

**JOB DESCRIPTION AND PERSON SPECIFICATION**

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| Job Title: | Assistant Educational Psychologist |
| HBC Grade: | Soulbury |
| Service: | Educational & Child Psychology |
| Division: | Education, Inclusion and Provision |

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| **Main Purpose of the Role** |
| Assist the Educational Psychology Service in the delivery of services with reference to those Children and young people who are not attending educational settings due to difficulties with their emotional health and wellbeing  Apply psychology within the context of children/young people and adults, in schools /settings and families, to contribute to the Educational Psychology service plan under the guidance and support of the EP team.  Promote Inclusion, Educational achievement / attainment, and Social and Emotional development. |

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| **Key Duties** | |
|  | Objectives  1. To contribute to meeting Halton borough Council priorities to support vulnerable groups with particular focus on those young people experiencing Emotionally Based School Non-attendance (EBSNA)  2. Promote the use of educational psychology to improve the educational outcomes and emotional well-being of children and young people.  3. Under the supervision of an Educational Psychologist, to work collaboratively with setting based staff, parents and children to help in the assessment of needs and the implementation of strategies.  4. To support the service in the delivery of strategies working at a preventative level  5. To contribute to the Authority’s programmes of staff development for members of the children’s workforce.  6. To participate in meetings at schools and settings.  7. To keep accurate, up to date records of all contacts and work relating to children, young people and their families in accordance with service protocols.  8. To work on longer term interventions both directly with staff and with children and their families, this is to include group work as appropriate.  9. Undertake research/collect evidence and data on given topics and to prepare summary reports of findings.  10. To support colleagues in the completion of a full range of service tasks.  11. Develop skills and knowledge through participation in the process of supervision, and being supervised by colleagues and line managers. Undertake further training as part of continuing professional development.  12. To take part in meetings, including service and team, within the Educational Psychology Service  13. Any other duties or activities that may be reasonably directed by the Principal Educational Psychologist.  14. Abide by the objectives and targets of the Health Care Professionals Council and Halton Council and follow the procedures and practices utilised in all aspects of the work, including computerised and manual systems and the maintenance of relevant records. This includes establishing and maintaining a research based role within professional practice engaging in planned CPD fulfilling HCPC requirements. Log and account for CPD.  15. Fulfil personal requirements, where appropriate, with regard to the Council’s policies and procedures, particularly in respect of health and safety, emergency evacuation, security, equal opportunities, customer care, work standards and promotion of the Council’s Core Values.  16. You are expected to comply with the Council’s codes of conduct and accountability. |
|  | Summary of Job Tasks  1. Undertake a range of information gathering, observations, assessments, and interventions pertinent to the services’ work with children/ YP and their parents/ carers. Participate in the development and delivery of psycho-educational group work. Under the supervision of a qualified Educational Psychologist  2. Engage in relevant searches of psychological literature to develop and enhance courses, packages and materials used by the Educational Psychology Service  3. Collect data and produce brief reports to underpin a range of development initiatives, training and preventative/ project work  4. Auditing of case files/ general administrative support  5. Keep accurate and retrievable records of work and provide written feedback as required  6. Attend service meetings and contribute to aims of the service  7. Report on a day to day basis to the Principal or nominated Psychologist |
|  | Undertaking any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job |

The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment.

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| **Education / Qualifications** | **Essential** | **Desirable** | **How Identified** |
| At least 2:1 honours degree in Psychology (or recognised equivalent) and the Graduate Basis for Registration or Chartership (GBR/ GBC) as a psychologist as required by the British Psychological Society | Chartered Psychologist status with the British Psychological Society | All essential qualification certificates must be presented at interview. |

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|  | **Experience** | **Knowledge** | **Skills & Abilities** | **How Identified** (delete as appropriate for each criteria) |
| **ESSENTIAL** | Significant post-qualifying experience of working directly with children and parents, for example, experience of teaching, youth work, mentoring or mental health support | Ability to demonstrate significant understanding of how psychology has influenced practice to date | Excellent communication skills, both oral and written, with an ability to relate to and communicate with a wide range of people, including parents, teachers, Headteachers, LA colleagues and professionals from other agencies.  Ability to plan, organise and manage personal workload and to cope with competing demands.  Ability to demonstrate a significant knowledge of child development  Experience of/ ability to devise and deliver presentations  Ability to interpret and make use of statistical information.  Ability to gather & evaluate complex information from a variety of sources & settings.  Ability to engage, communicate & work in partnership effectively with children and young people (CYP), carers & members of Children’s Services.  Ability to form effective working relationships with all commissioners of EP services.  Ability to work to an agreed quality standard in terms of report writing & other forms of writing and training.  Ability to work independently and as part of a team  Willingness to engage in on going development of skills in the area’s linked to projects such as of Emotional Well-being/Mental Health / CiC/ Early years and any other appropriate research opportunities  Willingness/ ability to reflect and learn from all opportunities presented | Application / Interview /Assessment |
| **DESIRABLE** | Previous experience of writing summative project reports  Previous experience of educational settings  Experience of working independently and managing own time/ organisational skill  Excellent ICT skills |  |  | Application / Interview /Assessment |

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| **Other Requirements** | **Essential** | **Desirable** | **How Identified** |
| An understanding and a personal commitment to the vision and values of Halton Borough Council  A commitment to Halton’s Equal Opportunities Policy  A desire to train as an Educational psychologist  Ability to maintain focus and work productively within a climate of change.  To hold a valid driving licence  The ability to be Mobile throughout the borough. |  | Interview / Assessment / Documentation |

Please note: Front line posts with direct customer contact should include a statement detailing the spoken English language requirements of the post.

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For office use only:

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| **Date Created:** |  |
| **JE Ref:** |  |
| **Agreed by:** |  |

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility.