

Job Description

Department:	Children's Services
Division/Section:	Special Educational Needs and Inclusion; Educational Psychology
Job Title:	Assistant Educational Psychologist
Posts No:	014417
Grade:	Soulbury Assistant Educational Psychologist Scale 2-5
Reports to:	Senior Educational Psychologist
Organisation Chart: Show immediate manager and any jobs reporting to this post.	<pre> graph TD A[Principal Educational Psychologist] --> B[Senior Educational Psychologists] B --> C[Educational Psychologists] B --> D[Psychology Assistant] B --> E[Assistant Educational Psychologist] </pre>
Does the post involve working in regulated or controlled activity with children or vulnerable adults? Yes DBS Check applicable? Yes	Regulated <input type="checkbox"/> Controlled <input type="checkbox"/> Neither <input type="checkbox"/> Standard <input type="checkbox"/> Enhanced <input checked="" type="checkbox"/> None <input type="checkbox"/>
Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions? Line Management Responsibility for:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> 0

Job Purpose:	<p>The overall purpose of the post is to:</p> <ul style="list-style-type: none"> • 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. • To work under the supervision of a qualified EP to contribute to assessments and reporting of EHCNA Psychological Advices and records of involvement.
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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 complete appropriate assessments and psychological reports
- To develop skills in undertaking psychometric assessments and developmental checklists to provide information to inform a psychological report
- 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 support a Psychology Assistant to enable them to deliver duties associated with 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:	<p>To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.</p> <p>To comply with all Health & Safety at work requirements as laid down by the employer.</p> <p>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.</p>
Flexibility Clause:	<p>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.</p>

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 post holder.

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: 22/04/2025

COMPLETED BY: Alison Tolson

Person Specification

JOB TITLE: Assistant Educational Psychologist

POST NO: 014417

GRADE: Soulbury - Assistant Educational Psychologist

DEPARTMENT: Childrens Services - Education

Scale 2-5

HOURS: 37 hours per week

DIVISION: Special Educational Needs and Inclusion;
Educational Psychology Service

DIRECTOR: Carrie Traill

DATE: 22/04/2025

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. Knowledge and experience of delivering standardised assessments Knowledge and experience of undertaking observations and writing summative accounts (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 and summarise information in psychological formal reports (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. • Experience working as a Psychology Assistant / Assistant Educational Psychologist / have a National SENCo Award / Qualified Teacher Status. (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 at 2:1 hours level or above or hold another degree with a relevant conversion course to British Psychological Society recognised status completed or planned. (AI) • Full driving licence (A) 	<ul style="list-style-type: none"> • Certificate of Competence in Educational Testing (CCET) • National SENCo Award
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.]