

## Role Description for Director of Training of the ACP

**The Director of Training is a key role for the profession and an opportunity to be at the forefront of developing the standards and quality of training in child and adolescent psychoanalytic psychotherapy.**

As Director of Training you will be able to use and develop your leadership skills as part of a well-functioning Board with clear strategic aims. Key aspects of the role are:

1. Chairing the ACP Training Council which has overall responsibility for:
  - developing, monitoring and maintaining good standards of training of CAPTs
  - accrediting and re-accrediting CAPT trainings
  - determining the principles governing the selection of students for training
  - ongoing development of the competence framework for CAPT training
2. Ensuring that the ACP's training policies are aligned with:
  - the regulatory requirements of the Professional Standards Authority
  - current practice in NHS CYPMHS
  - current standards of good practice in relation to psychoanalytic theory and technique
  - high standards in relation to issues of equality, diversity and inclusion
3. Contributing to ACP work to support the expansion, spread and diversification of the profession through increasing access to CAPT training across the UK

The term of office for the Director of Training is a minimum of two years and maximum of four years. The time commitment for the role is 7 hours per week which is remunerated at £59,000 per annum pro rata which is equivalent to NHS Band 8b. The majority of meetings take place online so the Director can be based anywhere and work from home though occasional in person meetings with key colleagues are helpful.

---

### 1. Scope of the Role

- 1.1. The role of the Director of Training is to work with the Chair of the ACP and other Directors to provide leadership and governance of the ACP as the professional body and Accredited Register for child and adolescent psychotherapy
- 1.2. The Director of Training is a member of the Board of Directors which has the responsibility to oversee the strategy, operations and governance of the organisation
- 1.3. The Director of Training is a key role within the profession and an opportunity to contribute to the leadership and development of child and adolescent and adolescent psychotherapy
- 1.4. The ACP has grown and developed significantly in recent years and has a well-functioning Board and Executive Group. We have a clear long-term strategy and business plan and a strong financial position

- 1.5. The role of Director of Training is supported by a Chief Executive and professional staff team, and also by members and lay-people who undertake roles within the organisation
- 1.6. The Director of Training is appropriately remunerated, and the role description has been carefully reviewed to ensure that the tasks and functions are commensurate with the time allocated
- 1.7. Within the Rules of the Association, the Director of Training must be a registered Child and Adolescent Psychotherapist unless the post cannot be filled in that way, to ensure the ACP is led by, and responsible to, its members

## 2. Advantages of the Role

- 2.1. Being Director of Training of the ACP is a unique opportunity to take a leadership role in the profession, which is well-established across the UK and overseas, and in the NHS, third and independent sectors. It is a chance to learn about and influence all areas of policy and practice development affecting child and adolescent psychotherapy, but in particular those relating to the training of child and adolescent psychotherapists (CAPTs).
- 2.2. The Director of Training leads the ACP's work on the development of the standards for training and accreditation of training programmes against these standards.
- 2.3. It is an opportunity to apply and develop leadership skills, be part of a dynamic team and learn about all areas of policy and practice development affecting child and adolescent psychotherapy. The leadership and management team of the ACP has been significantly professionalized in recent years, so the Director of Training is part of a well-functioning Board with clear strategic aims, supported by a Chief Executive and staff team. The roles of the Chair, Vice Chair and Directors are more clearly defined than previously to ensure they are manageable within the allotted time and are remunerated appropriately.
- 2.4. Diversifying the leadership of the profession is a key priority for the ACP and we want to ensure that members from across the profession feel able to join committees and take up leadership roles. A lot of work has been done to make appointment processes open and transparent and to embed an anti-discriminatory approach across the organisation.
- 2.5. The majority of ACP meetings and meetings with other agencies take place online. This means that the Director of Training, as with all Directors, can be based anywhere and work from home. We try to hold at least one Board meeting in person each year to promote relationships.

