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| **Department** | **PEOPLE** |
| **Job Title** | **EDUCATIONAL PSYCHOLOGIST** |
| **Grade** | Soulbury Educational Psychologists Scale A Points 2-7 |
| **Primary Purpose of Job** | To use psychological knowledge, assessment and consultation skills, working in partnership with parents/carers, educational settings, the Local Authority, Health Services and other agencies to promote the educational, social and emotional development of children in Bolton. |
| **Reporting To** | Principal Educational Psychologist |
| **Responsibilities** | Responding to requests for assessment, consultation, training and group-work from schools, settings and the Local Authority according to EPS and LA policies. Statutory Assessment of children and provision of psychological advice as required. Involvement in the Critical Incident Support Service. Consultation and advice, where appropriate, for carers, Children’s Services and Health professionals and relevant others, to assist in meeting the needs of Bolton children and young people aged 0-25 years. |

**Main Duties**

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| 1 | To provide assessment, consultation, training and groupwork as requested by schools/colleges via the traded service. |
| 2 | To provide psychological advice to the Local Authority under the revised Code of Practice (2014). |
| 3 | To carry out assessments requested by the Local Authority. |
| 4 | To undertake specialist activities according to Service needs. |
| 5 | To assist in the reviewing of provision for children with special educational needs. |
| 6 | To liaise with statutory and voluntary agencies promoting the welfare of children. |
| 7 | To maintain records of work according to EPS policy. |
| 8 | To identify self-development needs in collaboration with the Service’s management and undertake relevant agreed activity. |
| 9 | To be a member of the LA Critical Incident Support Service. |
| 10 | To maintain records of work according to EPS policy. |
| 11 | To attend team meetings and supervision sessions. |
| 12 | Any other duties deemed necessary by the Principal Educational Psychologist, commensurate with the grade and general character of the post. |

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| **Date Job Description prepared/updated:** | **November 2017** |
| **Job Description prepared by:** | **Sue Cornwell** |



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| **Department** | | | **PEOPLE** | |
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| **Stage One** | | Disabled Candidates are guaranteed an interview if they meet the essential criteria | | |
| **The Minimum Essential Requirements for the above Post are as Follows:** | | | | **Method of Assessment** |
| **1.** | **Skills and Knowledge** | | | |
| 1. | Knowledge of current legislation, circulars and guidance relating to educational psychology | | | Application Form/Interview |
| 2. | Knowledge of Early Years and National Curriculum requirements | | | Application Form/Interview |
| 3. | High levels of interpersonal and consultancy skills | | | Interview |
| 4. | Independent self-management, organisational and record-keeping skills | | | Application Form/Interview |
| 5. | Clear oral and written communication skills | | | Assessment/Application Form |
| 6. | Skill in the use of common psychological assessment techniques appropriate to children’s/young people’s developmental needs | | | Application Form/Interview |
| 7. | Knowledge of community diversity and its relevance to the practice of educational psychology | | | Interview |
| 8. | Understanding of the perspectives of partner organisations, and the ability to develop joint protocols and create partnership working | | | Application Form/Interview |
| 9. | **Competencies** – Please note the council’s corporate competencies, which are considered to be essential for all roles, are in the attached CORE COMPETENCIES document | | | Interview |

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| **2. Experience/Qualifications/Training etc** | | |
| 1. | Honours Degree in Psychology (or recognised British Psychological Society equivalent). | Application Form |
| 2. | Post-graduate qualification in Educational Psychology which will allow professional registration as an Educational Psychologist. | Application Form |
| **3. Work Related Circumstances** | | |
| 1. | Able to work flexible office hours | Interview |
| 2. | This post has been designated an essential car user post. Applicants must hold a full, current and valid driving licence and a vehicle with a current valid MOT certificate. There must also be adequate vehicle insurance cover to comply with the council’s requirements, in line with the Travel Costs Reimbursement Policy | Application Form  Interview |
| 3. | This post is subject to an enhanced disclosure from the Disclosure & Barring Service | Satisfactory DBS Disclosure |

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| **STAGE TWO** | | Will only be used in the event of a large number of applicants meeting the minimum essential requirements | |
| **Additional Requirements** | | | **Method of Assessment** |
| **1. Skills and Knowledge** | | | |
| 1. | Experience of Early Years work | | Application Form/Interview |
| **2. Experience/Qualifications/Training etc** | | | |
| 1. | 2 years’ experience of working as a qualified or Trainee EP. | | Application Form |
| 2. | Experience of working within a traded service. | | Application Form/Interview |

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| **Date Person Specification prepared/updated:** | **November 2017** |
| **Person Specification prepared by:** | **Sue Cornwell** |



**These core competencies are considered essential for all roles within Bolton Council. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period**

**Developing Self & Others**

Promote a learning environment to embed a learning culture.  Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development. Support and promote the principles of Investors in People.

**Civil Contingencies**

Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council’s Emergency Management Plan is activated, you may be required to assist in maintaining key Council services and supporting the community.  This could require working outside of routine working hours and working from places other than your normal place of work.

**Equality & Diversity**

Uphold the principles of fairness and the Equality Act in all undertakings as a Bolton Council employee, including providing a fair, accessible service irrespective of customer’s race, religion, gender, sexuality, disability or age.

**Customer Care**

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring & professional image.

**Health & Safety**

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

**Data Protection and Confidentiality**

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow Council policies and procedures on dealing with personal information and information assets, including The Code of Conduct, Data Protection, Acceptable Use and Information Security policies. Personal or confidential data should only be accessed or used for council purposes.

**Fluency Duty**

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required byThe Immigration Act 2016.

**Working Hours**

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

**Safeguarding**

This Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure & Barring Service.