

## Principal Educational Psychologist and Head of Inclusion

## Role Profile

**Service:** Children's Services  
**Grade:** Soulbury Senior and Principal EP scale B range 12 to 15 (plus 3 SPAS)  
**Reporting to:** Director Education Standards, Quality and Performance  
**Responsible for:** Education, Health and Care Assessment Team, Special Educational Needs Advisory Service, Educational Psychology Service, Sensory Impairment Service, Trafford Travel Co-ordination Unit, Access and Inclusion Business Support Team



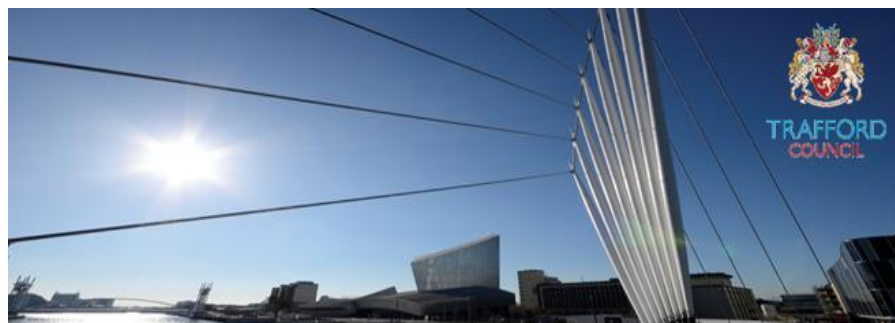
### About Us

Trafford is a great place to live, work, learn and visit. From its leafy suburbs, to its more urban areas, the borough takes pride in its strong, diverse communities, its cultural and sporting heritage and its position at the heart of the region's economic powerhouse.

Trafford Council and its partners in the public, private and third sectors are embarking on a Vision which sees us working together to close inequality gaps and maximise Trafford's huge potential.

***Our vision: Working together to build the best future for all our communities / everyone in Trafford.***

Our vision is about giving people in Trafford greater choice about where they live; to build and sustain in thriving communities; and to develop areas which we can all take pride in. It's about people living healthily; receiving care when they need it and having access to our green spaces with great transport links across the borough.



### Our Culture

Trafford Council employs around 2300 non-school members of staff and as one of the biggest employers in the borough, we work hard to make Trafford Council an employer of choice. We care what you think and believe you are more than just a job role. We have a great benefits' package and a real focus on your health and wellbeing, as well as, extensive learning, succession and development opportunities.

For us, it's not just about *what* we achieve as an organisation, but *how* we do it. Therefore, all employees are expected to display our **EPIC** values.

**At Trafford Council we are EPIC**

**We EMPOWER** – We inspire and trust our people to deliver the best outcomes for our customers, communities and colleagues.

**We are PEOPLE CENTRED** – We value all people, within and external to the organisation and give those around us respect. We will act with honesty and integrity in all that we do, and create an environment that enables everyone we work with to thrive and succeed.

**We are INCLUSIVE** – We are committed to creating an environment that values and respects the diversity and richness differences bring

**We COLLABORATE** – We build relationships, collaborate; treat people as equal partners and work together to make things happen

## About the Role

This Role Profile outlines the key tasks you will be expected to perform to give you an understanding of a typical day and the key activities that you will be expected to deliver or contribute to the delivery of.

The 'About You' section explores what qualifications, experience, skills and knowledge you will need for the role.

We are a values based organisation and you will need to reflect our values, as well as the requirements in 'About You' in your application.

### Your Main Priorities

To act as Principal Educational Psychologist whilst providing effective leadership, strategic development and overall management for the SEND & Inclusion Service

To ensure that:

- All Local Authority statutory duties in relation to children and young people (0-25years) with special educational needs and disabilities (SEND) are discharged appropriately
- The promotion and application of educational psychological principles and practice meet the systemic and organisational priorities of the LA
- A response to the legal challenges that come within the SEND (first tier and single route of redress) tribunal framework is delivered
- Strategic partnerships with health are effectively engaged in the identification, provision of services and quality assurance of outcomes for all vulnerable learners
- Resources within the remit of the post deliver value for money for Trafford Council and a high quality service for children, young people and families.

### Key duties

- To promote and apply educational psychological principles and practice in order to meet the systemic and organisational

