

## Job description for Team Lead, CYP Community Eating Disorder Service

### About us – team NHFT

As a **health and wellbeing organisation** here at **team NHFT** we are dedicated to continually **innovate** and **strive to make a difference** to our community and those working for our Trust, we aim to serve the people of Northamptonshire and surrounding areas with **safe, quality care**. We deliver this from an understanding of our local healthcare needs, economy and the changing demands of our community.

**Our mission, making a difference for you, with you** was chosen by our staff and stakeholders. It means in everything we do and through every service we provide, we want to make a **positive difference in people's lives** – for **those we care for, those we work with** and **those who work with us**.  
**Everyone is part of our team.**

Our core strategy is to be an **employer of choice, a great place to work** and be known for a **diverse and inclusive culture** whose staff feel **valued**. We provide a range of NHS services including physical, mental health and specialty services provided in hospital settings and out in the community within schools, GP clinics and patients own homes.

Here at NHFT we pride ourselves on our 54321 roadmap, pictured here which encompasses our **PRIDE values, leadership behaviours, teams, enablers** and **our mission** all of which are driven by **our vision of 'being a leading provider of outstanding, compassionate care'**. We are extremely proud to say this has also been recognised by the Care Quality Commission (CQC) and our CQC rating of **Outstanding for team NHFT**.



## This role...

<b>Job Title:</b>	Team Lead
<b>Department/Base:</b>	The Brambles, Kent Road, Northampton
<b>Directorate:</b>	Adult, Children and Ambulatory Services
<b>Responsible to:</b>	Identified Clinician/Operations Manager
<b>Accountable to:</b>	Director of Community Healthcare

### **Purpose of the Job:**

**Provide leadership and management to the CYP Community Eating Disorder Service; providing operational management and supervision across the team to ensure the safe and effective delivery of care to our service users.**

### **Key Responsibilities:**

- Manage capacity and demand in the team including the allocation of young people for therapeutic intervention.
- Maintain and monitor NHS England Access and Waiting Times across the service - escalate any concerns to ensure a response to high levels of service needs.
- To lead the development of the CEDS-CYP and service area and to hold responsibility for defined projects, as directed by the Operations or Service Manager.
- To take responsibility for the team base The Brambles, overseeing the health and safety requirements and maintain the high quality of the unit.
- To deliver services to support children/young people to be maintained within the community and lower level mental health services.
  
- To lead on appropriate aspects of service audit evaluation and review, in regard to the identified Team.
- To participate in the regular review of policies and guidelines within this service area, and implement required changes to practice.
- To fully participate in the operational planning of the service, in conjunction with the Service Manager, to include service development and implementation of service change.
- To work across professional and organisational boundaries to develop and sustain appropriate relationships, partnerships and networks to influence and improve the mental health, outcomes, and health care delivery for children/young people and their families/carers.
- To autonomously assess, develop, implement and evaluate a wide range of interventions, for individual children/young people and their families/carers.
- To design and deliver a range of interventions, to be implemented within the Team, and delivered across individual, group and family settings.
- To utilise analytical skills for assessing and interpreting complex facts. ie. child protection, and to take appropriate action, following the analysis, interpretation, and comparison of a range of options.

- To plan and implement an appropriate range of activities or programmes, to be delivered with and by the identified Team, and to ensure these activities are subject to review.
- To make judgements on an individual basis involving highly sensitive and complex information and/or situations, which require analysis, interpretation and the comparison of a range of options, and to provide support and direction to all staff within the Team, regarding their clinical decision making and risk assessment.
- To monitor outcomes using accepted outcome measures, and ensure these outcomes are fed back to children/young people and their families/carers appropriately.
- To monitor outcomes across the service delivery area for the identified Team, and to ensure that this information is captured and shared appropriately across the service.
- To understand and apply legal policy that supports the identification of vulnerable and abused children and adults, being aware of statutory child/vulnerable adults' health procedure and local guidelines.
- To contribute to the development and implementation of Countywide Integrated Specialist Pathways.
- To work in collaboration with other Teams within the CAMH Specialism, ensuring that developments are carried out in conjunction with other Team Leads, and under the direction of the Operations and Service Manager.
- To lead and foster a workforce that works within Integrated Specialist Pathways, through a treatment package, structured but supportive approach.
- Monitor and maintain safer staffing initiatives to ensure the safe delivery of services meeting trust standards.
- Maintain high standards of care by utilizing and monitoring audit of the service to meet CQC high standards of care.

