

Assistant Educational Psychologist

Service	Reporting to	Location	Grade
Educational Psychology	Claire Jackson, Executive Principal Educational Psychologist	Unity House	Soulbury Assistant EP Scale (2-5)

About the role

- Assist the Educational Psychology Service (EPS) to meet the Psychological needs of the educational network in Salford (0-25 years) and beyond
- Support the team to deliver on commissioned projects
- Support the team to deliver on its statutory duty regarding the SEND / EHCP assessment process
- Deliver and evaluate training and development opportunities for front line staff
- Co-ordinate, summarise and feedback on a range of evaluation exercises including the annual impact of the service data gathering
- Represent the service in a range of forums to promote the key messages of the team
- Develop and disseminate resources

Tasks

- Undertake a range of information gathering, observations, assessments, and interventions pertinent to the services' work with children/ YP and their parents/ carers.
- Participate in the development and delivery of psycho-educational group work. Under the supervision of a qualified Educational Psychologist
- Engage in relevant searches of psychological literature to develop and enhance courses, packages and materials used by the Educational Psychology Service
- Collect data and produce brief reports to underpin a range of development initiatives, training and preventative/ project work
- Auditing of case files/ general administrative support
- Keep accurate and retrievable records of work and provide written feedback as required
- To participate in meetings at schools and settings.
- To keep accurate, up to date records of all contacts and work relating to children, young people and their families in accordance with service protocols.
- To work on longer term interventions both directly with staff and with children and their families this is to include group work as appropriate.
- Undertake research/collect evidence and data on given topics. To prepare summary reports of findings.

- To support colleagues in the completion of a full range of service tasks.
- Develop skills and knowledge through participation in the process of supervision, and being supervised by colleagues and the line managers.
- Undertake further training as part of continuing professional development.

Key outcomes

- To contribute to meeting Salford City Council priorities to support vulnerable groups and create a better and fairer Salford
- Promote the use of psychology to improve the educational outcomes and emotional well-being of children and young people.
- Under the supervision of an Educational Psychologist to work collaboratively with setting-based staff, parents and children to help in the assessment of needs and the implementation of strategies.
- To support the service in the delivery of strategies working at a preventative level
- To contribute to the Authority's programmes of staff development for members of the children's workforce.

What we need from you

- At least 2:1 honours degree in Psychology (or recognised equivalent) and the Graduate Basis for Registration or Chartership (GBR/ GBC) as a psychologist as required by the British Psychological Society Proven technical skills and ability in the role with a record of accomplishment for delivering outcomes.
- Significant (minimum two years full-time equivalent) post-qualifying experience of working directly with children and parents, for example, experience of teaching, youth work, mentoring or mental health support.
- To hold a valid driving licence / enhanced DBS and the ability to travel both within and outside Salford in order to complete duties as specified by the EPEP/DPEP.
- Ability to demonstrate how you have applied psychology within your working practice to date.
- Ability to gather & evaluate complex information from a variety of sources & settings.
- Ability to engage, communicate & work in partnership effectively with children and young people (CYP), carers, schools/ settings and members of Children's Services.
- Ability to demonstrate a significant knowledge of child development.
- Experience of/ ability to devise and deliver presentations.
- Ability to work to an agreed quality standard in terms of report writing, summative reports & other forms of writing such as minutes from a meeting and training.
- Ability to use technology for a variety of purposes.
- Ability to work independently and as part of a team.
- Willingness/ ability to reflect and learn from all opportunities presented
- Holds additional qualifications/certificates that may be relevant to the role, such as assessment testing, access arrangements etc.
- A desire to train as an Educational Psychologist.

What we can offer you

Your ongoing professional development and success in your role is important to us, and that is why we provide a variety of learning and development opportunities. Within the sections below you will find development options tailored to you which will enable you to further develop your existing skills and learn new ones at a pace that suits you best. If you are joining us now, your development will form part of ongoing discussions with your manager. If you are an existing employee, you should use your Personal Development Reviews to discuss your development with your manager and create your development journey. It's important you also take full advantage of any informal learning available to you during the course of your work.

Online learning

Develop your knowledge across a wide range of areas through our Me-Learning platform, with over 200 free courses to choose from. To have the best possible start and comply with current legislation, you must complete the following modules: Welcome to Salford, Health and Safety in the Office, GDPR, Equality Essentials, and Safeguarding Children and Adults. You may also benefit from a variety of courses in categories such as Business Skills, IT and Project Management which are available to learn at your own convenience and pace.

Professional Development

Gain role specific skills and time to learn through a wide range of development opportunities. Learn whilst working and get support towards your qualification through an apprenticeship standard. Access professional development ranging from entry level to master's type qualifications, including achieving a role appropriate qualification. Details can be found on [the Institute of apprenticeships](https://www.instituteofapprenticeships.com/) website.

Tailored Development

A digital organisation

Developing your digital skills

Our ambition is to provide our workforce with the right level of digital capabilities needed to be successful. Whatever your current digital abilities are, we can provide development ranging from essential workplace skills to specialist workplace skills. These will be delivered through our Digital Skills Academy using both self-directed and guided learning opportunities to enable you to develop. Additionally, you can access free online courses through the [iDea](#) website.

Sharing your digital skills

Our goal is to support you to share your digital knowledge with other people. Our Digital Eagles programme has been designed to cover basic digital skills and build your confidence to assist others. By the end of this programme you will join hundreds of staff members who already are digital eagles, and be able to help colleagues, customers, residents, or people in your personal life with all things digital.

Our vision and priorities

Our vision

The council has a vision is to create '**A fairer, greener and healthier Salford**'. To help us achieve this vision we have identified some key priorities to tackle the problems people in Salford are currently facing, [the Great Eight](#).

Salford is beginning a journey of economic transformation, with the mapping out of the city's economic future through key pieces of city council work. We're calling this [The Salford Way](#).

The Great Eight are:

Tackling poverty and inequality.



1

Creating vibrant places and spaces.



2

Tackling the climate emergency.



3

Skills and education (A Learning City).



4

Affordable housing and reducing homelessness.



5

Promoting transport and digital connectivity.



6

Creating an economy for all.



7

Tackling health inequalities and providing the best possible care.



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Our organisation's values

We have four values: Pride, Passion, People, Personal responsibility.

[Our four values](#) are central to the way we communicate about the council and the way in which we behave with colleagues, customers, and partners - so that we live and breathe our values each day.

Our values



Pride

Passion

People

Personal responsibility

Application guidance

We are a values-based organisation so reflecting our values or a values-based approach in your evidence will support your application.

The different sections of this role profile are there to give you an understanding of the purpose of the role. The 'what we need from you' section outlines the minimum criteria you will need to meet within your application.

Role details

Completed by:

Date:

Job code:

Job score:

Date of evaluation: