



Job description	
Job title	Assistant Educational Psychologist
Pay Band	Soulbury Assistant Educational Psychologist scale 2-5 dependent upon experience
Directorate	Children's Services
Section/team	Education Improvement and Inclusion, Educational Psychology Service
Accountable to	Principal Educational Psychologist
Responsible for	Not applicable
Date reviewed	March 25

Purpose of the job

1. To provide psychological services to children, young people, parents/carers, schools, early years settings, other agencies and the local authority

Main Tasks

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

1. To provide psychological services to Post 16 settings, schools and early years settings.
2. To assist the Local Authority in raising achievement and the emotional well-being of children/young people.
3. To work collaboratively with children and young people, parents/carers, schools & settings, and other agencies to identify methods and approaches which address the educational and psychological needs of children and young people.

Duties and responsibilities

1. With supervision from a qualified Psychologist, the Assistant Educational Psychologist will provide support to post 16 settings, schools (including the virtual school) and early years settings, through a psychologically informed consultation approach, to help address the needs of individual and groups of children, as well as issues at an organisational level.
2. With supervision from a qualified Psychologist, the Assistant Educational Psychologist will provide and/or support psychologically informed assessment, observation, intervention, training & professional development and research, arising from consultation.



3. With supervision from a qualified Psychologist, the Assistant Educational Psychologist will provide written reports relating to individual children/young people where required by Knowsley procedures.
4. To contribute a psychological perspective to multi-agency groups.
5. To contribute to research, development and project work reflecting the priorities of individual settings, Children's Services and the wider community.
6. To share psychological approaches with schools, settings and other partners, to support inclusion and emotional wellbeing.
7. To assist qualified psychologists to support the Local Authority workforce development by contributing to training and development reflecting Children's Services priorities.
8. To support the development of the Educational Psychology Team by:
 - participating in peer support and supervision
 - participating to team meetings and reflective discussion
 - participating in service interest/project/development groups
 - contributing to service evaluation
 - participating in performance appraisal
9. To work collaboratively with other members of Children's Services to fulfil the department's aims in respect of the raising achievement, inclusion, health and wellbeing of children and young people Knowsley.
10. To undertake other duties as may be reasonably required from time to time.

Health and safety

1. To use equipment as instructed and trained.
2. To inform management of any health and safety issues which could place individuals in danger.

Data Protection and Information Security

1. Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy,
2. Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference,
3. Report actual or potential security incidents.

Knowsley Better Together – Staff Qualities

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities. Your line manager will discuss your behaviour with you, during your My Time and My Time Extra meetings.



- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.