

Job Description

Job Title	Assistant Educational Psychologist
Directorate	Children and Young People
Service Area	Early Help
Grade	Soulbury Assistant Psychology Scale 2 to 5
Competency Level	1
Salary	£35,228 to £39,341
Job Type	Hybrid
Location	Parklands Customer Focus Centre
Disclosure and barring service (DBS)	Enhanced
Job Evaluation Ref No	

Job Purpose

- To support the work of the service with children, families and schools.
- To enable the post holder to develop a range of experience and skills in preparation for training as an Educational Psychologist.

Directly Responsible For:

Assisting the Educational Psychology Service to meet traded, statutory and universal commitments.

Directly Responsible To:

Senior Educational Psychologist

Main Areas of Responsibility:

- To promote the inclusion of children and young people with special educational needs and disabilities by supporting schools in making appropriate provision for them in line with the Children and Families Act (2014), the Code of Practice and the Equality Act.
- To support the team in providing specialist statutory psychological advice to the LEA for children and young people undergoing assessment under The Children and Families Act 2014 within a time scale determined by the LEA.
- To attend and contribute psychological advice to annual reviews of children and young people EHC plans as directed, including out of authority placements.
- To apply psychological theory and practice in order to provide an EP service to schools on a time allocation basis that meets the local needs of the population and the strategic direction of the Local Authority.
- To provide an applied psychology service to Early Years providers and other services and establishments as requested.
- To provide a psychological consultation and advice service to educational establishments, parents and families in order to support pupils with SEN / disabilities in the mainstream context.
- To apply psychological theory and evidence based practice in order to formulate intervention strategies through assessments, observations and evidence-based practice, collaborating with teachers and other support services over the development and implementation of these strategies.
- To be able to analyse data and information in order to be able to plan, develop and deliver bespoke and tailor made psychological solutions to a wide variety of settings/establishments.

- To demonstrate excellent communication and inter personal skills in order to both negotiate and mediate successfully in a range of different and complex scenarios with a range of different audiences.
- To work flexibly and autonomously in order to manage the demands of a range of professional situations and ensure high quality psychological services are consistently delivered.
- To maintain appropriate casework and administrative records of all work undertaken to ensure service accountability.
- To plan, monitor and review the allocation of time to tasks and client groups to support the achievement of service performance targets and quality assurance procedures.
- To co-operate with Local Authority arrangements and systems for information sharing.
- To co-operate with Local Authority arrangements and systems for joint/single assessments.
- To attend PCP EHC meetings as appropriate.
- To attend all service briefings, team development and training sessions and corporate briefings.
- To contribute to service, Local Authority (LA) and multi-agency working groups.
- To contribute to service improvement work within the service.
- To take part in regular supervision / Keeping in Touch meetings and performance review and development as part of the authority's performance management and continuing professional development framework.
- To keep abreast of current practice and research in educational psychology, and keep up to date with developments in education in general and government initiatives in relation to children's services.
- To prioritise the safeguarding of children as reflected in Every Child Matters and the Children Act 2004 by taking part in appropriate training, and following LEA, school and service safeguarding policies.

- In accordance with the provisions of the Data Protection Act 1998, jobholders should take reasonable care to ensure that personal sensitive data is managed in accordance with the principles outlined in the corporate Data Protection Policy and procedures.
- To develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all work undertaken.
- To undertake any other professional duties as required by the service manager in line with the grading of the post.
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken.

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact.

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities.

Physical Demands of the Job:

None

Corporate Responsibility:

- Contribute to the delivery of the Council Plan.
- Delivering and promoting excellent customer service, externally and internally.

- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement.
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance.
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken.
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan.

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level 1.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- A degree in Psychology. (A,I)
- Psychology degree must provide Graduate Basis for Registration with the British Psychological Society. (A,I)

Desirable

- An additional qualification relevant to the needs of Liverpool Educational Psychology Service.

Experience

Essential

- Experience of working with children, young people or families. (A,I)
- A strong, developed interest in applied educational psychology. (A,I)
- A strong knowledge of psychology and its relevant application in an educational setting. (A,I,E)

Desirable

- Experience in delivering training and interventions.

Skills/Abilities

Essential

- Excellent inter-personal skills, and the ability to develop and maintain positive relationships with a range of stakeholders. (A,I)
- The ability to work flexibly and creatively. (A,I)
- Ability to adapt to the demands of independent work, working under professional supervision and as part of a team, as required. (A,I)
- Excellent verbal and written communication skills. (A,I,E)
- Experience and skills in undertaking research, using quantitative and qualitative research methods. (A,I)
- Strong Microsoft Office and IT skills. (A,I)
- Ability to produce reports to deadlines. (A,I,E)

Desirable

- Experience and skills in assessment procedures.

Commitment

Essential

- A commitment to supporting families and children. (A,I)

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council.

Other

Essential

- This post is subject to a Disclosure and Barring Service (DBS) check at the appropriate level.