

Job Description

Job Title:	Trainee Educational Psychologist
Directorate:	Children and Young People's Service
Service Area:	Early Help
Grade:	Soulbury Trainee Educational Psychologist Scale
Competency Level:	2
Salary:	£29,872 – £37,473
Job Type:	Hybrid
Location:	Parklands Customer Focus Centre
Disclosure and Barring Service (DBS):	Enhanced DBS with Child Barred List (Child Workforce)
Job Evaluation Ref No:	

Job Purpose

With service support and supervision:

To provide a specialist and bespoke educational psychology service to schools, families, children's services, and other services and stake holders.

To provide the Educational Psychology Service response to a group of schools and/or Local Authority services and initiatives.



Directly Responsible For:

Not applicable

Directly Responsible To:

Senior Educational Psychologist

Main Areas of Responsibility:

With service support and supervision:

- 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 provide 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 apply extensive psychological theory and practice in order to provide an EP service to schools and services 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 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 plan and deliver a diverse range of specialist training for schools, other professional groups and parents, with EPs
- 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 use a person-centred approach to identifying and meeting needs
- To attend PCP EHC, service briefings, team development, training sessions and service working groups
- 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 undertake any other professional duties as required by the service manager in line with the grading of the post

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:

- Not applicable

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:

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

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: **Level 2**.

[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)
- 2nd or 3rd Year Trainee Educational Psychologist (A)

Desirable

- Evidence of continued professional development

Experience

Essential

- Experience of working with children, young people, and families (A, I)

Desirable

- An awareness of psychological consultations, assessments and interventions to schools and families, during the course of training
- Experience of developing and delivering training

Skills/Abilities

Essential

- Knowledge and understanding of current government initiatives relevant to inclusion and the future development of children's services (A, I)
- To demonstrate excellent written communication and interpersonal skills (A, I)
- To work flexibly, plan, prioritise and work autonomously across a range of different sites (A, I)
- Ability to work under pressure and deliver to deadlines (A, I)
- Ability to work collaboratively as part of a team and to value the contributions of other professionals and parents (A, I)

Desirable

- Knowledge and skills in a range of assessment techniques and evidence-based intervention strategies
- Ability to reflect on and evaluate own practice

Commitment

Essential

- Commitment to the inclusion of pupils with special educational needs and disabilities (A, I)
- To promote the City Council's commitment to equal opportunities and non-discriminatory practices in all work undertaken (A, I)
- 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 (A, I)

- To co-operate with Local Authority arrangements and systems for information sharing. In accordance with the provisions of the Data Protection Act 1998, 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 (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

Desirable

- Full driving license

