

## Job Description and Person Specification



### Senior Educational Psychologist - Childrens Services Directorate

<b>Salary:</b>	£65,423 - £68,884
<b>Scale:</b>	Soulbury Scale B 6-9 + SPAs
<b>Working hours:</b>	37 Hours (Job-share would be considered)
<b>Work base:</b>	Based in Kettering
<b>Responsible to:</b>	Principal Educational Psychologist

We are delighted that you are considering joining our team at North Northamptonshire Council.

By recognising that our employees are our greatest asset, we invest in, value and develop them to progress our ambition to be an employer of choice. Our corporate values and behaviours also encourage customer focus, efficiency and support our employees to achieve.

#### Main Purpose

- To contribute leadership and psychological consultation to the local authority – especially regarding its current priorities.
- To manage and give professional support and supervision to an area team of educational psychology professionals, including one or more: assistant EPs; trainee EPs; Main-range EPs; specialist senior EPs; and associate educational psychologists.
- To act as the representative of the Principal Educational Psychologist;
- To establish locality team priorities;
- To decide on the appropriate form of area response to requests for service involvement, including critical incidents;
- To manage the delivery of Psychological Services to the locality area;
- To contribute to the strategic management of the EPS as part of the management team of PEP & locality SEPs.

Alongside management and leadership role, the SEP will provide generic work for up to 40% of their time.

## Role Responsibilities

### PRINCIPAL RESPONSIBILITIES

- To provide leadership and consultation to both the EPS and the LA Education department.
- To manage, supervise and give professional support to the educational psychologists' input to the area's work with children, pupils, schools, parents and carers, and other agencies in accordance with the aims of the Service and policy guidelines.
- To ensure the development and maintenance of high-quality professional input by educational psychologists to the work of the area teams.
- To liaise with other agencies and services relevant to service delivery. When required, act as the representative of the Principal Educational Psychologist.
- Ensure the availability of educational psychologists' time in the area is according to the Service's agreed allocation mechanism.
- Establish priorities for the area, based on the guidelines for service delivery.
- Ensure professional liaison with other agencies in the area.
- To decide on the appropriate form of response to requests for service involvement.
- Report to the Principal Educational Psychologist on matters relating to policy development and the quality of provision, including the statutory assessment process.
- Support the Principal Educational Psychologist's responsibilities for research and development.
- To ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and to comply with policies and procedures relating to health and safety within the Council.
- Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
- To carry out any other duties which fall within the broad spirit, scope and purpose of this job description.

These principal responsibilities reflect the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

In addition to the accountabilities arising directly from the above role summary, the Senior Educational Psychologist will

- Manage the induction, appraisal scheme and supervision for educational psychologists in their Area Team, including trainee educational psychologists, assistant educational psychologists, specialist senior educational psychologists and associate educational psychologists
- Ensure that educational psychologists' professional development needs are identified
- Prioritise professional development activities for educational psychologists within the available resources in order to improve the quality of service-delivery
- Ensure that Performance Measures for the service are operated within the area and appropriate evaluation is undertaken
- To ensure the maintenance and development of networking with other agencies and services
- Contribute to North Northamptonshire's profile of required educational psychologists' knowledge and skills
- Ensure equality of opportunity and inclusion in education for all children / young people
- Undertake any other duties appropriate to a post of this grade as may be required from time to time

## SPECIFIC RESPONSIBILITIES

The Senior Educational Psychologist will ensure that they and the educational psychologists in their team undertake the following responsibilities to provide an effective response to needs of schools, families and children: -

### A. General

- To promote all aspects of inclusion based on local guidelines
- Advise on child development and learning from 0-25 years within the context of overall development
- To undertake appropriate action when schools, parents or other agencies request consultation, assessment or intervention, where the identified difficulty is of a psychological nature and may not necessarily present as a learning difficulty
- Contribute to multi-professional teamwork on behalf of children, their carers and families
- To ensure a co-ordinated response to meeting the Special Educational and developmental needs of pre-school children and support to their carers
- To participate in and provide appraisal and supervision
- Ensure that personal professional development needs are identified and that agreed professional development activities are undertaken.

### B. School Support (Mainstream and Special including Further Education)

From our LA Core Work:

- Provide Psychological Advice to the Council for pupils for whom it has been decided to undertake a statutory assessment

From work commissioned by schools or others:

- Assist with the identification, assessment and planning of interventions for individual pupils where:
  - (a) the information indicates probably complex causes of the difficulties, or
  - (b) there is a continuing lack of progress in response to the arrangements being made by the school
- When appropriate, undertake consultation and/or assessment and intervention when it is considered that a pupil may require a statutory assessment
- Undertake appropriate assessment and interventions where psychological consequences of a special educational need, behaviour or learning difficulty are identified or predicted
- Support and advise on the policies required to further develop provision in schools
- Be available to undertake general consultative work and advice
- Work with schools to further educational and social inclusion
- Provide further professional development for staff
- In consultation with other central support services, agree with the school appropriate educational psychology input to schools causing concern and those in special measures

## **C** For Pupils with Education, Health & Care Plans

When requested by LA colleagues as part of Core Work:

- Provide psychological advice for all pupils for whom a further assessment has been initiated
- Attend the annual reviews of in-county pupils when this is required for casework reasons or is commissioned by schools
- Attend a range of annual reviews of out-county pupils when acting as the named educational psychologist for the pupil or when commissioned to do so.
- Contribute to Tribunal decision making and direct participation in Tribunals, when required.

