

Job Description and Person Specification

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| Job title: | Educational Psychologist |
| Directorate: | People |
| Service: | Education |
| Team: | Educational Psychology Service |
| Post number: | |
| Salary grade: | Soulbury Scale A Points 2-7 |
| Work location: | West Street House |
| Reports to: | Senior Educational Psychologist |
| Supervises: | |

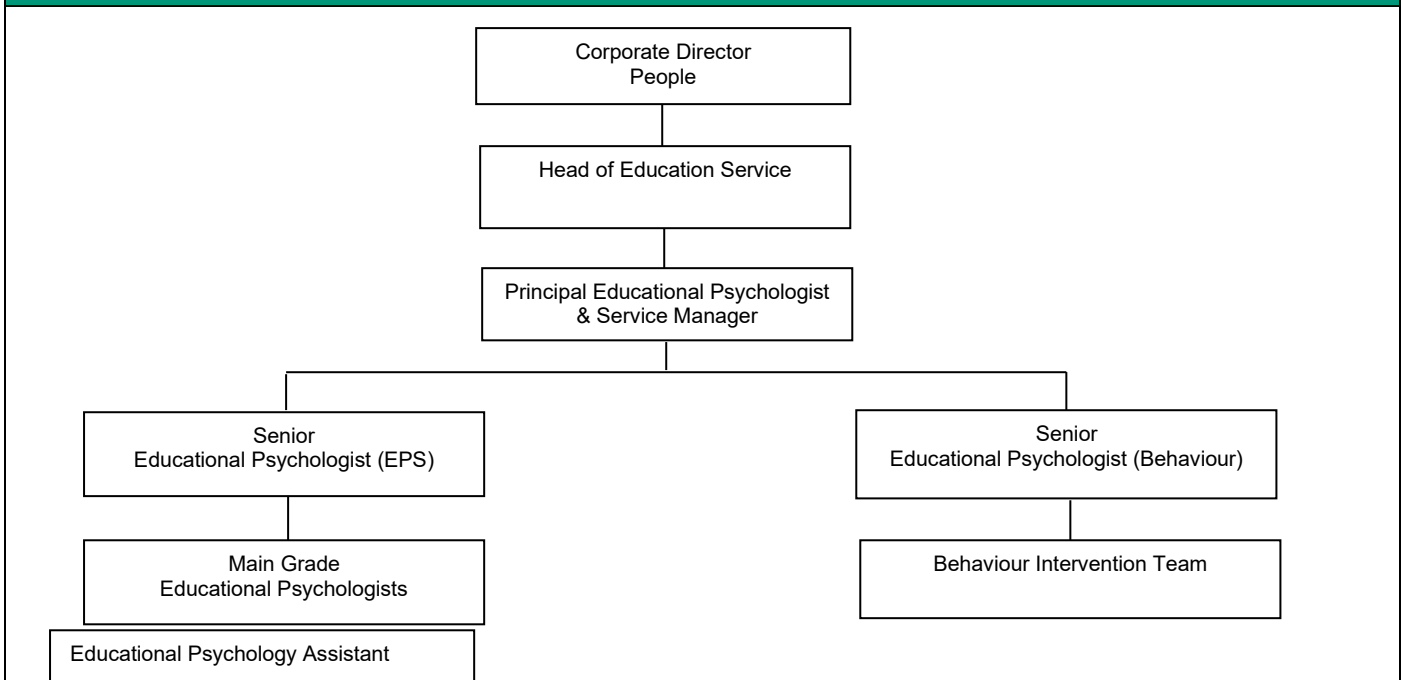
Job Purpose

To promote, develop and secure the highest standard of provision for pupils/students, families and schools within the given policy, budget and development framework of the Council

To contribute to the provision and development of an effective and high quality Educational Psychology Service in West Berkshire

To contribute to improving the quality of education and standards of attainment of pupils especially the vulnerable and disadvantaged

Structure Chart



Main Duties and Responsibilities

To promote knowledge and understanding of psychology across the directorate

To contribute positively and in a complementary way to service delivery

To contribute to the improvement of the service, by taking account of its performance against agreed targets, standards, service level agreements and national statistics

To help schools shape their development plans to cover target setting for improvements in pupil attainment and behaviour, teaching and learning, management and resource planning, and professional and curriculum development

