

Job Description

Job Title:	Senior Educational Psychologist
Directorate:	Children and Young Peoples Service
Service Area:	Early Help
Grade:	Soulbury B 3 to 6
Competency Level:	3
Salary	£56,540 - £61,848
Job Type	Hybrid
Location	Parklands Customer Focus Centre
Disclosure and barring service (DBS)	Enhanced
Job Evaluation Ref No	

Job Purpose

To form part of the Educational Psychology Service senior management team and take an active role in policy/service development.

Directly Responsible For: The line management of a team of Educational Psychologists, Assistant Educational Psychologists and Trainee Educational Psychologists.

Directly Responsible To:

Principal Educational Psychologist

Main Areas of Responsibility:

- To manage a team of Educational Psychologists, Assistant Psychologists and Trainee Psychologists.
- To co-ordinate Educational Psychology traded and statutory service delivery.
- To form part of the services senior management team and take an active role in policy/service development.
- To undertake a strategic role in supporting the local authorities aims and priorities.
- To deputise for the Principal Educational Psychologist, as needed.
- To contribute to and chair strategic groups and panels.
- To promote the inclusion of children and young people with special educational needs and disabilities by supporting schools in making appropriate provision for them.
- To provide specialist statutory psychological advice for children and young people undergoing assessment.
- To apply extensive psychological theory and practice in order to provide an EP service to schools on a time allocation basis, negotiating a work plan 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 SEND 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 plan and deliver a diverse range of highly specialist training for schools, other professional groups and parents.
- To be able to analyse varied and complex 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 interpersonal 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 work autonomously across a range of different sites taking responsibility for all decisions and professional actions.
- To apply specialist psychological knowledge in order to support the development of Local Authority strategy and operational processes.
- To contribute to service development in line with the LA strategy for SEN and inclusion.
- **General professional responsibilities**
 - To provide regular supervision to a team of Educational Psychologists, Assistant Educational Psychologists and Trainees.
 - To quality assure reports and advice.
 - 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 coproduction meetings as appropriate.
- To attend service briefings, team development and training sessions and corporate briefings.
- To contribute to and lead service, Local Authority and multi-agency working groups.
- To lead and/or 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 on-going professional development ensuring that professional standards comply with those set out by the British Psychological Society and the Health and Care Professions Council.
- To prioritise the safeguarding of children.
- 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.
- Contribute to risk management of SEN and inclusion matters within the

Learning Networks and City Council including risk register and action plans.

- 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.

It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements with Standing Orders and Financial Regulations of the City Council and 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.

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.

Supervision and Management Responsibility:

- Line manage and supervise a team of Educational Psychologists, Assistants and Trainees.
- Form part of the services senior management team and take an active role in policy/service development.
- Ensure activities are planned to include meaningful one to one conversations, quality annual appraisals and regular workforce planning and development.
- Manage performance and behavioural issues effectively.
- Overall management responsibility will remain the remit of the Principal Educational Psychologist.

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.
- Explores different options for funding and income generation.
- Include details of the value of budget/financial responsibility and what this budget should be use for.

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:

- This job will involve travel to locations including schools, homes, office and other locations. Flexible and agile working is available.
- Some assessment materials for work with children will need carrying.

Corporate Responsibility:

- 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 3**.

[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

- Honours degree in psychology (or equivalent qualification conferring graduate basis for registration with the British Psychological Society) (A)
- Post graduate professional qualification in educational psychology (A)
- Health and Care Professions Council (HCPC) registered as Educational Psychologist (A)

Desirable

- Evidence of continued professional development.

Experience

Essential

- Experience in providing psychological consultation, assessment and intervention service to schools and families as a practising educational psychologist (A,I)

Desirable

- Experience of work at group, class and systems level in schools
- Experience of developing and delivering training.

Skills/Abilities

Essential

- Knowledge and skills in a range of assessment techniques and evidence-based intervention strategies (I)
- Knowledge of recent government initiatives relevant to inclusion and the future development of children's services such as the Children Act 2004 (A,I)
- Good oral and written communication skills (A)
- Ability to work under pressure and deliver to deadlines (I)
- Ability to work collaboratively as part of a team and to value the contributions of other professionals and parents (A,I)
- Ability to plan, record and prioritise effectively and work flexibly (A,I)
- Good ICT skills (A,I)
- Ability to reflect on and evaluate own practice (I)

Desirable

- Excel skills

Commitment

Essential

- Commitment to the inclusion of pupils with special educational needs and disabilities (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
- Full driving license (A)