



## **Safeguarding and Safer Recruitment**

Bridge the Gap Child Mental Health CIC is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All staff are expected to share this commitment.

**This role is subject to a full safer recruitment process, including satisfactory references, employment history checks, right to work verification and an Enhanced DBS check with children's barred list check.**

We are committed to creating a culture of vigilance where safeguarding is everyone's responsibility.

## **Job Description**

### **Job Title**

Band 2 Wellbeing Practitioner

### **Responsible To**

Clinical Director

### **Starting Salary**

£27,300 – £28,000 per annum

### **Location**

Bridge the Gap Child Mental Health CIC premises in Derby City, Family Hubs, schools, community venues and other locations as required.



## Job Purpose

## Key Responsibilities

### Direct Work with Children and Young People

- Deliver one-to-one emotional wellbeing interventions in line with Bridge the Gap's approach and values.
- Manage an allocated caseload of children and families, ensuring interventions, reviews, reports and records are completed within agreed timescales.
- Prepare resources, activities and intervention plans to support the effective delivery of sessions.
- Build positive, trusting and professional relationships with children and young people.
- Adapt interventions to meet individual developmental, emotional, learning and additional needs (including SEND, neurodivergence and complex presentations).
- Use creative and resourceful approaches to engage children, including play, craft, storytelling, emotional literacy activities and therapeutic-informed approaches.
- Support children experiencing anxiety, low self-esteem, emotional regulation, friendship challenges, bereavement, family change and other emotional wellbeing concerns.
- Monitor progress and adapt support accordingly.
- Maintain clear professional boundaries at all times.

### Parent and Family Support

- Complete assessment calls with parents and carers seeking support.
- Gather information regarding strengths, concerns and desired outcomes.
- Provide emotional literacy guidance and practical support to parents and carers.
- Empower parents and carers to embed emotional literacy approaches, coping skills and supportive strategies within the home environment.
- Complete review calls and provide updates throughout interventions.
- Signpost families to relevant services, workshops, groups and resources.
- Promote available support opportunities offered by Bridge the Gap.

### Partnership Working

- Work collaboratively with schools, Family Hubs, community partners and external agencies.



- Communicate effectively with teachers, SENDCOs, social workers, health professionals and other relevant professionals.
- Communicate professionally by telephone, email and in person as required.
- Attend meetings and contribute appropriately to discussions regarding children and families.
- Work effectively within multidisciplinary systems, respecting professional roles and maintaining clear communication boundaries.
- Maintain professional relationships that support positive outcomes for children.

### **Record Keeping, Reporting and Outcomes**

- Maintain accurate, timely and confidential case notes for all children and families.
- Complete outcome measures and evaluation tools accurately and within required timescales.
- Produce high-quality reports, summaries and written documentation using appropriate grammar, spelling and professional judgement.
- Ensure records are maintained in accordance with organisational procedures, GDPR and confidentiality requirements.
- Contribute to organisational monitoring, evaluation and impact reporting.

### **Safeguarding Responsibilities**

- Promote the welfare of children and young people at all times.
- Recognise, record and report safeguarding concerns promptly.
- Exercise professional judgement in identifying risk and escalating concerns appropriately.
- Follow all safeguarding policies and procedures.
- Work in partnership with the Designated Safeguarding Lead and Deputy Safeguarding Leads.
- Attend safeguarding training and supervision as required.

### **Clinical Supervision and Professional Development**

- Prepare for and actively participate in individual clinical supervision.
- Use supervision effectively to reflect on practice, risk, outcomes and professional development.
- Actively participate in group supervision and reflective practice sessions.
- Demonstrate reflective practice and openness to feedback.
- Attend mandatory and specialist training as required.
- Share learning from training with colleagues where appropriate.



- Engage in continuous professional development and maintain professional curiosity.

## Service Operations and Administration

- Answer the telephone professionally and respond appropriately to enquiries.
- Welcome children, families, visitors and professionals in a warm and friendly manner.
- Manage workload effectively and maintain good timekeeping.
- Follow organisational systems, processes and procedures consistently.
- Maintain accurate records using designated organisational systems.
- Check Breathe HR regularly and complete required training, policy updates and documentation within agreed timescales.
- Follow all health and safety, lone-working and risk management procedures relevant to the role.
- Maintain a professional appearance and conduct that reflects the values and reputation of Bridge the Gap.
- Support the smooth day-to-day running of the service.

## Team Responsibilities

- Attend and contribute positively to team meetings.
- Work collaboratively with colleagues across the organisation.
- Share ideas, resources and learning with the wider team.
- Share learning from training opportunities and contribute to a culture of continuous improvement.
- Contribute to a positive, supportive and values-led culture.
- Support organisational events, community activities and engagement opportunities where appropriate.

## GDPR and Confidentiality

The postholder must maintain the highest standards of confidentiality and data protection. All information relating to children, families, staff and partner organisations must be handled in accordance with UK GDPR, the Data Protection Act 2018 and organisational policies. Information should only be shared where appropriate, necessary and lawful to do so.



## General Responsibilities

- Work at all times in accordance with Bridge the Gap's values of Advocacy, Bravery, Love and Hope.
- Promote equality, diversity and inclusion.
- Act as a positive ambassador for Bridge the Gap Child Mental Health CIC.
- Undertake any other reasonable duties commensurate with the role and level of responsibility.

This job description outlines the main duties and responsibilities of the post and may be reviewed and amended in consultation with the postholder to reflect the evolving needs of the organisation.

## Equality, Diversity and Inclusion

At Bridge the Gap, we believe that diversity strengthens our organisation and improves the support we provide to children, young people and families.

We are committed to creating an inclusive workplace where everyone feels valued, respected and able to thrive. We actively welcome applications from people of all backgrounds, cultures, identities and experiences, particularly those from communities that are currently underrepresented within our workforce.

We are committed to ensuring our recruitment process is fair, accessible and inclusive and will make reasonable adjustments where required.

Please complete full [application form on our website career page](#) and send a cover letter and C.V. to [nikkiwebster@jwbridgethegap.com](mailto:nikkiwebster@jwbridgethegap.com). Applications close on Thursday 2<sup>nd</sup> July 2026.

Please note: We reserve the right to close this vacancy early if we receive a high volume of suitable applications. We therefore encourage interested candidates to submit their application as soon as possible.