Recruitment Pack

Play Therapists
Edinburgh

November 2026

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

Play Therapist

Role Context

With Kids provides an early intervention therapeutic service working with vulnerable children and families across the central belt of Scotland. This includes individual therapeutic support for children, helping them build the personal skills and resilience to cope, alongside practical and emotional support to their parents/carers with a view to building networks of support.

We employ Play and Art Therapists, Community and Family Support Workers and Adult Counsellors. Much of our work is based in schools or around a particular community, and we predominantly work in Edinburgh, West Lothian and Glasgow in some of the highest areas of deprivation. We work with nursery and primary schools, to help create family networks and groups where families can come together to support, care for and learn from each other.

This is a new and exciting project in collaboration with City of Edinburgh Council which will involve supporting school clusters with a therapeutic service which will provide child and parent or carer support, and *may* mean moving between schools within any day.

Building and maintaining relationships with head-teachers and class teachers is a crucial part of what we do. It is also important to network and build positive relationships within the community, taking all opportunities to promote the organisation and enhance the reputation of With Kids.

Post-holder(s) must have the ability to provide advice and support to parents, carers, as well as to provide advice and support to colleagues and liaise effectively with other support services. They will be assigned to develop relationships with and deliver With Kids services in one or more primary school clusters in Edinburgh.

Salary range: £33,958 to £39,052 (full time full year salary)

Hours: **Term-Time: Full-time or part-time posts available**
(Full time is 35 hours per week)

Reports to: **Chief Executive Officer, or their nominee**

Return completed application to g.galbraith@withkids.org.uk

Job Description			
Job Title:	Play/Child Therapist		
Salary Scale Grade / Salary:	**£33,958 to £39,052 (full time salary)** (placement on scale dependent on experience)	**FTE:**	Various
Reports to:	Chief Executive Officer, Clinical Manager		
Budget:	None		
Direct reports:	None		
Job Location:	Edinburgh		

Purpose of the role

Working within the context of the With Kids charitable mission and strategic plans the post holder will deliver Play / Art / Child Therapy services to individuals, groups and parents, providing therapeutic support for children and their paremnts/carers to help them build the personal skills and resilience to cope with past, current and future challenges and achieve their potential in adult life.

A requirement of this role is that the post-holder will also provide significant advice and support to parents, carers and families to better meet the needs of their children, `as well as providing advice and support to colleagues in schools, and other locations

Initially the post holder will be assigned to deliver With Kids services in primary schools within Edinburgh. Thereafter, they may be assigned to schools or a local community out-with the area as deemed reasonable.

The post-holder may be required to work occasional evenings or weekends and it is expected that non-term time staff be fully involved in family/community activities that take place during school holidays, as agreed with their line manager.

It is also a requirement of the post to keep up to date your professional body registration, such as the Health and Care Professions Council (HCPC), British Association of Play Therapy (BAPT), British Association of Art Therapists, Play Therapy UK (PTUK), or British Association of Art Therapists (BAAT).

Key areas of responsibility

- To work directly with children who are experiencing emotional distress, trauma or loss, assisting them to cope and find appropriate ways of dealing with this.
- To provide joint parent/carer - child support where appropriate.
- To liaise effectively and share information as appropriate with colleagues in Social Work, Health, Education or others as required.
- Build and maintain effective, supportive and trusting relationships with parents/carers
- Build and maintain effective, supportive and trusting relationships head teachers and class teachers, and other staff as appropriate
- Build positive relationships with the community, taking all opportunities to promote the organisation and enhance the reputation of With Kids.
- To deliver short presentations, facilitate training and workshops to school staff, other professionals and organisations on the play/creative therapy process and other topics.
- To participate in case management.
- To participate in research and development work, when appropriate.
- To input information and data to organisational systems on the children you are working with and to provide written reports to other professionals and agencies as required.
- To provide regular verbal and written reports on the child's progress to parents/carers and referrers and on any aspect of your work as required by With Kids.

- To contribute to evidencing the impact of the work, by collecting data on and evaluating activities and providing compelling case studies, photographs and quotations for organisational use.
- To attend staff meetings, case management meetings, participate in professional supervision sessions and any in-service training and externally provided Continuous Professional Development activities as agreed and as appropriate.
- To undertake general administrative duties.
- Work with colleagues to maximise the use of the website and social media platforms for raising awareness of With Kids
- To be responsible for resourcing and maintaining individual resources / materials used in sessions, as agreed from time to time.
- To provide mentoring and support to any With Kids MSc placement students who may be placed in the same nursery/school, potentially acting as Practice Placement Educator (PPE)
- To ensure that With Kids Health, Safety and environmental policies are adhered to.
- To be responsible for your own Health and Safety and that of others, in accordance with the organisations arrangements relevant national legislation.
- To work in accordance with all other organisation's policies and procedures.
- To 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*

Person Specification
A = Application, I = Interview [i]

Qualifications	Essential	Desirable	Assessed
Play Therapy Qualification (MSc or similar)	X		A
Registered member of the British Association of Play Therapists or other appropriate professional body.	X		
Evidence of continuous professional development	X		A
Full Driving Licence and access to a car for business use		X	A

Experience	Essential	Desirable	Assessed
Experience of working with vulnerable children and their families	X		A, I
Experience of supporting children involved in child protection cases		X	A, I
Experience of supporting families with children with ASD/ SEN		X	A, I
Experience of working in nurseries and/or primary schools alongside early years workers or teachers		X	A, I
Experience of supporting families facing adversity or in crisis	X		A, I
Experienced in forming positive relationships with staff, partners, external agencies and parents/carers	X		A, I
Experience of managing and prioritising time and resources	X		A, I
Experience of facilitating and managing meetings	X		A, I

Skills	Essential	Desirable	Assessed
Ability to communicate effectively both orally and in writing, including telephone skills, writing reports.	X		A, I
Ability to partner with families to build strong parent-child relationships.	X		A, I
Competent in the use of information technology (use of the office software products (word, excel, email, calendar), use of internet, image, audio or video editing software, use of databases.	X		A

Competencies	Essential	Desirable	Assessed
Works collaboratively with others	X		A, I
Manages issues with empathy and understanding, finding appropriate solutions	X		A, I
Takes ownership of case load, delivering with minimal supervision	X		A, I
Seeks, listens, accepts and acts upon feedback and learns from it.	X		A, I
Able to use own judgement and initiative	X		A, I

[i] *A combination of the qualifications, experience, skills, knowledge 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 particular questions asked at interview.*

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

Support Base	With Kids, c/o Wester Hailes Healthy Living Centre, 30 Harvesters Way, Edinburgh
Place of work	You will be assigned to a number of schools, which may change. Every effort will be made to reduce travel and number of schools in one day.
Salary	£33,958 to £39,052 per annum fte, pro rata for part-time, term time posts, and placement on the scale will depend on experience.
Salary Payment	Salary paid on or around the 23rd of the month
Contract type	Term Time Fixed term to end of school term in June 2027, with possible extension.
Hours	Flexible hours available
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 paid 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 four-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 12 noon on Monday 23rd November 2026 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 Gwen Galbraith at g.galbraith@withkids.org.uk or Lisa Bywater at l.bywater@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.