Behaviours and Values	Knowledge and Experience
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• To lead the identified Team to ensure the delivery of national and local changes or improvements, and to work in a directive but collaborative manner with all staff to recognise opportunities for further development, and to support change as appropriate.</li> <li>• To be actively involved in, and lead on, the development and proposals of professional standards of care based on evidence and clinical audit, and to assist on the development and implementation of any appropriate policy/guideline changes applicable to the identified Team.</li> <li>• To have a good understanding of the value of quality research to improve service user care and maintain an up to date knowledge of professional issues, trends and developments relevant to the clinical area.</li> <li>• To participate and lead, when requested, on clinic projects, standards setting, audits and quality monitoring within the clinical area to improve service user care</li> <li>• To regularly lead on, and participate in, activities that promote improvement in the quality and efficiency of service delivery.</li> <li>• To use and incorporate nationally agreed standards and guidelines, research/audit findings as a basis for own practice and promote the wider use of research in the clinical area.</li> <li>• To support all clinical governance audits and surveys in the clinic areas as required.</li> <li>• To work with the Service Manager to ensure the</li> </ul>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• To hold a registered qualification within Health or Social Care.</li> <li>• To demonstrate highly developed specialist knowledge, acquired through a degree supplemented by post graduate diploma specialist training and experience.</li> <li>• To participate fully in the induction training and development of students and other staff from a range of disciplines across the identified Team.</li> <li>• To ensure that students have access to a range of learning experiences within the service, to act as a role model and that the appropriate documentation for student assessments are undertaken as required.</li> <li>• To have knowledge of a range of evidence based clinical and therapeutic interventions and approaches and the ability to apply them based on the child/young persons need.</li> <li>• Will maintain current specific professional and legal standards of practice in accordance with professional codes of conduct.</li> <li>• Will take responsibility to ensure maintenance of professional registration by meeting specific professional standards and adhering to codes of practice.</li> <li>• The ability to deal autonomously with children/young people and carers of service users with significant eating disorders.</li> <li>• The ability to deal with untoward situations that may suddenly occur within the clinical environment quickly and effectively with limited other clinical staff support to manage the situation.</li> <li>• To ensure the provision of support to children/young people and their families/carers, this is likely to include exposure to highly distressing and emotional circumstances.</li> </ul>

<p>provision of professional and clinical leadership.</p> <ul style="list-style-type: none"><li>• To contribute to the creation of an environment that promotes clinical excellence in their professional practice and empowers staff to develop high levels of clinical skills</li></ul>	<ul style="list-style-type: none"><li>• To use specialist knowledge across the range of work procedures and practices, underpinned by theoretical knowledge or relevant practical experience, and Continuous Professional Development.</li><li>• To plan and prioritise own clinical caseload, and respond to and adjust schedule of work as required.</li><li>• To be responsible for the direction of workload management across the identified team.</li><li>• To be responsible for the clinical caseload of other staff, where appropriate, and to support them to respond to the requirement to adjust schedules of work.</li><li>• To act as lead professional or care co-ordinator for a complex caseload of young people.</li><li>• To use professional skills and knowledge to deliver effective interventions to children/young people and their families/carers, whilst developing and maintaining professional boundaries.</li><li>• To be young person and family focused, working collaboratively with key partner organisations, clinicians and other practitioners within the multi-disciplinary team.</li><li>• To maintain a commitment to person centred care and to promote the use of the teams identified NICE informed interventions.</li><li>• To be able to demonstrate knowledge of Clinical Governance and CPA and demonstrates the ability to apply them in practice.</li><li>• To effectively manage appropriate prioritisation of own workload.</li><li>• To be an effective team member and team leader, working alongside other administration staff and clinical/managerial colleagues.</li></ul>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

- To be flexible and adaptable in approach to all work duties.

Skills and Abilities

- To participate in the Trust's Supervision and Appraisal processes.
- To utilise existing supervisory systems, including monitoring and developing standards for own reflective practice, in consultation with identified senior staff member.
- To develop a high degree of professional autonomy and responsibility, and to accept responsibility for own professional actions and decision making, whilst being aware of levels of own competence, acknowledging limitations and seeking support when required working within the scope of the professional code of conduct
- To provide and respond to feedback constructively and appropriately.
- To demonstrate evidence of continuous personal and professional development.
- To attend local, regional and national training and service development meetings, as required and agreed with clinical supervisor/Operations Manager.
- To demonstrate up to date knowledge, skills and continual improvement by identifying own strengths and weaknesses, taking responsibility for own continuing development, participating in self-study, learning opportunities, individual and peer supervision, acting as a role model for students and junior therapists.
- To ensure up to date personal awareness and knowledge of Trust wide issues and directives, applying the knowledge in the workplace, including attending appropriate directorate briefings and meetings.
- To participate in relevant training as required.
- Experience in managing teams.



