

Hertfordshire County Council

Job Outline



JOB TITLE: Assistant Educational Psychologist

GRADE: Soulbury Scale for Assistant Educational Psychologists (2–4)

REPORTS TO: Principal Educational Psychologists

TEAM: Educational Psychology Service (Inclusion and Skills)

DEPARTMENT: Childrens Services

Purpose of the Job

- To support the work of the Educational Psychology Service (EPS) in the delivery of high quality educational psychology service to schools and the local authority in line with the SEND Reforms.
- To assist Educational Psychologists (EPs) with their involvement in Education, Health and Care Needs assessments.
- Increase the visibility and availability of psychological support to improve outcomes for children and young people aged 0-25 in Hertfordshire's education settings.
- To gain experience, skills, knowledge and understanding of the role and professional practice of Educational Psychology, in preparation for formal post-graduate professional training in Educational Psychology.

Main Areas of Responsibility

All duties undertaken will be subject to supervision by appropriately qualified EPs employed within the Service. The responsibilities allocated to the post holder will depend upon their knowledge, skills and experience at the time, as judged by their supervisor and line manager. Subject to these general conditions, the post holder may be required to undertake any or all of the following duties:

1. To work within an area team of EPs and provide support to EPs in appropriate areas of service delivery including, statutory work.
2. 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, gathering views and individual assessment (appropriate for Assistant EP use)

- Working with other professionals and parents or carers to develop appropriate strategies to support identified needs
 - 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 needs, barriers to learning and recommending appropriate ways forward.
3. To assist EPs in implementing and evaluating programmes of intervention to overcome barriers to learning/inclusion and to promote the social and emotional well-being of children and young people in schools and other settings.
 4. To assist EPs in the delivery of training and professional development for school staff, other professional groups and training for parents/carers of children and young people.
 5. To assist in research activities, including literature reviews, data collection, analysis and reporting.
 6. To assist EPs in the design, collection and analysis of outcome measures following professional activity, e.g., gathering pupil, school and parent views on impact of involvement.
 7. To actively participate in team and service meetings.
 8. Participate in and support the delivery of in-service training and other CPD activities.
 9. To receive line management support and professional supervision from within the EPS.
 10. To carry out service, team and EP support tasks as identified.
 11. To develop and extend knowledge about Educational Psychology, with regard to relevant legislation and guidance regarding education for children and young people who have SEN.
 12. To work at all times within the guidelines provided by professional Codes of Conduct of the Association of Educational Psychologists and the British Psychological Society.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Person Specification

Please provide a supporting statement which includes examples and evidence of when you have demonstrated the attributes listed below.

You will be expected to address each point separately and in the order listed.

If you do not complete a full supporting statement in the requested format, your application may be rejected.

Qualifications:

- An undergraduate degree in Psychology or a relevant conversion course that provides graduate basis for registration (GBR) with the British Psychological Society (BPS). This status must be completed by the time of your application.
- Full driving licence and access to a vehicle.

Experience:

- A minimum of 2 years relevant (postgraduate) work experience of working directly with children and young people aged 0-25 within an educational setting.
- Experience that demonstrates a desire to apply psychology working with children and young people within 0-25 age range, with Special Educational Needs (SEN) and Disabilities.
- Commitment to apply for and complete the professional doctoral training to become an EP.

Skills:

- Excellent communication and inter-personal skills.
- Effective time and workload management skills – able to prioritise competing demands.
- A commitment to multi-disciplinary teamwork and collaboration with other agencies.
- Resilience to absorb and cope with reasonable demand pressures.
- Competent user of Information, Communication and Technology (ICT: hardware and software) i.e use of internet and email, Microsoft office packages including word, excel and PowerPoint.

Knowledge:

- Knowledge of psychological theories and approaches relevant to child development and education.
- Knowledge of national developments including Special Educational Need and Disability legislation and its implications.
- Knowledge and experience of evidence-based approaches to early intervention for children and young people with a broad range of needs.

Criminal Background Check

Safeguarding children and adults is of utmost importance to Hertfordshire County Council. The Council requires employees to abide by legislation and best practice to enable Hertfordshire to achieve this. This role has been identified as requiring a Disclosure & Barring Service (DBS) check or Basic Disclosure. You must therefore ensure that any relevant criminal record check application is completed and returned as requested by the Council, as this is deemed a contractual requirement of employment.

It is a contractual obligation to disclose any cautions, reprimands or convictions and to update your manager of any changes to your status whilst in employment. Enhanced DBS roles will be reviewed periodically during employment, by means of DBS Dip Sample or three yearly rechecks. Failure to disclose changes to your status may be detrimental to your employment and you may be subject to disciplinary action.

Please note that additional information referring to the check is in the guidance notes to the application form. If you are invited to interview you will receive more information.

Diversity and Inclusion

Hertfordshire County Council is committed to making inclusion part of our DNA, both as a large employer of people and as a provider and commissioner of services.

We strive to positively promote diversity and inclusion across the delivery of services and within our workforce. We want everyone at work, regardless of their background, identity or circumstances to have a sense of belonging to the organisation. We want all employees to feel valued, accepted and supported to succeed at work and reach their full potential. Our Diversity and Inclusion Strategy is available on the internal intranet or from your line manager.

Health and Safety

It will be the duty of every employee while at work to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

Additional Information: Code of Practice on the English Language Requirements for Public Sector Workers

Public Authorities must ensure that all members of staff in customer facing roles, whatever their nationality or origins, are able to communicate the English language fluently with the general public, verbally and in written format.