

Job Description

Department: Children Services

Division/Section: Special Educational Needs and Inclusion; Educational Psychology Service

Job Title: Psychology Assistant

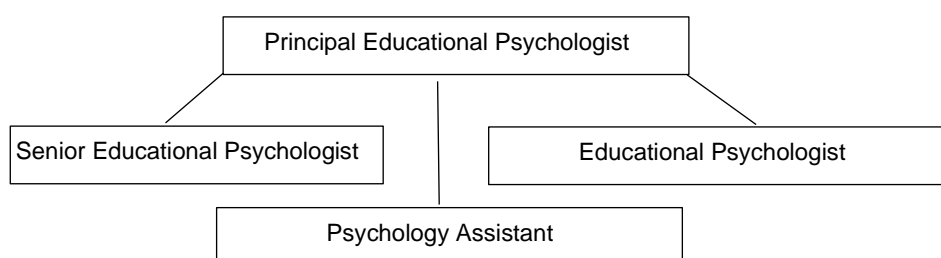
Post No: Existing post 012251

Grade: Grade 6, (Point 7 to 12)

Reports to: Principal Educational Psychologist

Organisation Chart:

Show immediate manager and any jobs reporting to this post.



DBS Check applicable?

Basic ☐ **Standard** ☐ **Enhanced X** **None** ☐

Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?

Yes ☐ **No** ☒

Line Management responsibility for:

No. of direct reports: None

No. of indirect reports: 0

Size of budget: None

Job Purpose:

The overall purpose of the post is to:

- Assist the Educational Psychology Service (EPS) in the delivery of core services and early intervention work in schools, early years and other settings which can enable the post-holder to develop a range of experience and skills in preparation for training as an Educational Psychologist

Main Duties and Responsibilities:

- To work within the team of Educational Psychologists (EPs) and provide support to EPs in appropriate areas of service delivery
- To receive supervision and support from a qualified EP
- To carry out service, team and EP support tasks as identified by service demands
- To work on behalf of, and provide support to, children and young people with special educational needs (SEN) and the adults working with them; under the direction and supervision of a qualified EP
- To assist EPs in the delivery, development and implementation of training
- To assist EPs in the design, collection and analysis of service evaluation measures and service data
- To assist in project, development work and research as required. Such pieces of work will be led by a qualified EP, with training and supervision provided
- To attend team and Service meetings as directed
- To develop knowledge about Educational Psychology with relevant legislation and developments regarding education, particularly for children and young people who have SEN
- Undertake such other duties as may reasonably be required
- To co-ordinate and understand the underlying financial process within a traded service model, including invoicing, logging of financial information and communication with stakeholders
- Undertake such further professional training as may be necessary for the efficient and effective operation of the EPS

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

Generic Responsibilities:	To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.
	To comply with all Health & Safety at work requirements as laid down by the employer.
	The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.
Flexibility Clause:	Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.
Variation Clause:	This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.
	In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.

DATE: 10/05/2022

COMPLETED BY: Alison Tolson

Person Specification

JOB TITLE: Psychology Assistant

POST NO: 012251

GRADE: 6 (Point 7 to 12)

DEPARTMENT: Children Services

HOURS: 37 hours per week

DIVISION: Special Educational Needs
and Inclusion; Educational Psychology

DIRECTOR: Charlotte Black

DATE: 10/05/2022

COMPLETED BY: Alison Tolson, PEP

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<ul style="list-style-type: none"> 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. Understanding of Doctoral study requirements and process. (AL/P) 	<ul style="list-style-type: none"> Reasonable knowledge of the Code of Practice (2015) and the Children and Families Act (2014)
SKILLS & ABILITIES	<ul style="list-style-type: none"> 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) including use of internet and email, Microsoft office packages / Google packages including word, excel and powerpoint. To input information into excel / googlesheets and summarise information (AI/W/ P) 	<ul style="list-style-type: none"> Skills in disseminating, delivering and presenting various forms of written and oral communication
EXPERIENCE	<ul style="list-style-type: none"> 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. (AI&P) 	<ul style="list-style-type: none"> Experience of working in a school/setting with children/YP with SEND
QUALIFICATIONS	<ul style="list-style-type: none"> Either a British Psychological Society (BPS) recognised degree in psychology or another degree with a relevant conversion course to British Psychological Society recognised 	

	status completed or planned. (AI) <ul style="list-style-type: none"> • Full driving licence (A) 	
PERSONAL CIRCUMSTANCES	<ul style="list-style-type: none"> • Excellent ability to work as a member of a team. An ability to work flexibly and take on a range of tasks as a member of a small team, in line with the skills and abilities of the post holder. (AI) 	<ul style="list-style-type: none"> • Ability to sustain and contain highly distressing and emotional circumstances
EQUALITY	Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities. (AI)	
CUSTOMER CARE	Knowledge and understanding of effective customer care (AI)	

*[At the end of each criteria the following codes are used to indicate how the criteria will be assessed:
 (AI) Application / Interview, (P) Presentation, (W) Written Test.]*