## About the role – linking with our 4 Leadership Behaviours

### ENGAGING PEOPLE/WORKING TOGETHER

- To develop and maintain relations with local, regional and national services, including Health, Education, Social Care, and the Voluntary sector, to ensure that services are client centered
- Maintain relationships with key stakeholders including paediatric wards, NHS England, CCG, Schools.
- To be able to work weekends and evenings, as required.
- To be able to travel easily across county, and to work from a variety of CAMHS sites, and community settings.
- To assist with the cover of colleagues during absence due to sickness and holidays.
- To apply a flexible approach to the job to meet the changing needs of the Directorate and Trust
- Such other duties appropriate to the grade and the needs of the department, as agreed between the post holder and the Line Manager from time to time.
- The ability to have courageous conversations with others.
- The ability to support colleagues to be the best they can in work.

### BEING AUTHENTIC

- To maintain a high standard of confidentiality and work within the Trust's Policies and Procedures.
- To be able to communicate to a wide range of people, using a variety of skills, and with the ability to utilise effective verbal and non-verbal communication skills, recognising the need for alternative methods of communication to overcome different levels of understanding, cultural background and preferred ways of communicating particularly when the information can be highly complex.
- To build collaborative relationships with other agencies involved in the care of children and young people with mental health issues, where appropriate.
- To communicate all relevant information to appropriate parties through reports, letters and other media, ensuring issues relating to confidentiality and child protection are addressed.
- To develop specialised advice and education packages, in relation to the care of children/young people and families/carers, and ensure these are shared across organisations, where appropriate.
- To provide advice and consultation on behalf of the identified Team, and for other appropriate agencies, working across professional and educational boundaries,

to promote high quality mental health care for children/young people and their families/carers.

- To ensure attendance at, and appropriate and professional expression of relevant clinical opinions into multi-agency team discussions. To ensure that all staff within identified Team are encouraged and supported to engage in appropriate team discussions.
- To attend relevant meetings, and give formal presentations when required.

#### TAKING RESPONSIBILITY

- To maintain confidential, accurate and accessible records of all clinical work, in line with Trust Policy and information systems.
- To escalate any concerns following local escalation processes.
- Maintain professional and local training requirements.
- Identify professional development opportunities and identify areas of improvement.
- Reflective practitioner.

#### EMBRACING CHANGE

- To use highly developed skills to promote change when required, managing the feeling this may cause in a team.
- Identify opportunities for positive change in the team.
- To use highly developed skills to observe and assess the behaviour and interactions of individuals within a family or group setting, or an arena out of the clinical environment.
- To effectively use body language and verbal communications to deal with the service users' fears and distresses, and to utilise exceptional communication skills, understanding where the distress may originate from and to de-escalate potentially aggressive situations.

## Benefits

Salary 	Location of work 	Permanent/fixed term 								
<p><b>Band 7</b></p> <p>You will be paid on the 27<sup>th</sup> of each month. If this date falls at a weekend you will be paid on the Friday before this date.</p>	<p><b>Base: County Wide – Multiple CAMHS Bases</b></p> <p>Must be able to travel independently to other bases in the Trust across Northamptonshire.</p>	<p><b>Permanent</b></p>								
Hours/pattern of work 	Annual leave and bank holiday entitlement 	Pension entitlement 								
<p><b>Full Time</b> Generally Monday to Friday 9 – 5pm although may be some requirement for weekend and evening work.</p>	<table border="1"> <tr> <td>Length of service</td> <td></td> </tr> <tr> <td>On appointment</td> <td>27 days + 8 days</td> </tr> <tr> <td>After five years' service</td> <td>29 days + 8 days</td> </tr> <tr> <td>After ten years' service</td> <td>33 days + 8 days</td> </tr> </table>	Length of service		On appointment	27 days + 8 days	After five years' service	29 days + 8 days	After ten years' service	33 days + 8 days	<p>Details on the benefits of the NHS Pension Scheme can be found here:</p> <p><a href="https://www.nhsbsa.nhs.uk/nhs-pensions">https://www.nhsbsa.nhs.uk/nhs-pensions</a></p>
Length of service										
On appointment	27 days + 8 days									
After five years' service	29 days + 8 days									
After ten years' service	33 days + 8 days									
Health and Wellbeing  Because your health matters too	Learning and Development 	Equality and diversity 								
<p>Our Occupational Health and Wellbeing team support our staff through many different channels. Whether you have a physical or emotional issue or want to take positive steps to improve your fitness, this team can help you.</p> 	<p>Our Learning and Development team provide effective and impactful learning solutions for our staff. Our experienced team of facilitators offer a wide range of opportunities from corporate induction, mandatory and role specific training, personal development and leadership training.</p>	<p>We are committed to ensuring people are treated equally and fairly whether at work, during care or out in the community. Equality, diversity and inclusion will always be a core focus and commitment for team NHFT. We have a number of staff networks to support this focus too. These networks are open to all our staff.</p>								

