

Job Description and Particulars of Appointment

1a. Details of Post

- Job Title: Educational Psychologist
- Post Number: tba
- Grade and SCP: National Soulbury pay scale A 4-8 (+ 3SPA)
- Corporate Function: Learning & Skills, Locality: Shropshire

1b. Service Area & Team

As an Educational Psychologist within Learning and Skills, you will support the delivery of services for Children and Young People in line with the Council's vision, values and strategic objectives. This will involve maintaining effective delivery of statutory, core and traded services, applying psychology to make the difference for Children and Young People.

The Children's Services Directorate is responsible for carrying out the Local Authority's statutory responsibilities in respect of education and social care.

2. Level & Purpose of Post

To provide the highest level of professional conduct in the delivery of an effective educational psychology service to Children and Young People within Shropshire Council.

3. Key Responsibilities

- To enable and support the Council's vision and priorities to be delivered both internally and externally
- To ensure innovations are delivered, working systemically across Education, Health and Care, alongside co-production with parents, C&YP.
- To deliver standards which achieve equality of opportunity, actively promoting an equal opportunities ethos within the Service and other agencies
- To promote inclusion of children with disabilities and additional educational needs

4. Main Duties

Generic tasks listed below:

- To enable the Council's vision and priorities to be delivered both internally and externally
- To identify significant issues and solutions to the PEP
- To ensure innovations are delivered, working systemically across Education, Health and Care, alongside co-production with parents, C&YP
- To work with the PEP to translate policies into practice
- To deliver standards which achieve equality of opportunity

In addition specific tasks:-

- To promote and facilitate the development of inclusive practice to improve educational outcomes for all pupils, especially those who are vulnerable and/or have additional educational needs
- To contribute to multi-agency work, including the provision of specialist advice and guidance within agreed multi-agency assessment processes
- To provide Statutory Advice in line with the regulations set out in the 2014 Children and Families Act and the Code of Practice and according to relevant timescales. This may include appropriate contribution and presentation to SEND procedures
- To provide reports that are based on all available information with due analysis of how known factors will impact on learning. These reports need to be accessible to parents/carers and other professionals
- To provide psychological input into the development of policy and practice in the Local Authority through discussion, research, evaluation and dissemination
- To contribute to the development of a traded service

To provide, as appropriate, psychological input to child protection and safeguarding procedures. The postholder is responsible for ensuring that any concerns in relation to safeguarding and/or child protection are reported to the designated person in line with Local Authority Child Protection procedures. It is an expectation of the post that Child Protection training will be undertaken.

Contacts

- Children, young people and their parents and carers
- Education professionals in schools and in the Learning and Skills Service.
- Other services working with children and their families, including Local Authority services, Health professionals and the voluntary sector where appropriate.

Creative work

- Draft effective and evidence based reports for internal and external use as required.
- Have a good working knowledge of existing Policies and Procedures and their application and contribute to the ongoing development of these as required.
- To keep up to date with service specific legislation, guidance, good practice and other developments and develop ways of implementing these.

Decisions made

- The postholder will review the Statutory Advice as part of the EHCP process to the Local Authority, in line with regulations and requirements set out in legislation and in the SEN Code of Practice.
- The postholder will use their professional judgement to work within a framework of consultation and liaison with schools and other partners, and engage in direct work with individuals, groups or organisations that will support the learning and psychological development of children and young people experiencing barriers to learning or their social and emotional development.

Supervisory responsibility

The postholder may be asked to contribute to the mentoring and support of trainees or less experienced staff within the Educational Psychology Service.

Supervision received

The postholder will have direct line management from the Principal Educational Psychologist and Assistant Principal. Ongoing further professional development should take place in accordance with the codes of professional conduct of the Health and Care Professions Council and The British Psychological Society. An up-to-date CPD log should be maintained.

Complexity

The postholder will be a qualified Educational Psychologist whose professional skills will enable them to provide a high quality and effective Educational Psychology Service.

The post will include the complexity of cross agency working and direct work with children and their families/carers.

5. Performance & Customer Focus

The postholder will ensure they:

- adopt a customer focused approach when delivering their service, ensuring engagement with service users and maintenance of an appropriate personal profile,
- act as an advocate for their service and work collaboratively with colleagues across the whole Council to meet the needs of the people of Shropshire,
- meet individual, service and personal development targets agreed through the Performance Review Process, learn from experience and is commit to continuous improvement individually and as an employee of the Council,
- work with colleagues to meet the team's key performance indicators, support a culture of team working and ensure the team functions successfully in support of the Council's corporate and service objectives.

