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| **University of St Andrews**  **Student Services**  **Clinical Supervisor – AD2235AS**  **Further Particulars for Applicants** |

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| **Student Services** |

Student Services provides a comprehensive welfare and support service for all matriculated students. This includes:

• Counselling, Wellbeing advice and Mental Health coordination

• Immigration, Disability, Finance, and Academic advice.

• Advice and Support Centre

• Pastoral support in halls of residence through the Warden Service.

The unit offers a wide range of services to students. We aim to provide sector-leading services and have recently secured accreditation with APPTS (Accreditation Programme of Psychological Therapies Services, Quality Standards Team at the Royal College of Psychiatrists in partnership with the British Psychological Society). Student Services work to meet the requirements of the University and are flexible enough to respond to changing circumstances. The highly trained staff have knowledge of the wider University as well as experience of legislation and local external networks. Student Services Staff are committed to the vision of working together to help the students have a great University experience.

The Clinical Supervisor will work with managers in Student Services to ensure appropriate delivery of clinical supervision for staff in Student Services and the wider university.

They will encourage and facilitate the professional development of counsellors, wellbeing advisers and mental health practitioners by mentoring and monitoring their work toward individual accreditation with professional bodies. The post holder will also assist in the wider clinical supervision related to the ongoing transformation of approaches to wellbeing and mental health within the whole university community. They will act as a “first response” when there is a report that a member of staff needs to debrief or reflect after an emotionally challenging student situation. The Postholder will participate in the out of hours rota currently staffed by Directors in Student Services.

Although the role will be primarily a daytime one (Monday to Friday), there will be some necessity to work out of hours. Student Services operates extended hours until 7pm during semester. The successful applicant will be required to work flexibly.

The post holder will have a PG diploma in CBT or Counselling/Clinical Psychology, and have training in supervision. They will have significant experience in the field of one to one mental health work, risk assessment and supervision. The role requires excellent communication skills and the ability to engage effectively and professionally with students, staff and external stakeholders. You will have extensive experience of working in a busy, first response, setting (e.g. medical, social work, etc.). You will have experience of working in a multi-disciplinary context. Experience of working with students will be advantageous. An ability to remain calm under pressure and to prioritize work is vital.

**The job description for this role is attached below.**

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| **Job Description** |

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| Job Title: Clinical Supervisor  School/Unit: Student Services  Reporting to: Deputy Director of Student Services  Responsible for: shared management of the Counselling, Mental Health and Wellbeing Team  Job Family: Managerial, Specialist & Administrative | Working Hours: to be mutually agreed  Grade/Salary Range: Grade 7/£40,792 - £50,132 *per annum (pro rata)*  Protection of Vulnerable Groups (PVG) Requirement: Enhanced  Reference No: AD2235AS  Start Date: as soon as possible  Interview Date: 13 August 2019 |

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| **Main Purpose of Role** |

The Clinical Supervisor will work primarily with mangers in Student Services and the wider university to ensure appropriate delivery of clinical supervision for trainees and staff in Student Services and for those who work in the wider university. The post holder will be responsible for the auditing and provision of clinical supervision in the wider university community. They will be primarily based in Student Services and provide part of the unit’s “first response” particularly in cases of emergency when a when there is a report that a member of staff needs to debrief or reflect after an emotionally challenging student situation. The successful applicant will require to establish and maintain supportive and functional relationships, be flexible in their approach and capable of responsible decision making.

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| **Key Duties and Responsibilities** |

The post holder will be required to work within the following framework, subject to review:

1. At the highest frequency, clinical supervision for dedicated staff focussed on counselling and/or therapeutic interventions for those with mental health difficulties. This will include staff associated with Student Services and the wider university.

2. At the medium level frequency, clinical supervision for those whose work is not focussed on counselling or therapeutic interventions but whose work involves supporting those with mental health difficulties in other ways. This would include, for example, Disability Advisers, since they are working with a growing number of individuals who have long term mental health problems.

3. At a lower level frequency, clinical supervision for those whose work is not focussed on counselling, therapeutic interventions or regular support services, but who from time to time, have to deal with individuals in mental health crisis situations which can be harrowing for them as well as the individual in crisis. This could include, for example, academic staff (such as Directors of Teaching) and professional staff (such as residence wardens) who undertake wellbeing responsibilities or have unpredictable emotionally challenging contacts with students.

Key duties and responsibilities include:

* In conjunction with qualified managers in Student Services, delivering evidence based Clinical Supervision to staff in Student Services and the wider university.
* Encourage and facilitate the professional development of counsellors, wellbeing advisers and mental health practitioners by mentoring and monitoring their work toward individual accreditation with professional bodies.
* Identifying and prioritising Clinical Supervision Requirements University wide.
* Provide supervision sessions for any staff in the wider University community e.g. Academic Wellbeing Officers, to reflect upon emotionally challenging student situations
* Identifying training needs for staff and working with managers in Student Services/CAPOD/external providers to develop training sessions/programmes
* A minimum of 10% of work will be in evidence-based assessment and support of students on a one-to-one basis.
* Participate in Student Services Out of hours on call rota – approximately one week in seven.
* Ensure prudent use of all resources and promote the autonomy, resilience and independence of students/staff.
* Ensuring consistent best practice in risk assessment, in evidence based interventions and embedding Bibliotherapy, online CBT, other self-help interventions into practitioners’ practice
* Liaising with Departments and Units of the University, as well as with key external agencies, in staff situations and in the development of the Service.
* Undertake presentations and training to external and internal audiences.

Special Requirements:

Student Services operates extended hours, 9am -7pm during semester. The successful applicant is expected to work flexibly and be available when difficult crises arise institutionally. This can mean working outwith normally agreed hours.

*Please note that this job description is not exhaustive, and the role holder may be required to undertake other relevant duties commensurate with the grading of the post. Activities may be subject to amendment over time as the role develops and/or priorities and requirements evolve*.

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| **Person Specification** |

This section details the attributes e.g. skills, knowledge/qualifications and competencies which are required in order to undertake the full remit of this post.

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| **Attributes** | **Essential** | **Desirable** | **Means of Assessment**  (i.e. application form, interview, test, presentation etc) |
| Education & Qualifications  (*technical, professional, academic qualifications and training required)* | Degree level or equivalent  Post-graduate diploma in CBT or Counselling/Clinical Psychology  Qualified to deliver clinical supervision  Accredited member of a relevant professional body, e.g. HCPC, BABCP | Doctorate or Masters level qualification in CBT/Clinical/Counselling Psychology  Doctorate or Masters level qualification in supervision | Certificates |
| Experience & Knowledge  (*examples of specific experience and knowledge sought*) | Experience of providing supervision to staff who work with people in distressing situations.  Significant experience of working with people in crisis  Significant experience of working with people with mental health problems using evidence-based practice according to NICE/Matrix  Experience of working in a multi-agency and interdisciplinary context | Extensive knowledge and experience of Scottish university policies and procedures  Working in a Higher or Further Education setting | Application and interview |
| Competencies & Skills  (*e.g. effective communication skills, initiative, flexibility, leadership etc*) | Excellent written and oral communication skills  Ability to work flexibly and independently  Competence in using standard computer  systems  Approachability with specific aptitude for working with people in a non-judgemental manner  Ability to establish and maintain supportive relationships with staff that facilitate open communication and mutual respect |  | Interview/ presentation / role play |
| Other Attributes/Abilities  (if applicable) | Inspirational attitude and a strong team player with an approachable but confident manner, able to remain calm and deliver under pressure | Desire to develop and continuously improve specialism and knowledge in areas of responsibility | Interview/ presentation / role play |

**Essential Criteria** – requirements without which a candidate would not be able to undertake the full remit of the role. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the short listing stage.

**Desirable Criteria** – requirements which would be useful for the candidate to hold. When short listing, these criteria will be considered when more than one applicant meets the essential requirements.

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| **Other Information** |

We encourage applicants to apply online at [www.vacancies.st-andrews.ac.uk/welcome.aspx](http://www.vacancies.st-andrews.ac.uk/welcome.aspx), however if you are unable to do this, please call +44 (0)1334 462571 for a paper application form.

For all applications, please quote ref: AD2235AS

Before an appointment can be confirmed, you will be subject to an Enhanced PVG check.

The University is committed to equality for all, demonstrated through our working on diversity awards (ECU Athena SWAN/Race Charters; Carer Positive; LGBT Charter; and Stonewall). More details can be found at <http://www.st-andrews.ac.uk/hr/edi/diversityawards/>.

The University is committed to equality of opportunity.

The University of St Andrews is a charity registered in Scotland (No SC013532).

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| **Obligations as an Employee** |

You have a duty to carry out your work in a safe manner in order not to endanger yourself or anyone else by your acts or omissions.

You are required to comply with the University health and safety policy as it relates to your work activities, and to take appropriate action in case of an emergency.

You are required to undertake the Information Security Essentials computer-based training course and adhere to its principles alongside related University Policy and Regulations.

You are responsible for applying the University’s equality and diversity policies and principles in your own area of responsibility and in your general conduct.

You have a responsibility to promote high levels of customer care within your own area of work/activities.

You should be adaptable to change, and be willing to acquire new skills and knowledge as applicable to the needs of the role.

You may, with reasonable notice, be required to work within other Schools/Units within the University of St Andrews.

You have the responsibility to engage with the University’s commitment to Environmental Sustainability in order to reduce its waste, energy consumption and carbon footprint.

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| **Who Are We? St Andrews At a Glance** |

Third oldest university in English speaking world

Consistently ranked [one of the UK’s top five universities](https://www.timeshighereducation.com/news/table-tables-2019-lincoln-and-nottingham-trent-top-30)

Award-winning [teaching quality and student experience](https://news.st-andrews.ac.uk/archive/st-andrews-top-in-the-uk-for-student-experience/)

Top in UK for [student satisfaction](https://news.st-andrews.ac.uk/archive/a-decade-at-the-top-for-scotlands-first-university/)

Research-intensive – ranked 14th in [UK Research Excellence Framework](https://www.ref.ac.uk/2014/)

Athena Swann [Bronze Award holder](https://news.st-andrews.ac.uk/archive/athena-swan-awards/)

[Strategy](https://www.st-andrews.ac.uk/about/governance/university-strategy/) founded on ambition to be World-Leading, Diverse, Global, Entrepreneurial and Socially Responsible.

Over 9000 students and 2500 staff

Highly international – over 45% of students and staff are from outwith the UK

A non-campus university, closely integrated with the ancient town of St Andrews

Top quality [sports](https://www.st-andrews.ac.uk/sport/), [music](https://news.st-andrews.ac.uk/archive/university-trumpets-construction-of-12.5-million-music-centre/) and [nursery](https://www.st-andrews.ac.uk/hr/edi/carers/childcare/nurseries/) facilities for staff and students

Committed to sustainability and a [pioneer of green energy solutions](https://news.st-andrews.ac.uk/archive/award-winning-biomass-plant-commissioned/)

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| **The University & Town** |

Founded in the early 15th century, St Andrews is Scotland’s first university and one of the oldest in the world.

Situated on the east coast of Scotland and framed by countryside, beaches and cliffs, [the town of St Andrews](https://en.wikipedia.org/wiki/St_Andrews) was once the centre of the nation’s political and religious life.

Today, it’s a vibrant academic town with a distinctively cosmopolitan feel where students and university staff account for more than half of the local population.

The University of St Andrews is a diverse and international community of almost 12,000 students and staff, typically of over 140 nationalities. It has over 9000 students, just over 7,000 of them undergraduates, and employs approximately 2,500 staff - made up of c. 1,190 in the academic job families and c 1,350 in the non-academic job families.

Under the leadership of current [Principal Professor Sally Mapstone](https://www.st-andrews.ac.uk/about/governance/key-officials/principal/), the University’s [Strategy (2018-23)](https://www.st-andrews.ac.uk/about/governance/university-strategy/) is to broaden its global influence, become more diverse and consolidate its long-held position amongst the top five universities in the UK.

The plan sets out St Andrews’ ambitions to grow its international profile, champion diversity and inclusivity, expand its portfolio of world-leading research, develop stronger links with industry and embed a new culture of entrepreneurship among students and staff.

It also places social responsibility at its heart, with a pledge to manage growth in student numbers, foster a growing culture of sustainability and pursue a research and teaching agenda for the wider public good.

The University is one of Europe’s most research-intensive seats of learning. In the [Research Excellence Framework (REF) 2014](https://www.ref.ac.uk/2014/) it was ranked top in Scotland for quality of research output and one of the UK’s top 20 research universities.

St Andrews is consistently held to be one of the United Kingdom’s top five universities in university league tables compiled by [The Times and The Sunday Times](https://www.thetimes.co.uk/article/good-university-guide-in-full-tp6dzs7wn), [The Guardian](https://www.theguardian.com/education/ng-interactive/2018/may/29/university-league-tables-2019) and [The Complete University Guide](https://www.thecompleteuniversityguide.co.uk/league-tables/rankings).

It has frequently been rated the leading university in Scotland for [teaching quality and academic experience](https://news.st-andrews.ac.uk/archive/st-andrews-top-in-the-uk-for-student-experience/), and in the National Student Survey 2018/19 was [the leading mainstream UK university for student satisfaction.](https://news.st-andrews.ac.uk/archive/a-decade-at-the-top-for-scotlands-first-university/)

In international and world rankings St Andrews scores highly for teaching quality, research, international outlook and citations. It is currently a World Top 100 institution in the [QS World University Rankings 2019.](https://www.topuniversities.com/university-rankings/world-university-rankings/2019)

St Andrews’ reputation for teaching, research and student satisfaction make it one of the most sought-after destinations for prospective students from the UK, Europe and overseas.

The University typically averages 12 applications per place and has not offered Clearing places for over a decade. St Andrews has highly challenging academic entry requirements to attract only the most academically potent students in the Arts, Sciences, Medicine and Divinity.

St Andrews holds an Institutional [Athena SWAN Bronze Award](https://news.st-andrews.ac.uk/archive/athena-swan-awards/), while the Schools of Biology, Physics & Astronomy and Psychology and Neuroscience have achieved [Athena SWAN Silver Awards.](https://www.st-andrews.ac.uk/hr/edi/sex_gender/athenaswansupport/)