## 3. Key responsibilities of the role

- 3.1. Attend the quarterly meetings of the Board of Directors and meetings of the Executive Group and Senior Management Team to ensure good communication between the Board and Training Council
- 3.2. Lead the work of the Training Directorate, key responsibilities are to:
  - a) Chair bi-monthly meetings of Training Council, which has overall responsibility for:
    - developing, monitoring and maintaining good standards of training of CAPTs
    - granting recognition of new training schools, monitoring the standards of existing training schools and the suspension of recognition of existing courses
    - determining the principles governing the selection of students for training and the recognition of their competence on completing the course.
  - b) Chair bi-monthly meetings of Training Development Group (the sub-committee of Training Council which develops the standards for training)
  - c) Ensure that the ACP's policies and procedures relating to training comply with:

- the regulatory requirements of the Professional Standards Authority, especially with regard to the protection of the public and mitigation of risks to members and to the profession
  - current practice in NHS CYPMHS
  - current standards of good practice in relation to psychoanalytic theory and technique
  - high standards in relation to issues of equality, diversity and inclusion
- d) Together with members of Training Development Group, draft changes to the quality standards for training, and other policy and governance documents as required
  - e) Appoint panels to carry out the accreditation of training courses, and a link person from Training Council to liaise with the panel on the process
  - f) Ensure that the timetable for accreditation of Training Schools is adhered to, and that Training Schools submit their Annual Reports in a timely way
  - g) Ensure that Accreditation Reports and Annual Reports are published on the ACP website and that information on the training pages of the ACP website are kept up to date
  - h) Contribute to ACP work to support the expansion and diversification of the profession, including attending and/or chairing meetings with HEE, leads of pre-clinical course leads, Heads of Training, ACP groups in the regions and devolved nations and carrying out associated work
  - i) Set up working groups as appropriate in response to the workload of Training Council
  - j) Together with the Chair of the ACP, plan for succession to the role of Director of Training and recruitment of CAPT and lay members to join Training Council as required to ensure that all roles are filled and succession planning and induction processes are in place
  - k) Provide line management to the Deputy Director of Training, and to the chairs of the sub-committees of Training Council, including the Training Analysts and Therapists sub-committee, and the Trainee Registration sub-committee
  - l) Approve expenses for work related to Training Council in line with current ACP policies
  - m) Attend the Annual General Meeting of the ACP and any other Extraordinary General Meetings as required, presenting the work of the Training Directorate as required
  - n) Contribute to the production of an Annual Report which is presented to the AGM
  - o) Communicate to members about the work of the Training Directorate e.g. via newsletters and the magazine, and consult members when appropriate
- 3.3. Maintain an awareness of the activities of other parts of the ACP and how they relate to the work of the Training Directorate, including contributing to the Executive Group meeting as a means of ensuring delivery of the business plan and oversight of the directorates
  - 3.4. Contribute as needed to meetings with government departments, professional bodies and other agencies as necessary
  - 3.5. Handle correspondence including with members as required
  - 3.6. Keep informed of and help to develop or amend ACP policies and procedures such as data protection, code of ethics and risk management
  - 3.7. Other responsibilities which apply to all members of the Board of Directors

## 4. Key Relationships

- 4.1. The Deputy Director of Training will support the Director, in particular acting as link person for accreditation panels, drafting changes to standards and overseeing the governance work of Training Council
- 4.2. As a director of the ACP the Director of Training is responsible to the Chair of the ACP and the Board of Directors
- 4.3. The Director of Training will liaise with the members of Training Council and with the Heads of the Training Schools in the course of their work
- 4.4. The Director of Training will liaise with Directors, the Chief Executive and staff team on aspects of their role as appropriate
- 4.5. The Director of Training is supported in their role by an Executive Assistant

## 5. Meeting attendance and time commitments

- 5.1. The defined time commitment for the role of Director of Training is 2 sessions per week which is equivalent to 7 hours. The commitment may vary on a weekly basis depending on workload but should not exceed 7 hours per week on average across the year. Commitments are estimated as follows:

