

**MEDWAY COUNCIL JOB PROFILE**  
**Assistant Educational Psychologist (January 2023)**

**DESIGNATION:** Assistant Educational Psychologist  
**DEPARTMENT:** Children's and Adults  
**RESPONSIBLE TO:** Principal Educational Psychologist  
**GRADE:** Soulbury Assistant Educational Psychology Scale Points 1 - 4

**JOB PURPOSE:** Support the work of the Educational Psychology Service 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.

The following list is typical of the level of duties which the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

**1 Duties and Responsibilities**

Working within the context of appropriate professional oversight the Assistant Educational Psychologist will:

1. 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
2. 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
3. Contribute to the process of psychological assessment of individual children and young people including:
  - 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.
4. 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.
5. Work with families of children and young people in relation to the resolution of barriers to learning and engagement.
6. Work collaboratively with others to develop, deliver and evaluate specific project and intervention work including undertaking literature reviews and action research activities.

7. Engage with other professionals as appropriate to foster the development of multi-disciplinary practices.
8. Maintain accurate and timely child/young person, family and organisational records.
9. Engage in the collection, analysis and interpretation of data for intervention, research, monitoring and evaluation purposes.
10. Actively participate in team meetings and service development activities.
11. Participate in and support the delivery of in-service training and other CPD activities
12. Contribute to the development of applied educational psychology practice within the Service, and within regional and national contexts where appropriate.
13. 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.
14. Undertake any other duties or activities that may be reasonably directed by the Manager of the Educational Psychology Service

### **Performance Standards**

1. Appraisal objectives set and reviewed via Service and Local Authority Performance and Development Review
2. Participate in formal supervision within the Educational Psychology Service on a regular and defined basis.
3. Engage with agreed quality service standards and ensure defined personal performance indicators are achieved.

## **2. PERSON SPECIFICATION**

### **Qualifications**

#### *Essential*

- Honours Degree in Psychology which confers eligibility for Graduate Basis for Registration (GBR) of the British Psychological Society. It is usual that the degree classification achieved is 2:1 or above.
- Minimum of 2 A levels or equivalent.

### **Experience**

#### *Essential*

1. Evidence of having held position[s] of responsibility.
2. Experience of working collaboratively as part of a team, and with other professionals.
3. 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.

4. Experience of using ICT software and packages, including Excel, for data collection and analysis.
5. Reliability, punctuality, and a commitment to produce work in line with specific requirements and the high expectations of the Service.
6. Experience of managing workload to meet deadlines
7. Demonstrable understanding of safe- guarding issues.

#### *Desirable*

- An emerging knowledge of how psychology can be applied to meet the needs of children and young people.

### **Skills**

#### *Essential*

- A willingness and ability to travel in order to undertake duties within Medway and occasionally beyond.
- Excellent interpersonal skills in interactions with service users, colleagues and other stakeholders, including conversing with ease and providing advice in accurate spoken English
- Polite and courteous when conversing with the public.
- Ability to communicate in writing and keep accurate records of work, and to produce and present reports.
- Understanding of child development, including language and learning development, autism, and social, emotional mental health.
- Awareness of own strengths and weaknesses and of when to ask for help.
- Ability to work with initiative and under direction

#### *Desirable*

- Ability to apply appropriate information gathering techniques and generate valid psychological hypotheses.
- Ability to remain curious, think critically and reflect on your work
- Demonstrates awareness of confidentiality

### **Personal Qualities**

#### *Essential*

- A passion for working in public service
- Commitment to equality and diversity, seeking to remove barriers that may prevent people accessing public services.
- A positive orientation to being a team player, contributing to the EP team and the wider service
- A high degree of integrity (professionalism)

### *Desirable*

- Ability to remain composed in difficult situations,
- Confidence to ask for help when needed
  - An intention and commitment to train as an educational psychologist
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## **3. ORGANISATION**

### **(i) ORGANISATION CHART**

### **(ii) DESCRIBE HOW AND BY WHOM THE POST IS MANAGED**

Day to day management by members of the EPS Senior Management Team or other team members. Overall line management responsibility is by the Principal Educational Psychologist and, the Head of Integrated Service.

### **(iii) DESCRIBE THE LEVEL OF INITIATIVE AND/OR INDEPENDENCE EXPECTED OF THE POST HOLDER**

A high level of initiative and/or independence is expected of the postholder, as the service is delivered across Medway in educational settings and from the office or home, and requires good diary and time management.

Assistant EPs will be expected to manage their workload and to do this will be supported to understand time allocation and service delivery through their supervision.

### **(iv) DESCRIBE ANY SUPERVISORY/MANAGEMENT RESPONSIBILITIES**

There are not any management responsibilities.

### **(v) JOB CONTEXT - DESCRIBE THE MAIN CONTACTS, BOTH INTERNAL AND EXTERNAL AND THE PURPOSE OF THOSE CONTACTS**

Assistant EPs may be linked to support either specific EPs, specific settings or specific pieces of work and will be expected to engage with relevant leads as appropriate to ensure service delivery standards are maintained.

Assistant EPs may also work closely with other teams both within the Local Authority e.g. SEN Team, Inclusion Team, Sensory Support Service, Social Care 0-25 Disability Team and colleagues in Health.

## **4. FINANCIAL ACCOUNTABILITIES**

There are no specific financial accountabilities associated with the post, apart from a commitment to ensuring that work is delivered in the most efficient way in terms of time and travel.

## **5. WORKING ENVIRONMENT**

Excellent IT support is provided to facilitate flexible working, with staff working from a range of locations, such as in schools, the Service base at Gun Wharf, and from home.

In the course of their work, Assistant EPs 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. Where Assistant EPs provide their own vehicle for work, they will receive essential users allowance plus petrol expenses at the nationally agreed rates, and in accordance with Medway Council's policy.