

## Job Description Template

### Job Description

<b>JOB TITLE:</b>	Maingrade Educational Psychologist
<b>GRADE:</b>	Soulbury EP Scale 6- 11 plus up to 3 SPA points
<b>POST NUMBER:</b>	
<b>DIRECTORATE:</b>	Children's Services
<b>SERVICE:</b>	Educational Psychology Service
<b>RESPONSIBLE TO:</b>	Principal Educational Psychologist
<b>RESPONSIBLE FOR:</b>	No supervisory duties
	DBS Basic / Enhanced check required This post is not politically restricted
<b>JOB SUMMARY:</b>	<p>To support the drive to improve learning and achievement in the Borough, by working with colleagues in the Educational Psychology Service to provide a range of psychological services for children, young people and their families, and schools.</p> <p>To support the Children Services' priority and strategy to build a more inclusive education service</p>
<b>ROLE REQUIREMENTS:</b>	
1.	To assist the Educational Psychology Service in the delivery of core psychological services to promote positive outcomes for all children, ensuring that they have the right support at the right time.
2.	Assisting the Authority fulfil its statutory responsibility for the identification, assessment and review of children and young people with Special Educational Needs and their subsequent

	provision.
3.	Supporting and helping teachers, parents and others to prevent or address barriers to children's learning, behaviour and social and emotional wellbeing.
4.	Providing timely written feedback appropriate to a range of audiences and purposes, in the context of psychological service delivery.
5.	Identifying and promoting preventative systems for pre-school children who may be educationally 'at risk' and to make a positive difference to clients and commissioners. Prioritising support for vulnerable children and young people, including those with SEND, social and emotional needs or behavioural different, or those experiencing challenging life circumstances.
6.	Providing advice to other LA officers on matters relating to the educational needs and psychological development of children and young people.
7.	Promoting and complying with the Council's equality policies in the opposition and eradication of all forms of discrimination and ensuring services are accessible to all users.
8.	Providing training to school staff and other professionals.
9.	Contributing to the development of the Educational Psychology Service through its annual review of its aims and objectives and other development plans.
	<p><b>Commensurate Statement</b></p> <p>The post-holder will undertake any other duties required commensurate with the grade and seniority of the post as determined by the Principal Educational Psychologist or Head of SEN</p>
<b>CORPORATE RESPONSIBILITIES</b>	
10.	Actively contribute to the council's priorities and outcomes in a way that promotes a 'one organisation' approach.
11.	Develop and maintain positive relationships with colleagues, stakeholders and communities to ensure the council and the directorate strategic priorities are effectively implemented.

12.	Promote equality among all staff and ensure that services are delivered in a non-discriminatory and anti-racist way, that is inclusive of all disadvantaged groups.
13.	Support organisational change and learning, following and implementing appropriate systems of self-development, communication and engagement, quality measures, monitoring and review in delivering the functions of the role.
14.	Promote sustainability, including encouraging a culture of innovation and accountability amongst all council staff.
<b>PEOPLE</b>	
15.	Working with schools and institutions in the process of identifying and helping meet the needs of children and young people.
16.	Working with schools and Children Services support services on projects and other initiatives designed to raise achievement and promote inclusive education.
17.	Working with parents as partners in the process of identifying and helping meet the needs of their children.
18.	Liaising with other professionals about children and families.
19.	Attending staff meetings and other meetings as required.
20.	Participating in the planned INSET, performance development and review and supervision arrangements within the Educational Psychological Service.
21.	Supervision of first year Educational Psychologists in training on fieldwork placement as required and in negotiation with the Senior Management Team.

## OTHER CONDITIONS

To be available on EPS anchor days, which are Wednesdays and participate in afternoon CPD and service development activities in person.

To maintain personal and professional development to meet the changing demands of the job and participate in appropriate training/development activities including the council's 'My Annual Review' scheme.

Ensure that all duties and responsibilities are discharged in accordance with the council's policies and procedures, Code of Conduct and relevant regulations and legislation.

To comply with the council's equal opportunities and diversity policies ensuring anti-discriminatory practice within the service area.

To undertake additional duties that may arise from time to time commensurate with the grade of the post.

**SPECIAL TERMS AND CONSIDERATIONS**

None

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Requirements	Person Specification for the Post of	Essential (E) or Desirable (D) (if applicable)	Method of Assessment A= Application Form T= Test I= Interview
<b>Knowledge</b>	<ol style="list-style-type: none"> <li>1. Broad knowledge of the roles and functions of an Educational Psychology Service within a Children's Service</li> <li>2. Knowledge and use of a range of psychological assessment methods and interventions for children with special educational needs</li> <li>3. Knowledge in relation to the development and educational needs of children under 5.</li> <li>4. An understanding of effective teaching and learning strategies for all pupils</li> <li>5. Knowledge and awareness of issues relating to the educational achievements of pupils from ethnic and linguistic minorities</li> </ol>	<p style="text-align: center;">E</p>	<p style="text-align: center;">I</p>

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<p><b>Qualifications &amp; Experience</b></p>	<p><b>Qualification and training</b></p> <p>16. Honours degree in psychology (or BPS approved equivalent) as a basis for registration as a chartered psychologist</p> <p>17. Qualification in Educational Psychology from a training institution recognised by the BPS</p> <p><b>Experience</b></p> <p>18. Relevant experience of working with children and young people with additional and/or complex needs</p> <p>19. Experience and understanding of how psychology can be applied to enhance learning and improve</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>I</p>

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	<p>outcomes for children and young people</p> <p>20. Experience or knowledge that will be helpful in working with children, young people and families from ethnic and linguistic minorities</p>	E	I
	<p><b>Circumstances</b></p> <p>21. Ability to attend some evening meetings</p> <p>22. Ability to travel round the borough</p> <p>23. A satisfactory attendance record (normally less than 5 days of absence in a year) but taking into account individual circumstances</p> <p>24. The post-holder requires a satisfactory enhanced Criminal Records Bureau Disclosure on appointment and at least once every three years</p>	E E E E	A/I A/I A/I A/I
<p><b>Living the TOWER Values sets out the essential behaviours required of all staff.</b></p>		<p><b>They are aligned to the organisation's five TOWER Values</b></p>	
<p>We work <b>TOGETHER</b> across boundaries and with partners to achieve the best</p>	<p>Takes action to improve team culture and improves relationships across the council and with partners to achieve the best outcomes.</p>	E	I

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outcomes for Tower Hamlets			
We are <b>OPEN</b> and transparent	Facilitates the change required for the team and others to be connected to on-going service requirements.	E	I
We are <b>WILLING</b> to challenge, innovate and be accountable	Takes accountability for delivering clear goals and targets, whilst setting high standards, for self and others.	E	I
We empower each other to be <b>EXCELLENT</b> and go the extra mile	Gives others the space to take positive risks, whilst being on-hand to provide support and guidance.	E	I
We <b>RESPECT</b> all communities, they are the heart of everything we do	Makes changes in the team to improve customer service and to improve customer satisfaction.	E	I
<b>Additional Requirements</b>	To comply with the requirement to carry out a DBS check on this role.	E	I