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# JOB DESCRIPTION

**Job Title:** Assistant Educational Psychologist

**Directorate & Section/Unit:** All Age Disability Directorate

**Reporting to:** Senior Educational Psychologist

**Salary Grade:** Soulbury Assistant Educational Psychologist Scale 1-4

**DMA Management Level:** Frontline

**DMA Span of Control (Direct Reports):**  0

## Purpose of job:

To contribute to a psychological service to early years providers which fulfils the statutory duties of the local authority and ensures the needs of vulnerable children and young people are met in inclusive and effective settings

## Main Activities & Responsibilities:

* Assist and support the delivery of a range of Educational Psychology activities within the early years and school age sector. Including, leading and facilitating Joint Assessment Meetings in the Early Years, utilising person-centred approaches.
* Follow and apply relevant legislative requirements and Codes of Practice as they apply to educational psychology practice including in relation to Special Educational Needs and Disabilities and Safeguarding.
* Contribute to the process of psychological assessment of individual children and young people including:
  + Undertaking a range of activities to gather information about young people including observations, consultations and individual work
  + Working with other professionals and parents or carers to develop appropriate strategies for the resolution of identified difficulties
  + Contributing to the production of written feedback for parents/carers, schools/settings, and other appropriate agencies for a range of purposes, highlighting children and young people's strengths and difficulties, barriers to achievement and recommending appropriate ways forward.
* Work with individuals and groups of children and young people to deliver evidence based interventions in relation to the resolution of identified barriers to learning and engagement.
* Work with families of children and young people in relation to the resolution of barriers to learning and engagement.
* Work collaboratively with others to develop, deliver and evaluate specific project and intervention work including undertaking literature reviews and action research activities
* Engage with other professionals as appropriate to foster the development of multi-disciplinary practices.
* Maintain accurate and timely child/young person, family and organisational records.
* Engage in the collection and use of data for intervention, research, monitoring and evaluation purposes.
* Actively participate in team meetings and service development activities
* Participate in and support the delivery of in-service training and other CPD activities
* Contribute to the development of applied educational psychology practice within the Service, and within regional and national contexts where appropriate.
* Keep up to date with current understanding, research and practice in the areas of psychology and education and develop own skills and knowledge in preparation for applying for professional training as an Educational Psychologist.
* Undertake any other duties or activities that may be reasonably directed by the Manager of the Educational Psychology Service

## Generic Accountabilities:

1. To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training
2. To undertake other such duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job

* To undertake health and safety duties commensurate with the job and/or as detailed in the Directorate’s Health and Safety Policy
* The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Council’s Equality and Diversity Policy
* Working with some vulnerable children, young people and adults can, at times, be emotionally challenging for which appropriate support will be provided through management supervision. The post holder must be able to deal with such mental demands.

1. This post is exempt from the Rehabilitation of Offenders Act and / previously met the definition of Regulated Activity (as defined by the Safeguarding Vulnerable Groups Act 2006) and is therefore subject to an enhanced Criminal Records Check (Via the Disclosure Barring Service, DBS) (as defined by the Police Act).
2. This post meets Regulated Activity (as defined by the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012) and is subject to an enhanced Criminal Records Check (Via the Disclosure Barring Service, DBS) and the relevant children and/ adults barred list(s) checks.

## Contacts:

In all contacts the post holder will be required to present a good image of the Directorate and the County Council as well as maintaining constructive relationships.

Internal: Elected Members, Directors, Assistant Directors, senior managers, management teams, managers and staff across all Directorates, project staff, governors, headteachers, teachers, support and other school-based staff

External: Healthcare professionals, PCT, Police, Probation Service, educational settings, service providers, statutory and voluntary organisations, service users, clients, parents and pupils, members of the public, volunteers

## Additional Information:

* The ability to travel throughout the county, including areas where there is limited public transport and be able to reach, including but not limited to, families, young people, internal and external clients and within a timely manner
* The Council reserves the right to alter the content of this job description, after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility
* Reasonable adjustments will be considered as required by the Equality Act.

Author: Dr Louise Oland Date: 1.4.2025

Interim Principal Educational Psychologist Date of grading confirmation: 29.4.24

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# PERSON SPECIFICATION

**Job Title:** Assistant Educational Psychologist

**Directorate & Section/Unit:** All Age Disability Directorate

**Salary Grade:** Soulbury Assistant Educational Psychologist Scale 1-4

## EXPERIENCE: (Of delivering outcome/objectives/service improvements etc, not just time served)

It is **essential** that the post holder has:

* Considerable experience of work with children and young people (including vulnerable learners) in the 0 – 25 years age range.
* Demonstratable experience of the application of psychological theory, approaches and skills within a range of settings that deliver services to children and young people.
* Demonstratable experience of working with other parent/carers and professionals across health social care and education to bring about positive change for vulnerable children and young people.

It is **desirable** that the post holder has:

* Demonstratable experience of working with children’s services in a Local Authority setting or Local Authority commissioned service.
* Demonstratable experience of working in the early years.

## KNOWLEDGE, SKILLS AND ABILITIES:

It is **essential** that the post holder has:

* A working knowledge of educational psychology practice.
* Detailed knowledge of current/forthcoming legislation relating to education, vulnerable learners and CYP with SEND.
* Working understanding of methods of delivery of psychological services to schools and settings.
* Excellent IT skills.
* Excellent time management skills and the ability to meet deadlines and prioritise under pressure
* Demonstratable ability to make judgements and work independently (under supervision).
* Excellent communication skills both written and verbal.
* Detailed knowledge of how to apply an analytical approach to problems with a focus on solutions
* Effective team worker with detailed understanding of group dynamics and personal contribution to group activity.
* Considerable self-awareness and emotional management
* Demonstratable interest in personal CPD with demonstrable understanding of how this activity impacts on service users.
* Detailed awareness of safeguarding responsibilities

It is **desirable** that the post holder has:

* Developing skills in assessment, psychological consultation and reporting.
* Demonstratable knowledge of the Early Years Foundation Stage.

## QUALIFICATIONS/TRAINING & DEVELOPMENT:

It is **essential** that the post holder has:

* An honours degree in psychology or recognised equivalent qualification which provides a graduate basis for registration of the British Psychological Society.
* Substantial relevant experience working with children in education or services for children and young people

It is **desirable** that the post holder has:

* Graduate member of the British Psychological Society (BPS).

## ADDITIONAL INFORMATION

It is **essential** that the post holder has:

* Transport which will allow them to travel regularly within Worcestershire and, on occasion, beyond.

Author: Dr Louise Oland Date: 01.04.2025

Interim Principal Educational Psychologist