Find out more about us at:

[www.bit.ly/24hoursinNHFT](http://www.bit.ly/24hoursinNHFT)

[www.nhft.nhs.uk](http://www.nhft.nhs.uk)

### **Confidentiality and Data Protection**

Any matters of a confidential nature, including patient and staff records, and any commercially sensitive information must, under no circumstances, be divulged or passed on to any unauthorised person or persons without a legal basis to do so. In accordance with the Data Protection Act 2018, if you are required to access personal data held in any format, you will be expected to adhere to the Trusts Information Governance Policies, copies of which are held on the staff intranet.

Any breach of confidentiality or data protection legislation will result in disciplinary action and may result in summary dismissal.

### **Infection Control**

The prevention and control of healthcare associated infections in service users, staff and visitors is taken seriously by the Trust. All staff employed by Northamptonshire Healthcare NHS Foundation Trust are required to adhere to the Trust infection control policies and procedures.

Employees must be aware of the importance of protecting themselves, service users and visitors and of maintaining a clean safe environment. Any breach in infection control practice, which places service users, other staff or visitor at risk, may result in disciplinary action. Each staff member is responsible for ensuring they identify together with their manager, their infection control training needs in their PDP.

### **Health and Safety**

To carry out the duties placed on employees by the Health and Safety at Work Act 1974 i.e.

- I. To take reasonable care for the Health and Safety of themselves and of other persons who may be affected by their acts or omissions at work.
- II. To co-operate with their employer as far as is necessary to meet the requirements of the legislation.
- III. Not to intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare in the pursuance of any relevant statutory provision.

### **No Smoking**

In order to protect the health of employees, patients and visitors, Northamptonshire Healthcare NHS Foundation Trust operates a No Smoking Policy. Therefore smoking is prohibited in all of the Trust's buildings, grounds and all Trust-owned or leased vehicles.

### **Equality and Diversity**

To ensure that all duties are carried out to the highest possible standard, and in accordance with current quality initiatives within the area of work and the Trust Managing Diversity and Equal Opportunities in Employment Policy.

### **Risk Management**

To have a commitment to identify and minimising risk, report all incidents and report to manager any risks, which need to be assessed.

### **Safeguarding Adults and Children**

It is the duty of all staff working for the Trust;

- To recognise that promoting the welfare and safeguarding children, young people and adults is everyone's business and access training and supervision as appropriate to the role.
- To support the organisation in ensuring service users are protected from abuse or the risk of abuse and their human rights are respected and upheld.
- To ensure concerns are responded to appropriately in line with the Trust's Safeguarding Adults Policy and the Child Protection Policy and interagency safeguarding procedures.
- To comply with recruitment and other checks as requested by the organisation including undertaking an Enhanced Disclosure via the Criminal Records Bureau.

### **Professional Registration**

All qualified/ professional staff are required to adhere to the relevant Code of Practice (and other guidance issued by them). It is the responsibility of the individual concerned to keep professional registered and updated in accordance with the requirements of the relevant Code of Practice and to follow guidance issues by the professional body.

**Policies and Procedures**

The post holder is expected to comply with all relevant Trust policies, procedures and guidelines. Any contravention of the Trust Policies or managerial instructions may result in disciplinary action being initiated.

**Review of Job Description/Person Specification**

This is not an exhaustive list of duties and responsibilities, but indicates the key responsibilities of the post. The post holder may be required to undertake other duties as may reasonably be required commensurate with the grade and/ or hours of work at the postholder's initial place of work or at any other of the Trust's establishment.

**NOTE:** This is a description of the job as it is at present constituted. It is the practice of this Trust regularly to examine employee's job descriptions and to up-date them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed.