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| Directorate: | Children’s Services | **Section**: | Educational Psychology Service |

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| **Job details** |  |
| **Job title:** | Assistant Educational Psychologist |
| **Grade:** | Soulbury Assistant Educational Psychology Scale. |
| **Location of work:** | Hyde Town Hall, Hyde, Tameside |
| **Directly responsible to:** | Claire Jackson, Executive Principal Educational Psychologist |
| **Directly responsible for:** |  |
| **Hours of duty:** | 36 |
| **Primary purpose of the job:** | Assist the Educational Psychology Service in the delivery of services |
| **Post ref no:** |  |

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| Main duties and responsibilities/accountabilities |
| **Objectives**   1. To contribute to meeting Tameside Metropolitan Borough priorities to support vulnerable groups.  |  | | --- | | 1. Promote the use of psychology to improve the educational outcomes and emotional well-being of children and young people. | | 1. Under the supervision of an Educational Psychologist to work collaboratively with setting based staff, parents/carers and children and young people to help in the assessment of needs and the implementation of strategies. | | 1. To support the service in the delivery of strategies working at a preventative level. | | 1. To contribute to the Borough’s programmes of staff development for members of the children’s workforce. | | 1. To participate in meetings at schools and settings. | | 1. 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. | | 1. To work on longer term interventions both directly with staff and with children and young people, and their families this is to include group work as appropriate. | | 1. Undertake research/collect evidence and data on given topics. To prepare summary reports of findings. | | 1. To support colleagues in the completion of a full range of service tasks. | | 1. 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. |  1. To take part in meetings, including service and team, within the Educational Psychology Service.   **Summary of Job Tasks**   1. Undertake a range of information gathering, observations, assessments, and interventions pertinent to the services’ work with children and young people and their parents/carers. Participate in the development and delivery of psycho-educational group work. Under the supervision of a qualified Educational Psychologist. 2. Engage in relevant searches of psychological literature to develop and enhance courses, packages and materials used by the Educational Psychology Service. 3. Collect data and produce brief reports to underpin a range of development initiatives, training and preventative/ project work. 4. Auditing of case files/ general administrative support. 5. Keep accurate and retrievable records of work and provide written feedback as required 6. Attend service meetings and contribute to aims of the service. 7. Report on a day to day basis to the Assistant Principal or nominated Psychologist. |

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| Review arrangements |
| The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the council will expect to revise this job description from time to time and will consult with the postholder at the appropriate time. |

#### Date job description prepared/revised: March 2023

**Prepared/revised by:** Claire Jackson, Hannah Hulme and Erica Douglas-Osborn

**Agreed job description signed by holder:**

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| Person Specification |

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| **Job title** | **Grade** | **Directorate** | **Location** |
| Assistant Educational Psychologist | Soulbury Assistant Educational Psychology Scale  (2-5) £35,228-£39,341 | Children’s Services | **Hyde Town Hall, Hyde, Tameside** |

Note to manager

In completing this form you are setting the expected standard for the person you need for this job on this occasion. Once completed, it will help to create your shortlist of candidates and to devise the questions you ask at interview. Please describe the criterion in ways that are both accurate and capable of being tested. Above all, the requirements must be job related and non-discriminatory. The job description, person specification and advertisement must be consistent. Each of the criteria must be identified under the **Essential** or **Desirable** headings. Whilst all criterions are important, those marked **Essential** must be met before an interview can be offered. (See Section 6 of the Recruitment and Selection Code of Practice for more information on producing a person specification)

#### Note to applicants

Whilst all criterions below are important, those under the **Essential** heading are the key requirements. You should pay particular attention to these areas and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

**(\*See grid overleaf)**

| **Essential criteria** | **Necessary requirements – skills, knowledge, experience etc.** | **\* M.O.A.** |
| --- | --- | --- |
| 1. 1 | 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. | **A/C** |
| 1. 2 | Significant post-qualifying experience of working directly with children and parents, for example, experience of teaching, youth work, mentoring or mental health support. | **A** |
| 1. 3 | To hold a valid driving licence / enhanced DBS. | **A** |
| 1. 4 | Ability to demonstrate significant understanding of how psychology has influenced practice to date. | **A/I** |
| 1. 5 | Ability to gather & evaluate complex information from a variety of sources & settings. | **A/I** |
| 1. 6 | Ability to engage, communicate & work in partnership effectively with children and young people, parents/carers & members of Children’s Services. | A/I |
| 1. 7 | Ability to form effective working relationships with all commissioners of EP services. | **A/I** |
| 1. 8 | Ability to demonstrate a significant knowledge of child development. | **A/I/E** |
| 1. 9 | Experience of / ability to devise and deliver presentations. | **E** |
| 1. 10 | Ability to interpret and make use of statistical information. | **E** |
| 1. 11 | Ability to work to an agreed quality standard in terms of report writing and other forms of writing and training. | **A/I** |
| 1. 12 | Ability to work independently and as part of a team. | **A/I** |
| 1. 13 | Ability to travel both within and outside Tameside in order to complete duties as specified by the EPEP / APEP. | **A/I** |
| 1. 14 | Willingness to engage in on going development of skills in the area’s linked to projects such as of Emotional Well-being / Mental Health / CYIC (Child and Young People in Care) / Early Years and any other appropriate research opportunities. | **I** |
| 1. 15 | Willingness/ ability to reflect and learn from all opportunities presented. | **I** |
| 1. 16 | A desire to train as an Educational psychologist. | **A/I** |

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| Desirable criteria | **Necessary requirements – skills, knowledge, experience etc.** | **\* M.O.A.** |
| 1. 1 | Previous experience of writing summative project reports. | **A/I** |
| 1. 2 | Previous experience of educational settings. | **A/I** |
| 3 | Experience of working independently and managing own time/ organisational skill. | **A/I** |
| 4 | Excellent ICT skills. | A/I |
| 5 | Evidence of being able to approachable and being able connect well children and young people and/or parent/carers. | A/I |

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| **Completed by** | **Date** | **Approved by** | **Date** |
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**Method of assessment (\* M.O.A.)**

**A =** Application form**, C =** Certificate**, E =** Exercise**, I** **=** Interview**, P =** Presentation**, T =** Test**, AC =** Assessment centre