6. Conditions of Service

- a) The conditions of service are those laid down by the National Joint Council for Local Government Services, as amended from time to time and as adopted by the Council.
- b) The post is based at Shirehall, Shrewsbury.
- c) This post is subject to the following:
 - The post is permanent for 37 hours per week,
 - Normal office hours are 8.30 am to 5.00 pm Monday - Thursday and 8.30 am to 4.00 pm Friday

- The post is subject to the Council's annualised hours scheme as implemented within the specific work area.
 - Additional payments do not apply.
- d) This post carries eligibility to join the Local Government Pension Scheme. Information about this and other pension options will be sent with any formal offer of appointment.
- e) Annual leave entitlement is pro rata flat rate scheme of 27 days annual leave plus bank holidays, with 5 days extra awarded to those staff with 5 years local government service). 2 days of an employee's allowance (pro rata for part time staff) must be taken at Christmas for any potential Christmas closures. Employees who work in a building/service which is required to open over the Christmas period, the 2 days leave (pro rata) can be carried over into your next leave year, but must be used by the end of January.
- f) The appointment is subject to three months' notice in writing on either side.
- g) The appointment is subject to six months' satisfactory probationary service during which time the notice period will be one week on either side.
- h) It is a condition of your appointment that you provide a suitable vehicle for the performance of your duties and that this is readily available for use during normal working hours. You are entitled to claim for reimbursement of the costs of travel on council business at the agreed flat rate per mile.

8. Pre-employment Requirements

The appointment is subject to receipt of the following pre-employment checks;

1. Satisfactory employment references
2. Medical report
3. Evidence of the qualifications required for the post/listed on your application form

This post is exempt from the Rehabilitation of Offenders Act 1974 and as such all applicants who are appointed to this post will be subject to an **Enhanced Disclosure** from the Disclosure and Barring Service before the appointment is confirmed. This check will include details of cautions, reprimands or warnings as well as convictions and non-conviction information. Once appointed, the successful applicant(s) will also be required to apply for an Enhanced Disclosure at pre-determined intervals during the course of their employment whilst in this post.

Postholder

Date:

Line Manager

Date:

Person Specification

Educational Psychologist

Please ensure that the Job Description and Person Specification are used as a guide when completing your application form. All of the criteria below will be assessed via your application form; further methods will be used to support this in the interview stage. You are expected to use the application form as a means to demonstrate, with examples, how you meet the person specification criteria below – a re-wording of the criteria listed will not guarantee an interview.

Method of Assessment: S - Scenario, I - Interview, P - Portfolio, T - Test, D - Documents

Qualifications and training

How Assessed - D, I

Essential:

- Degree in psychology or equivalent, providing graduate basis for registration with the British Psychological Society
- Recognised postgraduate qualification in educational and child psychology completed.
- Registered with the Health and Care Professions Council as a practitioner psychologist.

Experience and knowledge

How Assessed - D, I

Essential:

- Evidence of a commitment to continuing professional development to maintain professional registration and to contribute to the development of the service
- Experience of working as a psychologist with children and young people, including evidence of work involving additional and/or complex needs.
- An ability to engage in an interactive and dynamic process of assessment of children in context and to maintain focus on best outcomes for children and young people.
- An ability to draw upon the knowledge base in applied educational psychology to formulate solutions to problems presented.

Specialist skills and abilities

How Assessed - D, I

Essential:

- Proven ability to forge partnerships and build positive working relationships, and influence other partners and organisations

- Strong written communication skills, including the ability to produce high quality reports, presentations, training materials and/or correspondence that are tailored to the target audience
- Ability to deliver quality services to set targets within deadlines, under pressure and maintain professional standards
- Ability to use ICT effectively in delivering services. Experience of software packages such as MS Office, email, databases and spreadsheets

Personal skills and attributes	How Assessed - D, I
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Essential:

- Evidence of a commitment to continuing professional development to maintain professional registration and to contribute to the development of the service
- Excellent motivation, communication, team working, networking and negotiation skills with an ability to win confidence and credibility across a broad range of stakeholders
- Proven ability to forge partnerships and build positive working relationships, and influence other partners and organisations
- Strong written communication skills, including the ability to produce high quality reports, presentations, training materials and/or correspondence that are tailored to the target audience
- Ability to use ICT effectively in delivering services. Experience of software packages such as MS Office, email, databases and spreadsheets
- Ability to work independently and as part of a team using a solution focused approach.

Decision making, impact and innovation	How Assessed - D, I
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Essential:

- Ability to take professional responsibility for the psychological advice provided to others within areas of professional practice.
- Ability to deliver quality services to set targets within deadlines, under pressure and maintaining professional standards

Special working conditions	How Assessed - D, I
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Essential:

- The ability to respond to the travel requirements of the post - there is a requirement to travel to a range of schools, settings and centres within and beyond the LA
- To work flexibly with children young people and their families.