/TA; Learning Support; HCA; Youth Work; etc). We are also looking for people with an open and flexible attitude; excellent engagement skills and a passion for working with children and young people around mental health.

Responsibilities include offering a CBT based self-guided mental health interventions to primary and secondary aged children and young people and their families including individual and group-based support; workshops; crisis support; mental health themed activities. The posts have scope and opportunity for developing new initiatives and ways of working to support young people’s mental health across South London.

All posts are based on-site (office/school) and may require flexibility to work across different service areas and interventions. Some evening and/or weekend work may be necessary to meet the needs of young people.

The full Job Description and Person Specification for these roles are included in this pack.

**Working for Off the Record**

We have a committed team of around 70 paid staff and our work is funded through a variety of sources including South West London ICB, 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 initiatives such as our 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 worked with us for several years including a substantial number who originally began 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, an EAP and store & event ticket discounts.

**Commitment to Equality, Diversity & Inclusion**

Off the Record is fully committed to the principles of Equality, Diversity & Inclusion. This commitment is demonstrated through our recruitment processes; our proms and comms; our staff training and development; the development of new and innovative community-based services and the wearing of our rainbow lanyards.

Off the Record’s senior management team are responsible for leading, driving and delivering OTR’s diversity commitment actively ensuring equality of access and outcomes for all children and young people. OTR is engaged fully in achieving equality of opportunity including ensuring that its workforce understands, complies with and promotes our inclusion policies in their day-to-day work.

**Applying for the Posts**

This information pack has the Job Descriptions and Person Specifications for the Trainee Education Mental Health Practitioner (EMHP) role. Application packs for any other available posts are on our website [Careers (talkofftherecord.org)](https://www.talkofftherecord.org/get-involved/careers/)

The application form is at the back of this application pack. Please complete the application form and the equality & diversity monitoring form and return them via email to recruitment@talkofftherecord.org **by midday on Monday 13th October 2025**.

**Please only return the application form and the diversity monitoring form not the whole application pack.**

Decisions about who to invite for interview will be based on how well someone demonstrates that they meet the person specification for the specific 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 or visit our website for more information about our services.

**Trainee Education Mental Health Practitioner**

### Role Description

**Responsible to:** Senior Mental Health Practitioner

**Salary:**  NHS Band 4 FTE (£32,199), inclusive of Outer London Weighting

**Annual Leave:** Pro rata of28 days per annum (plus bank holidays)

**Hours:** Full-time (35 hpw) Occasional evening work and attendance at Saturday meetings (currently 2 times p.a.) for which TOIL will be given

**Location:** Across schools within the boroughs of Croydon as well as office based in our Croydon, Merton or Sutton service premises or other in-borough community venues.

Croydon – 72 Queens Road, Croydon CR0 2PR

Merton – Vestry Hall, 336 London Rd, Mitcham CR4 3UD

Sutton – 172 Croydon Road, Beddington CR0 4PG

Croydon – 678 London Road, CR7 7HU

**Job Summary:**  In line with the government’s priority to increase access and availability of mental health and wellbeing support for children and young people, the Trainee Education Mental Health Practitioner (EMHP) role is an exciting opportunity to deliver evidence-based early interventions for children and young people, working across both educational settings and healthcare sectors in England.

**DUTIES:**

This is a training position post holder will undertake training at Kings College London alongside working in service for Off The Record. They will be taught to deliver evidence based guided self-help interventions for children and young people experiencing mild to moderate mental health difficulties. The post holder will use their newly developed skills to support children and young people who are referred into the service and trainees will receive supervision to support their professional development.

Applicants will need to be ready to start work in early/mid-January 2026 and posts cannot be offered to candidates unless they can guarantee this start date.

Shortlisted candidates will also need to submit an application form to KCL for a place on the Diploma in Education Mental Health Practice. The application form details are attached/linked below and will need to be completed at the same time as your application for a post.

1. To offer a range of flexible, compassionate and engaging mental health interventions for young people in schools including individual support, group work, counselling and psycho-educational work
2. To support the delivery of the Whole School Approach across the school cluster
3. To build relationships with schools through liaising with key staff and offering consultations and signposting to other borough wide services
4. To monitor the effectiveness of interventions offered through the routine use of outcome monitoring tools reviewed directly with young people
5. Working 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.
6. To maintain high levels of safeguarding awareness and to respond to risk and safeguarding issues as they arise whilst respecting the young person's autonomy wherever possible.
7. To 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
8. To ensure young people's voices are always central to service developments and contributing to young people’s participation and engagement activities in the charity
9. Undertaking direct promotion and publicity of the charity’s services to young people, communities and professionals
10. To attend regular clinical and line management supervision and to attend other team/charity meetings as appropriate including occasional Saturday meetings/training days
11. To actively implement the charity’s equalities and diversity & user engagement policies.
12. Any other tasks, not listed here, but deemed necessary and in the interest of the charity

**Training and Supervision**

1. Attend and fulfil all the requirements of the training element of the post including practical, academic and practice-based assessments and assignments to successfully complete the PG Diploma as part of becoming a fully qualified EMHP
2. As well as attendance at the University for training, fulfil private study requirements to enhance learning and prepare assignments for examination, for at least one day a week.