## **D** For Pre-School Children

Undertake appropriate action on behalf of pre-school children from the responsibilities as listed above.

## **Person Specification**

### **Background and Experience**

#### **Essential**

Qualification as an Educational Psychologist

Up to August 2006, a fully qualified educational psychologist has:

- A first degree in psychology or an equivalent qualification recognised by the BPS as conferring the Graduate Basis for Membership
- Successfully completed a course of post graduate professional training recognised by the Health and Care Professions Council (HCPC) as conferring eligibility for registration as an educational psychologist
- At least two years qualified classroom teaching experience

Educational psychologists qualifying after this date will have the first two bullet points above, plus significant experience working with children in education or children's services or both, for example, two years' successful teaching.

#### **Desirable**

- Registered as a Chartered Educational Psychologist.

### **Knowledge and Experience**

#### **Essential**

- Significant experience as an Educational Psychologist.
- Experience of managing professionals or projects.
- An in-depth knowledge of the statutory framework which guides the work of educational psychologists.
- Experience of working with professionals from other agencies.
- Successful organisation and delivery of further professional development to teachers and others responsible for children.
- The ability to undertake research activities and apply the outcomes to guide good practice.

#### **Desirable**

- Previous experience in managing a team of educational psychologists.
- A specialist area of knowledge within educational psychology.

## Ability and Skills

### Essential

- Demonstrable evidence of a commitment to maximise educational achievement & inclusion.
- Demonstrable ability to work with parents as partners & promote the centrality of the child's voice.
- Ability to demonstrate initiative and innovation.
- Demonstrable leadership skills.
- Ability to communicate clearly and concisely.
- Ability to provide a balance of support and challenge to others.
- Ability to provide support following critical incidents / local tragic events
- Ability to travel to different locations.

### Desirable

- The use of appraisal to aid the professional development of others.

## Equal Opportunities

### Essential

- Wide knowledge of equalities and equal opportunities, including legislative framework. A commitment towards tackling inequality and exclusion within our schools and communities

## Mental Demands of the role

### Essential

- Ability to make and defend decisions in a non-threatening way
- An appreciation of the local needs of schools and communities
- Ability to delegate and effectively monitor
- Ability to maintain high levels of professional and personal integrity, and appreciate the rights and aspirations of others
- Ability to work with integrity and resilience under pressure and manage/identify competing demands

## Accountability / Autonomy

The Senior Educational Psychologist will be accountable to the Principal Educational Psychologist for the professional standards of educational psychologists within the area team, for the delivery of a psychological service to an area of the Authority and for delegated areas of service responsibility.

Within this accountability the Senior Educational Psychologist will make their own professional decisions based on evidence, knowledge of relevant research and with reference to guidance set by Local Authority policies.

## Our Values and Behaviours

Our values define who we are and how we operate, by forming the foundation for how we interact with our customers, colleagues and provide our services. They are also at the forefront of our decision making and delivery and include:



## Our Key Commitments

Our key commitments help ensure that the priorities we make, now and in the future, maintain the necessary breadth of focus in those areas that we believe matter most.

Our key commitments are:

- **Active, fulfilled lives:** We will help people live healthier, more active, independent and fulfilled lives.
- **Better, brighter futures:** We will care for our young people, providing them with a high-quality education and opportunities to help them flourish.
- **Safe and thriving places:** We will enable a thriving and successful economy that shapes great places to live, learn, work and visit.
- **Green, sustainable environment:** We will take a lead on improving the green environment, making the area more sustainable for generations to come.
- **Connected communities:** We will ensure our communities are connected with one another, so they are able to shape their lives and the areas where they live.
- **Modern public services:** We will provide efficient, effective and affordable services that make a real difference to all our local communities.

## Why choose us?

We offer a fantastic working environment including diverse and active staff networks, great flexible working opportunities and well as many other benefits, you will:

- Receive a generous annual leave allowance.
- Have access to our Employee Assistance Programme which offers a confidential service for employees and their families 24 hours a day / 7 days a week. The programme provides expert

advice and counselling in areas such as finances, family and personal problems, work issues, health related problems, childcare and consumer rights.

- Join the Local Government Pension Scheme (LGPS), which is a tax approved occupational pension scheme with a generous employer contribution rate, immediate life cover and ill-health protection. Benefits are based on the length of your membership and final salary.

We are proud to be a recognised Disability Confident Employer and is committed to providing an inclusive recruitment process and will offer an interview to disabled applicants who meet the essential criteria for the role.

