

JOB DESCRIPTION

Hours:	Part time – 21 hours/ 3 days per week
Salary:	£35,000 per annum pro rata
Location:	13 North Common Road, Ealing London W5 2QB/13 Gunnersbury Avenue, Ealing W5
Reporting:	Head of Faculty
Responsible for:	None
Type of Employment:	Permanent

Main purpose of the job

To support the Head of Faculty in clinical assessments, offer clinical advice and support to students on placement within MCPS and develop student placement opportunities.

Key areas of responsibility

1. To liaise with Head of Faculty about changes to clinical requirements.
2. To liaise with students in identifying appropriate placements and respond to queries.
3. To liaise with statutory and voluntary placement agencies
4. To identify the needs of statutory and voluntary placement agencies and monitor suitability of applicants to placement agencies.
5. To develop and facilitate mental health familiarisation placements.
6. To maintain an up to date placements database and placements handbook.
7. To maintain a record of placements students have and collect feedback about external placements
8. To present placements seminars to different academic departments.
9. To co-ordinate with the Faculty Head in facilitating students' transition from MCPS to external placements
10. To provide 4-5 clinical assessments per week using the MCPS assessment protocol.
12. To write up assessment notes using the MCPS format.
13. To contact the practitioners and refer clients
14. To deal with reallocations and the waiting list where appropriate.
15. To support the Faculty Head in responding to clinical queries from students on placement at MCPS.
16. To contribute to the organisation by being a member of appropriate sub-committees.
17. To work within Metanoia Institute Equal Opportunities Policy.
18. To abide by the Metanoia Institute Codes of Ethics and Professional Practice.
19. To attend MCRS staff meetings and supervision with the Faculty Head
20. To undertake other duties as required.
21. To have regular contact with the Head of Clinical Services and coordinate administrative tasks with the Clinic Administrator.

General

1. To work in accordance with Metanoia's Equal Opportunities Policy, Codes of Ethics and Professional Practice, Complaints Procedures and Health and Safety Policy.

Other Duties

- Any other duties as may be reasonably required.

PERSON SPECIFICATION

Category	Requirements	Essential / Desirable	Assessment
Qualifications	A first degree or equivalent qualification/experience	Essential	Application Form
	Academic qualification relevant to psychological therapy and equivalent to post-graduate level.	Desirable	Application Form
	Registration with UKCP, BPS or BACP or equivalent. Metanoia Institute Certificate in Clinical assessments	Essential Desirable	Application Form
Experience	Managing and developing a service within a professional or academic Institution.	Essential	Application Form Interview
	Direct experience of working with senior professionals in complex contexts	Essential	Application Form Interview
	Experience of carrying out a minimum of 80 assessments within MCPS or similar service	Essential	Application Form Interview
Knowledge & Skills	Excellent inter-personal and communication skills, both written (including email) and oral (including over the telephone).	Essential	Interview
	Ability to work effectively under own initiative	Essential	Interview
	Good team working skills and able to manage and resolve conflict	Essential	Interview

	<ol style="list-style-type: none"> 1. Good clinical skills 2. Diagnostic skills 3. Ability to deal with a number of clinical presentations 4. Ability to manage own time effectively 5. Punctuality and reliability in delivering tasks on time 6. Good interpersonal skill 7. Computer literacy 8. Good administrative skills 	Essential	Interview
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APPLICATION PROCESS

Please apply by sending your completed application to hr@metanoia.ac.uk

METANOIA INSTITUTE: STAFF BENEFITS

Staff Benefits Include:

Annual Leave	On appointment - 20 days plus, general/public holidays
Childcare Vouchers	Under the new scheme, eligible families will get 20% of their annual childcare costs paid for by the Government. The way it works is that for every 80p you pay into a newly created Childcare Account, the Government will contribute 20p. This could mean up to £2,000 per child as the scheme assumes a maximum of £10,000 per year childcare costs per child.
Group Pension	For this scheme Creative Auto Enrolment considers your pensionable salary to be your Qualifying Earnings which are in the range of £6,136 - £50,000 (£511 – £4,167 per month). Anything earned outside of this range will not be included in the pension calculation. Employer pays 3% and the employee pays 5% contribution.
Season Ticket Loan	Interest-free loan to staff for purchasing a season ticket for travel to work. Eligible after successful completion of probation
Employee Assistant Programme	Designed to help you with all of life's questions, issues and concerns, LifeWorks offers support with mental, financial, physical and emotional well-being. Any time, 24/7, 365 days a year. Through LifeWorks, you and your dependents have access to a range of services, including expert tips and strategies, suggested resources and referrals, as well as a wealth of online articles, podcasts, toolkits, and more.