1. Apply learning from the training program directly to practice through the course. Receive practice tutoring from educational and clinical providers in relation to course work to meet the required standards.
2. Prepare and present case load information to supervisors within the service on an agreed and scheduled basis, in order to ensure safe practice and the governance obligations of the trainee, supervisor and service are delivered.
3. Prepare and present case load information to supervisors within the service on an agreed and scheduled basis, in order to ensure safe practice and the governance obligations of the trainee, supervisor and service are delivered.
4. Engage in and respond to personal development supervision to improve competences and practice

**Please note that an application to Kings College London Post Graduate Diploma in Education Mental Health Practice needs to be made alongside your application to Off The Record. It is important that you read the attached guidance/linked guidance below:**

[KCL EMHP Jan 2026 - Programme Brochure.pdf](https://emckclac-my.sharepoint.com/%3Ab%3A/g/personal/k1809503_kcl_ac_uk/Efk-k_aVLpNMjiNdxKW1dR0B1f2tO2aIWuVgabmOX8uB7Q?e=irpumn)

[KCL EMHP Jan 2026 - Application Guidance.pdf](https://emckclac-my.sharepoint.com/%3Ab%3A/g/personal/k1809503_kcl_ac_uk/Ea3BZKwr1pNCvqG-CYWkFFcB7AzjMnYuGON6uhbUvGQrkg?e=YsVehy)

**Please contact** **cyp-mh@kcl.ac.uk** **if you have any questions about the course.**

**Please contact service** **MHST@talkofftherecord.org** **if you have any questions about the job role.**

**TRAINEE EDUCATION MENTAL HEALTH PRACITIONER (EMHP)**

### Person Specification

Items marked (E) are considered essential

**Qualifications**

* Undergraduate degree, upper second class or above, in Psychology OR related subject (e.g., Psychology, Education, Childhood development, Social Work etc), OR any subject with further training or experience in a relevant field (e.g., Teaching/TA; Learning Support; HCA; Youth Work; Counselling etc)

**Experience and Knowledge**

* Relevant professional experience in CYP Mental Health/Education/Mentorship
* Knowledge of the education system in England
* Knowledge of children and young people gained through academic study in child development, child wellbeing or mental health
* Awareness of safeguarding responsibilities and the issues related to delivering services to young people under 16 (E)
* A working understanding of the principles of equality, diversity and inclusion and a commitment to providing an inclusive, culturally sensitive service (including LGBTQ and neuro-diverse young people and those with disabilities) (E)

**Skills and Attitudes**

* Very strong ability to actively engage with a wide range of young people and an understanding of the issues young people face in their lives. (E)
* Excellent core engagement /interpersonal skills and an ability to work consistently with high levels of empathy, warmth and unconditional positive regard. (E)
* Commitment to working collaboratively with young people as full partners in any approach & to supporting user engagement in Off the Record (E)
* Ability to maintain accurate records and statistics including database entry (E)
* Ability to maintain professional boundaries whilst responding to complex ethical dilemmas (E)
* Ability to work as part of a team and to attend and contribute to team and agency meetings (E)

 **JOB APPLICATION FORM**

***PRIVATE AND CONFIDENTIAL***

Please read the information pack before completing this form

CV’s will not be considered

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| **Post(s) Applied for**:   |   **Trainee Education Mental Health Practitioner (EMHP)**          | **Closing Date**:   | Midday, Monday 13th October   |

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| --- | --- | --- | --- |
| **Family name:**     |    | **First name:**   |    |
| **Address:**       |    | **Email:**   |    |
| **Home Tel:**     |    | **Mobile Tel:**   |    |

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| ***Present Or Most Recent Post***  |
|   **Name Of Employer:**    **Address**   |
| **Start Date:**   | **End Date:**   |
|   **Job Title:**    **Salary:**    **Main Responsibilities:**          **Reason For Leaving:**  **Period of Notice Required By Employer:**     |

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| **Employment History**: In chronological order from most recent  Please include any relevant unpaid work & account for any gaps in employment   |
| **Dates**  **From:**   |   **To:**   | **Name of employer**   | **Position held/ summary of duties**   |
|    |    |    |    |

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| **Any additional training/qualifications relevant to this role:**     |
| **Dates**  **From:**   |   **To:**   | **College/Institution**   | **Qualification/Training attended**   |
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| **Person Specification**   |
| Please read the person specification(s) carefully and provide clear evidence of how you meet each of the requirements 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/a 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 warmings.    |
| **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:    |

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| **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**   |

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

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| **Declaration**   |
|   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.    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.      Signed:    Printed:    Date:     |

**Return completed Application and Equal Opportunities Monitoring form**

**by email to:** **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.

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| **Date of Completion**     |   | **Application Candidate No**  (for office use only)   |   |

|  |  |  |  |
| --- | --- | --- | --- |
| **Initials**   |    | **Date of Birth**   |    |
| **Gender**  **(Please tick all that apply)**   |   Female        Male            Non binary          Trans    Intersex           Please write in  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_     |
|    |
| **How would you identify yourself in relation to your cultural, ethnic or racial origin?**  **(Please tick any of the boxes below that apply)**   |
| ***White***    White British    White Irish    White Other    ***Mixed***    White & Black Caribbean    White & Black African    White & Asian    White Other      ***Chinese***   |   ***Black or Black British***    Caribbean    African    Other      ***Asian or Asian British***    Indian    Pakistani    Bangladeshi    Other      ***Any Other Background***   |
| **How would you describe your sexual orientation? (Please tick one)**   |
|     Straight      Bisexual            Gay                    Lesbian      Asexual                 Pansexual                   Please write in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                      |
| **Are you registered disabled?**   | No      Yes   | **Registration Number**   |    |
| **If you are not registered disabled, do you consider yourself disabled in a way you would like us to know about?**   |
|    |