

Job Description

Job title	Assistant Educational Psychologist
Directorate	Children and Adults
Division	Educational Psychology Service
Range	Soulbury Assistant Educational Psychology Scale Points 2-5 (currently £37,265 – £41,616) – Full time (37 hours per week)
Reports to	Principal Educational Psychologist

Main purpose of the job:

As an Assistant Educational Psychologist (EP), you will support Educational Psychology Service delivery through consultation, information gathering, observations, interventions, project work and research activities, while developing your professional knowledge within a highly supportive environment, in order to contribute to improved outcomes for and experiences of children and young people (0-25) with Special Educational Needs and Disabilities or other identified vulnerabilities.

Working collaboratively with children, young people, families, educational provisions and partner agencies, providing consultation, assessment, intervention and training. You will contribute to a graduated approach through systemic work, casework and project development and work with the service to provide tailored support, guidance and intervention to educational provisions and partner agencies, aimed at strengthening local capacity to support children.

Liaise with stakeholders in a way that promotes the [One Medway Council Plan](#) and embeds our [values and behaviours](#).

Accountabilities and outcomes:

Working within the context of appropriate professional oversight the Assistant EP will:

Assist and support the delivery of a range of Educational Psychology activities within schools/settings. There would be a focus on early intervention and preventative work.

Follow and apply relevant legislative requirements and Codes of Practice as they apply to educational psychology practice including in relation to Special Educational Needs and Disabilities and Safeguarding

Contribute to the process of psychological assessment of individual children and young people including:

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- Undertaking a range of activities to gather information about young people including observations, consultations and individual work
- Working with other professionals and parents or carers to develop appropriate strategies for the resolution of identified difficulties
- Contributing to the production of written feedback for parents/carers, schools/settings, and other appropriate agencies for a range of purposes, highlighting children and young people's strengths and difficulties, barriers to achievement and recommending appropriate ways forward.

Work with individuals and groups of children and young people to deliver evidence -based interventions in relation to the resolution of identified barriers to learning and engagement. Work with families of children and young people in relation to the resolution of barriers to learning and engagement.

Work collaboratively with others to develop, deliver and evaluate specific project and intervention work including undertaking literature reviews and action research activities.

Engage with other professionals as appropriate to foster the development of multi-disciplinary practices.

Engage in the collection, analysis and interpretation of data for intervention, research, monitoring and evaluation purposes.

Actively participate in team meetings and service development activities. Participate in and support the delivery of in-service training and other CPD activities

Contribute to the development of applied educational psychology practice within the Service, and within regional and national contexts where appropriate.

Keep up to date with current understanding, research and practice in the areas of psychology and education and develop own skills and knowledge in preparation for applying for professional training as an Educational Psychologist.

Undertake any other duties or activities that may be reasonably directed by the Manager of the Educational Psychology Service

Key Corporate Accountabilities:

To work with colleagues to achieve service plan objectives and targets.

To understand and actively keep up to date with GDPR responsibilities, including completing regular refresher training.

Safeguarding is everyone's responsibility: all employees are required to act in such a way that safeguards the health and well-being of children and vulnerable adults.

As a corporate parent, all council employees are responsible for ensuring the well-being and positive outcomes of Medway's care-experienced children and young people.

To participate in the Performance Appraisal process and contribute to the identification of own and team development needs utilising the Career Progression Framework.

Work in accordance with the Equality Act 2010 and the Public Sector Equality Duty to eliminate unlawful discrimination, harassment and victimisation. Promoting equality of opportunity, fostering good relations and improving the quality of life and opportunities for everyone living and working in Medway.

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To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to the duty under Section 17 of the Crime and Disorder Act 1998 to prevent crime and disorder.

Promote the Medway Carbon Neutral by 2050 commitment; supporting the Council action plan to ensure we play our part in addressing the climate emergency.

Medway Council is a Category One responder in relation to the Civil Contingencies Act (2004) and as a result all staff working for the Authority may be asked to carry out Category One response duties or stand in the role of another member of staff who is responding to a Major Civil Incident.

Organisation:

This role reports to the **Principal Educational Psychologist**

The post holder will not have line management responsibility.

The post holder will need to liaise with all stakeholders both internal and external to the organisation.

Working Style:

Hybrid - The EPS service is based in Chatham. In the course of the post holder's work, AsEPs are expected to be willing to travel throughout the Medway area and a considerable amount of direct work is likely to be undertaken within school environments. AsEPs are expected to provide their own vehicle for work for which they will receive essential users allowance plus petrol expenses at the nationally agreed rates or be able to otherwise travel independently.

Person specification

Qualifications

- Honours Degree in Psychology which confers eligibility for Graduate Basis for Registration (GBR) of the British Psychological Society (with the degree classification achieved being 2:1 or above).

Knowledge

- An emerging knowledge of how psychology can be applied to meet the needs of children and young people.
- Understanding of child development, including language and learning development, autism, and social, emotional mental health.
- Demonstrable understanding of safeguarding issues.

Experience

- At least one year experience with a community focus such as working with children and young people or families, including those who may be vulnerable or have additional needs
- Evidence of having held position[s] of responsibility
- Experience of working collaboratively as part of a team, and with other professionals
- Experience of using ICT software and packages, including Excel, for data collection and analysis
- Evidence of reliability, punctuality, and a commitment to produce work in line with specific requirements and the high expectations of the Service, managing workloads to meet deadlines. Working with both initiative and under direction

Skills

- An emerging knowledge of how psychology can be applied to meet the needs of children and young people
- Excellent interpersonal skills in interactions with service users, colleagues and other stakeholders and ability to communicate in writing and keep accurate records of work, to produce and present reports
- Excellent communication skills, with the ability to present complex information in an understandable way, taking the initiative to work with other agencies where necessary.
- Ability to monitor the effects of decisions, taking account of risks and being prepared to take ownership of actions, and modify own and others work practices where necessary.
- Commitment to continually seek and implement improvements and helping others to cope with change
- Ability to remain curious, think critically and reflect on your work
- Commitment to equality and diversity, seeking to remove barriers that may prevent people accessing services
- Understanding of child development, including language and learning development, autism, and social, emotional mental health
- An intention and commitment to train as an educational psychologist.
- A willingness and ability to travel in order to undertake duties within Medway and occasionally beyond.
- Commitment to equality and diversity, seeking to remove barriers that may prevent people accessing public services.