

JOB DESCRIPTION

Job Title:	Clinical Director – 12 Months Maternity Cover
Hours:	Part time (28 hours per week/4 days per week)
Salary:	£42,448 pro rata per annum
Faculty:	Faculty 2
Location:	13 North Common Road, Ealing London W5 2QB/13 Gunnersbury Avenue, Ealing W5 3XD, other locations as appropriate, some homeworking possible
Responsible to:	Faculty Head
Type of Employment:	Fixed Term Contract – 12 Months Maternity Cover

Main purpose of the role

Job Purpose:

Clinical management:

- To ensure appropriate clinical procedures in the clinic, complying with the training standards and the professional umbrella bodies in collaboration with the Faculty Head
- To support students with clinical work and respond to queries
- To support the team of assessors and conduct assessment supervision
- To manage the assessment provision and develop assessment procedures
- To develop and conduct assessment training
- To deal with clinical queries and complaints
- To manage the Clinical Development Officers, receptionists, and the sessional assessors

Placement management:

- To recruit students and organise their MCPS placements
- To provide placement reports and feedback
- To ensure that placement procedures are up to date and the Placement handbook is updated annually
- To manage and organise the Placement's day
- To manage the external placement provision
- To organise and manage the MCPS Supervisors' meeting

Networking:

- To collaborate with the Talking therapies consortium and attend meetings
- To visit placements, where appropriate

Other duties:

- To prepare funding bids in collaboration with the Faculty Head
- To hold and Chair regular staff meetings
- To conduct staff appraisals

Other Duties

- To work closely with the Senior Researcher in the preparation of research data
- To take part in team meetings and liaise with the clinical team
- Compliance with all Metanoia Institute policies and guidelines (i.e. Health & Safety, Data Protection, Equality & Diversity.), OfS policies and regulations, and those relating to professional and regulating bodies.
- Any other duties that may be reasonably required by the Institute

PERSON SPECIFICATION

	Essential	Highly Desirable	How Assessed
Qualifications			
UKCP/HCPC/BPS accreditation	✓		CV Certificates
MSc in psychotherapy	✓	✓	
Doctorate in psychotherapy or counselling psychology			
Professional supervision qualification	✓		
Experience			
A minimum of 3 years post qualification clinical experience;	✓		Supporting Statement CV Interview Reference
5 years of working within a psychotherapy training institution	✓		
Substantial experience of clinical assessments	✓		
Experience of organising placements	✓		
Experience of supervising psychotherapists		✓	
Experience of teaching psychotherapy or counselling		✓	
Skills			
Clinical assessment skills	✓		Supporting Statement CV Interview Reference
Organisational skills (ability to organise events and seminars)	✓		
Ability to develop and monitor policies and procedures	✓		
Excellent risk assessment skills	✓		
Excellent diagnostic skills	✓		

Excellent communication skills	✓		
Excellent administrative skills and ability to develop procedures	✓		
Ability to work under pressure, to tight deadlines, and to prioritise a heavy workload.	✓		
Knowledge			
Understanding the principles and good professional practice in clinical placements	✓		
Understanding the philosophy and policies underpinning the training of psychotherapists/counsellors and counselling psychologists		✓	
Thorough working knowledge of the principles of ethical clinical practice	✓		Supporting Statement
Good interpersonal and communication skills, both written and oral.	✓		CV
High level of computer literacy	✓		Interview Reference
Attitudes and Values			
Teamwork	✓		Supporting Statement
To work in accordance with Metanoia's Equal Opportunities Policy, Codes of Ethics and professional Practice, Complaints Procedures and Health and Safety Policy.	✓		CV Interview

Additional Information:

- Salary range: the appointment is usually made at the start of the advertised scale.
- The appointment is offered on a permanent basis, subject to satisfactory references and a standard DBS check.

Postholder signature:

Print Name:

Date: