



MSc Play Therapy

Module Leader

Practice Theory and Placement

DEADLINE – Thursday 18th of July 2024



Queen Margaret University
EDINBURGH



With Kids is a Company Limited by Guarantee with Charitable Status. Company number SC343897, Charity number SC022467. Registered address is With Kids, 15 Annfield Place, Glasgow, G31 2XE. www.withkids.org.uk



Overview

Role:	MSc Play Therapy Module Leader: Practice Theory and Placement
Salary Range:	£34,400 to £37,600 per annum (depending on experience).
Hours:	Part time - 17.5 hours per week (pro rata 0.5fte). Term time - 40 weeks.
Deadline:	5pm, Thursday 18th of July 2024

With Kids

With Kids is a unique children's mental health charity operating across the central belt at the forefront of the provision of Play Therapy in Scotland. We offer specialist support to children under 12 who are struggling to manage their emotions, participate at school or make friends due to trauma/adverse experiences. We work with families of children receiving Play Therapy, and families in the wider community, to provide tailored support; counselling, parenting strategies, material support and community activities, such as arts and crafts activities, after school club and cinema nights.

Our priorities are to contribute to addressing cycles of poverty by improving the mental health of children, their families and the wider community.

Our vision is to create nurturing communities where children can thrive.

"I have to give a five-star rating to With Kids. They support me and my family as individuals and as a group. This is the best way of working".

We employ around 50 staff, many of whom are Play, Art, Child and Speech and Language Therapists and Community Development and Family Support Workers, and we also have a small Business Support team.

"I love working here and feeling part of a team, an organisation with such as positive approach, shared values, strengths and connections, care and focus on child welfare. With Kids do things properly and are always looking to improve".

The role

This is a fantastic opportunity to come on board an established MSc in Play Therapy run by With Kids (in Glasgow), in collaboration with Queen Margaret University.

The Module Leader will contribute to the development, planning, review and delivery of learning and teaching as part of the MSc in Play Therapy programme team.

We are looking for an experienced and knowledgeable applicant who is passionate about Play Therapy, and skilled at sharing their knowledge and experience.

The course is accredited by the British Association of Play Therapists, and is taught on a part-time basis, over a 3 year period, running each Tuesday and Wednesday during university semesters.

It is expected that the successful candidate will contribute to the overall development and progression of this successful course.

Job Description			
Job Title:	MSc Play Therapy Module Leader: Practice Theory and Placement		
Salary Scale Grade / Salary:	Grade E/F	FTE:	0.5 fte
Reports to:	MSc Course Director		
Direct reports:	None		
Budget:	None		
Job Location:	Glasgow		
Purpose of the role			
<p>Working within the context of the With Kids charitable mission and strategic plans the post holder will assist in the development and delivery of the MSc Play Therapy course, providing a high quality learning experience to all students.</p> <p>The post holder will be required to work flexibility at certain times of the academic year to facilitate student on-boarding, timely marking of student assignments, resits and late submissions and relevant meetings and to enable effective student intake processes. Some flexibility for submissions in summer months is expected.</p>			
Key areas of responsibility			
Delivery of the Programme			
<ul style="list-style-type: none"> • Deliver teaching and facilitate learning at postgraduate level, across a number of modules • Provide a range of learning and teaching experience for the student learners including using experiential and multimedia resources. • Contribute to and participate in module / programme development and maintenance, including development of teaching materials, methods and approaches. • Make use of and develop QMU virtual learning environment for the delivery of the programme and assessment • Work effectively, collaboratively and maintain professional standards while working with the programme team, QMU networks and external partners • Engage with and participate in QMU and With Kids' requirements for evaluation of Quality Assurance of the programme including network meetings and monitoring performance reports • Attend programme team and staff meetings, participate in professional supervision sessions and any in-service training and externally provided Continuous Professional Development activities as agreed and as appropriate. • Work with colleagues to maximise the use of the website and social media platforms for raising awareness With Kids and the MSc in Play Therapy • Adhere to non-discriminatory practices and maintain a high level of confidentiality and discretion • Assist with academic administration duties, supporting the effective and efficient delivery of the programme. • Liaise and communicate effectively with colleagues and student learners • Liaise effectively with external partners such as professional bodies and placement providers • Use initiative, skills and knowledge in all aspects of the role 			

Assessment and Marking

- Set assignments and learning tasks
- Develop effective assessment patterns and ensure adequate and timely feedback to students
- Mark essays and assignments and ensure adequate and timely feedback to students
- Complete Moderation forms when appropriate
- Input marks and feedback from assignments on Canvas at QMU

Personal Academic Tutor Role

- Prepare students for, and support students in, Placement Practice
- Provide regular pastoral welfare and academic care for students in the role of Personal Academic Tutor
- Provide Clinical Supervision to students
- Take decisions regarding student issues in consultation with the Course Director
- Monitor students' progress on placement and academically

Other

- Maintain and input data for systems used for MSc programme and organisational administration and contribute to evidencing the impact of the work.
- General clerical and administrative duties, supporting colleagues when required.
- Ensure that With Kids Health, Safety and environmental policies are adhered to.
- Responsible for your own Health and Safety and that of others, in accordance with the organisations arrangements and relevant national legislation.
- Work in accordance with all other With Kids policies and procedures.
- Carry out any other reasonable duties that may be required to meet the needs of With Kids, including occasional evening and weekend working.
- To work in such a way that supports the organisation to #KeepThePromise

Note:

The MSc team tasks will be reviewed in the year 24/25 and some slight changes to job descriptions or tasks may be requested.

Person Specification*A = Application, I = Interview*

Qualifications / Membership	Essential	Desirable	Assessed
Educated to degree level. Master's degree or Post Graduate level in Play Therapy	X		A, I
Experience of working as a play therapist for 4 years or more	X		A
Published papers and articles in relevant journals and/or publications		X	A
Registered Healthcare Practitioner (HSPC, BAPT, PTUK)	X		A,
Evidence of continuous professional development	X		A

Experience	Essential	Desirable	Assessed
Experience of working autonomously and in teams	X		A, I
Experience of supporting and assessing students in education and/or in practice,		X	A, I
Experience of development of academic programmes		X	A, I
Experience of teaching in Higher Education / Experience of training in different contexts		X	A, I
Experience of delivering online teaching/learning and assessment		X	A, I
Experience of using web-based learning management systems as a teaching tool		X	A

Skills and abilities	Essential	Desirable	Assessed
Ability to communicate effectively with students and provide inspiration for their academic learning	X		A, I
Ability to provide clinical supervision	X		A, I
Excellent verbal and written communication skills	X		A, I
Ability to support the well-being of students	X		A, I
Excellent research, planning and organisational skills, with attention to detail.	X		A, I
Skilled user of information technology: use of office software products (word, email, calendar, teams), use of web-based image, audio or video editing software, and of databases.	X		A
Having a valid driving licence and/or access to a car for business purposes would be desirable		X	

Knowledge	Essential	Desirable	Assessed
Excellent knowledge of contemporary theory and practice in Play Therapy.	X		A, I
A comprehensive understanding of the social and emotional issues experienced by families and children including but not limited to, ACEs, societal issues and trauma.	X		
Understanding of Higher Education (HE) in Scotland, including the Scottish Credit and Qualifications Framework.		X	A, I
Knowledge and commitment to equal opportunities and anti-discriminatory practice.	X		A, I
Knowledge of children's human rights	X		A, I

Competencies	Essential	Desirable	Assessed
Has a passion and vision to develop this role.	X		I
Works collaboratively with others and treats people with respect.	X		A, I
Utilises resources and skills effectively, sets objectives and monitors progress to achieve results	X		A, I
Ability to work autonomously and demonstrates confidence in capacity to work in context	X		A, I
Able to accept constructive feedback and integrate this into role	X		A, I
Highly motivated and able to use own judgement and initiative	X		A, I

¹ A combination of the qualifications, experience, skills and competencies of the candidates application will be assessed through application / CV review and interview. Where potential method is identified above as 'interview', not all criteria will be used, only a selection of the above will be reflected in the questions asked at interview.