To contribute strategically to the Behaviour & Attendance agenda and to promote positive strategies in schools

To promote the role of EPS in the development and implementation of LA policy

To undertake a caseload with all the responsibilities thereto:

- to ensure the timely assessment of special educational needs enabling the LA to meet its statutory obligations under the relevant Education Acts; specifically meeting required timescales specified in the SEN Code of Practice
- to attend/contribute to transition reviews and assist in the production of appropriate transitional plans
- to provide advice, as required, on the content of Education Health Care Plans
- to provide high quality advice to pupils, teachers and parents and the LA on pupils with special educational needs
- to attend SEN Tribunal hearings as required and co-ordinate the writing of relevant reports and provision of expert advice in connection with these as may be requested
- to visit out of area placements regularly, in consultation with relevant SEN colleagues.

To contribute to the formulation and updating of LA policies, plans and bids and to the inspection process

To liaise with colleagues on matters relating to curriculum and policy development and contribute to relevant training

To integrate the principles of Equal Opportunities into the practices and procedures of the Educational Psychology Service, so as to provide a non-discriminatory service to all children and their parents

To develop skills, interests and expertise by taking advantage of the programme of Continuing Professional Development

To take an active part in self appraisal against priorities and targets agreed annually with the principal educational psychologist

To contribute to service involvement at relevant panels and meetings

To take a role in designated projects as appropriate and in discussion with the principal educational psychologist

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To contribute to relevant training of Headteachers, Teachers, SENCOs, Governors, etc. on relevant legislation, procedures and other relevant issues, organising and leading presentations and workshops as appropriate

To lead on time allocation for traded activities

To give appropriate attention to issues around 'Looked After Children' and other disadvantaged children and young people

To contribute to timely and effective responses to major incidents in schools

To undertake such tasks as the Principal Educational Psychologist and Service Manager may from time to time reasonably require

In relation to the specialist area, to keep up-to-date, to establish and develop contacts with local and national agencies, and to secure and manage externally funded initiatives

To take a lead role in relation to specialist areas including advising schools, officers and members of the Council on developments, issues, policies and strategies

To support the early identification of children and young people with SEN, using sound assessment approaches and provide advice on effective intervention

Scope (impact on/control of resources, people, money etc)

Impact

The post holder will be engaged in some casework which is a high-profile customer-focused function with statutory deadlines, complex cases and appeals to Tribunals. The post holder will need to contribute to decision making which could result in either Tribunal cases or judicial review for the LA.

Person Specification

| Qualifications | Essential/ Desirable |
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| Honours Degree in Psychology or its equivalent recognised by the British Psychological Society | E |
| Qualified educational psychologist with HCPC registration | E |
| Masters or Doctorate in Educational Psychology | E |

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| Evidence of continuing professional development | E |
| Experience | |
| Proven track record in school work and complex case work | E |
| Demonstrate capacity to work under pressure and achieve deadlines | E |
| Experience of working with other agencies | E |
| Experience of planning and implementing developmental work | E |
| Delivery of school and LA wide inset | E |
| Knowledge and understanding | |
| Knowledge of the appropriate Education Acts, Children Act (1989) and the SEND Code of Practice and an understanding of the implication for the work of Educational Psychologists | E |
| Knowledge of psychological and educational interventions which promote the progress and well-being of children and young people | E |
| Knowledge of current practice in Educational Psychology | E |
| Skills and abilities | |
| Ability to use Outlook, and a web browser to access information | E |
| Basic ability to use Microsoft Office (Word, Excel, PowerPoint etc) | E |
| Well-developed influencing and negotiating skills | E |
| Ability to communicate effectively with a wide range of people, verbally and in writing | E |
| Ability to facilitate change | E |
| Work-related personal qualities | |
| Ability to prioritise and manage a complex workload | E |
| Ability to work under pressure | E |
| Ability to manage workload and time constraints effectively | E |
| Adaptability | E |
| Other work-related requirements | |
| This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016, and therefore the ability to fulfill all spoken aspects of the role with confidence in English will be required. Conversing at ease with members of the public (including pupils), providing advice and using any specialist terminology appropriate to the role is essential for the post | E |
| Enhanced DBS check with relevant barred list/s | Yes |
| Is this post politically restricted? | Yes |
| Commitment to the promotion of Equal Opportunities policies | E |
| Full, driving licence | E |
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