priorities of the Local Authority

- To provide strategic and operational responsibility for the LA's educational response to legal challenges that come within the SEND (first tier and single route of redress) tribunal framework
- To provide leadership to the work with schools, maximising opportunities and raising the achievement of pupils with SEND and other vulnerable groups.
- To enable the Council to fully discharge statutory duties in relation to SEND and sufficiency of places.
- To proactively support the Council's response to the changing national landscape and policy direction on access and inclusion and other relevant legislative changes.
- Responsibility for developing strategic service plans, service delivery and work plans and relevant inter agency joint planning.
- Responsibility for the development and implementation of policies, procedures, practical guidance and services for the SEND and Inclusion service.
- Lead and develop inclusive arrangements to meet the challenging demands of vulnerable children and close the gap in their educational outcomes
- Ensure the Council is in a strong position to respond to external scrutiny and inspection in relation to SEND and other services as required.
- To provide clear leadership and management of the SEN advisory service, the Education Psychology Service, the EHC Team, the Sensory Impairment Service, the Transport Co-ordination Unit and Access and Inclusion Business Support Team
- Establish productive and credible professional relationships with schools in the borough and enhance the Council's position as a champion for the education of vulnerable children and young people.
- Work closely with children, young people and their families to ensure their views are central to service planning through the EHC process
- To lead work on reviewing availability and appropriateness of specialist provision in mainstream settings and special schools
- Apply knowledge and understanding of current research and development in pedagogical approaches that support and improve inclusive practice
- Establish mechanisms to understand the impact and outcomes of services to ensure effective use of resources.
- Work in partnership with other senior managers in achieving the overall corporate vision by pursuing best practice and implementing value for money
- Contribute to the achievement of the Council's aims and objectives and secure continuous improvement in performance and standards through appropriate professional leadership, support and challenge
- Recruit, lead and support staff in order to achieve quality services and encourage staff to develop their own understanding,

knowledge and skills to ensure effective service delivery at all levels, and a workforce committed to the improvement of services to children and young people

- Prepare and effectively manage and monitor significant revenue and capital budgets and ensure services secure value-for-money
- Provide professional leadership to the service outlined above with an awareness of the national and local policy context to continue to improve services.
- Undertake research and needs analysis, on behalf of the Director on current and future trends / developments to inform policy development.
- Provide leadership within the Council and Directorate by:
  - Reporting to Strategic Partnership Boards
  - Advocating on behalf of Trafford residents

#### Additional Duties:

- The post holder would be expected to hold monthly 1-1 support sessions with all managers, attend and lead managers' meetings and undertake PDRs annually.
- The post holder will develop a service development plan with measurable outcomes which reflect benchmarking against statistical neighbour and national data sets.

The post holder will use the full range of HR policies and procedures to manage the performance of managers and their teams

## About You

### Qualifications and Professional Development

- Degree in Psychology (or equivalent as recognised by the British Psychological Society)
- Chartered status as an EP and registration with the Health and Care Professionals Council
- Educated to degree level or equivalent with a degree in Education – eg. B.Ed(Hons) / PGCE

- Masters or relevant professional qualification or relevant experience

### **Experience and Knowledge**

- Experience and a successful track record of leadership with a particular expertise and understanding of services for SEND and vulnerable pupils
- Evidence of successfully managing an EP service or equivalent role
- Proven experience of providing direction and clear vision to those we work with to ensure service excellence
- Evidence of the ability to provide effective and visible leadership to a team of professionals
- A proven track record of delivering functional improvements, including experience of planning and financial management
- Experience of working with schools, health providers and social care to assess and develop plans for children and young people with SEND
- Extensive knowledge of the national and local context for access and inclusion services with a detailed understanding of relevant legislation and statutory guidance
- Evidence of continuing professional development/management development

### **Skills and abilities**

- Leadership
- Innovative, strategic and critical thinking.
- Financial Management.
- Constructive challenge skills.
- Identifying and energising engagement in others.
- Solutions focussed.
- Effective decision maker.
- Proven negotiation and influencing skills.
- Project management skills.
- ICT literate.
- Excellent reporting writing and written skills.

- High level communication skills to communicate verbally and in writing with credibility and consistency, with a wide range of stakeholders.
- Excellent stakeholder management skills.
- Resilient, curious and relentless.
- Collaborative style.
- Authentic.
- Politically astute.
- Demonstrates commitment to innovative solutions that deliver service improvement.

**Special Conditions**

- Enhanced DBS required
- Car User

Date prepared/revised: Feb 2019

Prepared/revised by: KS

### **Health and Safety**

To operate safely within the workplace with regard to the Council's health and safety policies, procedures and safe working practices. To be responsible for your own Health and Safety and that of other employees.

### **Equalities & Diversity**

To work within the Council's Equalities and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications.

### **Customer Care**

To continually review, develop and improve systems, processes and services in support of the Council's pursuit of excellence in service delivery. To recognise the value of its people as a resource.

### **Training and Development**

To identify training and development needs with your manager, taking an active part in your Personal Development and Review Plan. To access development opportunities as they arise and share learning with others and where appropriate, actively encourage a learning environment and development within others.

### **Policy**

To work at all times within the established policies and practices of the Council, within the framework established by the Council Constitution and associated guidance.

### **Information Governance**

Confidentiality is of prime importance. In the normal course of duties, the post holder will have access to personal and or sensitive information relating to service users, staff and contractors, as well as information of a commercially sensitive nature. Such information should not be communicated to anyone outside or inside the Council unless done in the normal course of carrying out the duties of the post. Disciplinary action will be considered where a breach of confidence and or data breach has been established.

All information obtained or held during the post-holders period of employment that relates to the business of the Council and its service users and employees will remain the property of the Council. Information may be subject to disclosure under relevant legislation.

To ensure information is shared safely and complies with information governance standards and associated legislation.