Summary - A summary of the main terms of employment are as follows:

Primary place of work	With Kids, 15 Annfield Place, Glasgow, G31 2XE
Salary	£34,400 - £37,600 per annum fte, pro rata for part-time, term time posts, and placement on the scale will depend on experience. <i>The Board of Trustees review salaries annually in June. Any potential for incremental rises and other increases are considered.</i>
Salary Payment	Salary paid on or around the 23 rd of the month
Contract type	Term Time (40 weeks per annum). Open-ended contract
Hours	17.5 hours per week (0.5 fte).
Annual Leave and Public Holidays	With Kids offers full time employees 28 days annual leave and 12 days of public holidays. Part time staff are entitled to this on a pro-rata basis. Term Time staff take their annual leave out with term time.
Pension	The organisation offers NEST Defined Contribution pension scheme.
Learning & Development	The organisation is committed to providing staff with learning and development opportunities to ensure that individuals can contribute fully to the achievement of organisational objectives.
Probation	This post is subject to a six-month probationary period.
PVG / Disclosure / Health and Criminal Declarations.	A criminal record / PVG Scheme membership check may be required for this post. As part of the application process will be required to complete health and criminal record declarations.

The Process

Closing date and Interviews	Please send your completed application to us at k.simpson@withkids.org.uk , as soon as possible, and by 5pm on Thursday 18th of July 2024 at the latest. Applications will be reviewed on receipt and suitable individuals invited for interview.
Further Information	If you would like to discuss this role with someone prior to applying, please email suitable date(s) and time(s) along with your contact telephone number to k.simpson@withkids.org.uk , who will get back to you in due course.

This application pack is for general guidance of applicants and will not form part of the contract of employment. Any offer of employment will be subject to the receipt of satisfactory references, PVG scheme membership (if applicable) and evidence of the candidates right to work in the UK.

Fair Work First Statement

With Kids is committed to ensuring that staff are treated with dignity and respect; and creating and maintaining a working environment that reflects our ethos and values. All our policies are written with the aim of creating and maintaining a working environment that celebrates diversity, creativity and is supportive to our staff.

Equally, With Kids expect employees to act at all times in the best interests of With Kids and the children, families and students it serves. This includes minimising service disruption and prioritising that, wherever possible, before personal interests.

With kids is a small organisation with a lean management structure. We are an equal opportunities employer and recognise that our staff are our most valuable asset. The details below outline the way we deliver best working practices.

We are committed to providing **security of employment**, work and income for all staff. We do this by:

- paying the real living wage or above for ALL staff,
- being a Living Wage Accredited Employer,
- not using zero hour contracts or any other exploitative working patterns,
- providing whenever possible, open-ended contracts for staff, with confirmed hours and work patterns
- operating flexible working arrangements which support family life and caring commitments, and
- offering and contributing to a company pension scheme.

We respect all staff and treat them **respectfully** no matter their role or status. We show this by:

- ensuring that we have in place policies and practices that respect health, safety and well-being,
- understanding the personal and family lives of each member of staff and taking account of the concerns they have, and
- offering opportunities for flexible working,
- enhanced maternity, parental and adoption leave, and pay are available for all staff, and staff are supported to return to work through keeping in touch days,
- workplace adjustments are in place for disabled staff or those with long term health conditions who need it. Additional support for adjustments are accessed through Access to Work,
- Promoting and supporting a mentally healthy workplace where mental health and wellbeing is meaningfully discussed and where stigma and discrimination is addressed, and
- Provide support to those experiencing menopause in the workplace.

We treat all staff **equally and provide fair opportunities** to secure employment and progress in work.

We do this by:

- adhering to robust recruitment and selection procedures,
- delivering a robust induction programme,
- providing relevant training and development opportunities,
- having a fair, transparent, and agreed pay structure / salary scale, where salary levels relate to roles and not to individual people,
- having in place fair promotion and progression practices,

We recognise the need to offer all staff opportunities that provide **fulfilment** in their working lives. We do this by:

- providing opportunities that allow staff to use their skills to greatest effect,
- encouraging staff to suggest changes in work practices,
- developing staff skills by collaborating with staff to agree relevant training courses and providing opportunities for personal development and career advancement,
- for therapeutic delivery staff, putting in place opportunities for external clinical supervision and regular clinical case management, and
- staff wellbeing, learning and development is integrated in the organisation's strategic and operational planning, ensuring both individual and organisational needs are met.

We recognise the importance of giving all staff an **effective voice** on how the organisation operates. We do this by:

- providing opportunities for staff to raise any issues or concerns with management,
- ensuring that there is a clear communication system in place,
- arranging regular opportunities for staff to meet and talk to board members both informally and formally,
- staff have opportunities to influence the organisation's approach to workplace equality, which can include sharing their own experiences, and
- asking all relevant staff to be members of appropriate professional organisation such as British Association of Play Therapists.

Fair Processing Notice

This notice explains what information we collect, when we collect it and how we use this. During the course of our activities, we will process personal data (which may be held on paper, electronically, or otherwise) about you and we recognise the need to treat it in an appropriate and lawful manner. The purpose of this notice is to make you aware of how we will handle your information.

How we use your information

The information we collect from you will in the main be basic personal and contact details, which we require to carry out our normal activities. There are occasions however where we are required to collect data of a more sensitive nature which we will always treat with the utmost confidentiality.

We will only hold your personal data for as long as is necessary for the relevant activity, or as required by law (we may be legally required to hold some types of information), or as set out in any relevant contract we have with you.

We may collect the following personal information about you:

- Name
- Address
- Date of birth
- Telephone number(s)
- Email address
- Employment history
- Educational achievements
- Professional memberships
- Gender
- Disability
- Signature
- Right to work in the UK
- Criminal record declaration / PVG Scheme membership
- Driving licence status
- References to support your application

We will also collect additional information when we make an applicant an offer of employment. This could include requesting and holding a copy of your passport, national insurance number and in some circumstances a valid driving licence, insurance and MOT documents.

We will not collect any personal data for you that we do not need.

How your information will be used

We need your information and will use your information to:

- Meet our legal obligations including information we must provide to regulators and statutory authorities;

- Ensure that an applicant has the legal right to work in the UK.
- Make reasonable adjustments for a candidate who is disabled
- Produce and monitor recruitment and selection statistics.
- Check criminal convictions information to ensure we meet legal obligations in relation to certain positions
- Process your data before entering into a contract with you, if your application for employment is successful.
- Process data during the recruitment and selection process to help us manage the process, and to assess an applicant or candidate's suitability for employment.
- Respond to and defend against any possible legal claims.

Consent

Where we collect special category data such as information about your ethnicity, sexual orientation, health or religion we do so for our monitoring purposes and only with your explicit consent. We also need and use your information for all other purposes consistent with the proper performance of our operations and business.

Sharing of Your Information

The information you provide to us will be treated by us as confidential and will be processed only by our employees within the UK/EEA. We occasionally need to share personal information with other organisations, however where this is necessary, we are required to comply with all aspects of GDPR. Even when this is required, we only share data within the UK. Unless required to do so by law, we will not otherwise share, sell or distribute any of the information you provide to us without your consent.

Your information may be shared internally with staff or board members involved in the recruitment process.

We may also seek information from the following third parties when an offer of employment has been made and may disclose your information to appropriate third parties who act for us including the following:

- Referees;
- Disclosure Scotland PVG scheme for certain positions;
- Relevant bodies to validate your qualifications or professional memberships; and
- Lawyers or solicitors where legal advice may be sought in relation the processing of an application and the recruitment process

The following organisations may be given controlled access to our electronic network for reason of security, maintenance, or any specific purposes outlined in their third party agreement:

- IT support contractors.
- Specialist software providers.
- Electronic file system software provider.

We are also required to share information with statutory bodies, which govern finances for auditing or inspection purposes. However, this will be restricted to the actual information required from the Association and will usually be viewed within the Association, with strict permission set on our electronic file system to ensure use is controlled. We will also encrypt and limit the content of any files that require to be sent either electronically or otherwise.

Your Rights

You have the right at any time to:

- ask for a copy of the information about you held by us in our records
- require us to correct any inaccuracies in your information

If you would like to exercise any of your rights above, please contact us at info@withkids.org.uk or 0141 550 5770.

You also have the right to complain to the Information Commissioner's Office in relation to our use of your information. The Information Commissioner's contact details are: The Information Commissioner's Office (Scotland), 45 Melville Street, Edinburgh, EH3 7HL. Telephone: 0131 244 9001. Email: Scotland@ico.org.uk

The accuracy of your information is important to us; please help us keep our records updated by informing us of any changes to your details.