Meeting/Task	Schedule	Time commitment (hours per year)
<b>ACP Board</b>	Friday 15.00 – 17.30, four times per year plus time for reading papers	18
<b>Executive Group</b>	Friday 11.00 – 12.30, monthly	18
<b>Senior Management Team</b>	Friday 9.30 – 11.00, fortnightly	30
<b>Training Council and Training development Group</b>	Six times per year, Fridays 11.00 – 2.00, plus time for preparation	24
<b>AGM</b>	Four hours per year including rehearsal	4
<b>Attendance at ad hoc meetings with staff and Chair, HEE</b>	Estimated at 1 hour per week on average	30
<b>Correspondence</b>	All Directors are provided with an ACP email account and are expected to access it at least twice each week. Approx. 90 minutes	86
<b>Report writing, planning and other administrative tasks</b>	Estimated at one hour per week on average	90
<b>Total</b>		300
<b>Weekly average</b>	Assuming 44 weeks as the working year (taking into account leave etc.)	<b>7</b>

## 6. Term of Office and Remuneration

- 6.1. The term of office for each Director, including the Director of Training, shall be a minimum of two years and a maximum of four years. In exceptional circumstances the four-year term may be extended for a further two years.

- 6.2. Remuneration for the role is at the rate for two sessions per week at £59,000 per annum pro rata (paid at £983.46 per month). The rate is reviewed annually. For reference the rate of £59,000 is equivalent to NHS Band 8b.
- 6.3. Other appropriate expenses will be reimbursed in line with the ACP's expenses policy.
- 6.4. A contract with terms and conditions as a Director of the ACP will be provided at the commencement of the role.
- 6.5. Directors will be registered as a Director of the Association of Child Psychotherapists Ltd. with Companies House at the commencement of the role.

## 7. Competencies required for the role

7.1. The core competencies for all Directors include an ability to:

- take on a leadership role in relation to the organisation and its tasks;
- contribute to strategic direction of the ACP;
- explore accountability of self and others;
- take an independent, unbiased and objective view;
- listen and communicate effectively;
- examine evidence/complex documentation;
- work effectively as part of a team.

7.2. Additional competences for Executive Directors include an ability to:

- make realistic plans for the directorate based on the Board's strategic direction
- manage a variable workload, work to deadlines and sometimes under pressure;
- offer supportive and clear line management to other employees and volunteers;
- present complex data concisely and clearly, verbally and in writing
- chair meetings effectively

7.3. The ACP is committed to addressing all forms of prejudice and discrimination in the institutions and practices of the profession. This includes, but is not limited to, any discrimination on the basis of race, gender, ethnic origin, religious belief, sexual orientation, age or socio-economic status. All ACP Directors and staff are expected to uphold and implement the ACP's [Statement on Diversity](#)

7.4. There is an expectation:

- of strong commitment to the role;
- of regular attendance at meetings;
- that Board members will have read meeting papers in advance in order to be able to enter into discussion about them;
- that all matters will be kept confidential and that data will be handled in line with the ACP's Data Protection Policy;
- that Directors will undertake training if needed.
- No Board member can act on his or her own on matters relating to the ACP without proper authority from the full ACP Board.
- The Board will review its own effectiveness annually, the review to include whether the size and structure is fit for purpose and whether its members have the necessary skills.

## 8. Process for Appointments

8.1. All Director and other ACP roles will be advertised to the whole membership and applications welcomed from across the profession in line with the ACP's commitment to increasing equality, diversity and inclusion.

- 8.2. Shortlisting and interviews will be conducted by a panel including representatives from the Board (including a lay member as appropriate) and from the ACP's Diversity and Equality Working group. Other staff and post-holders may be co-opted as necessary.
- 8.3. Appointments will be confirmed at the following meeting of the ACP Board before being put to the following Annual General Meeting for ratification in line with the Rules of the Association.

*Updated 31/10/2023*