



# JOB DESCRIPTION & PERSON SPECIFICATION

## ASSISTANT EDUCATIONAL PSYCHOLOGIST

### GRADE

Soulbury Scale Spine Assistant Educational Psychologists - Point 2-5 £35,228-£39,341 plus Fringe Allowance, mileage allowance and Surrey employee benefits.

### WORKING PATTERN

36 hours, Monday to Friday, 52 weeks per year.

### RESPONSIBLE TO

- (i) HCPC Registered Educational Psychologist
- (ii) Senior Educational Psychologist

### FUNCTION

To support the delivery of the Educational Psychology Service under the supervision of an HPC registered Educational Psychologist. The work will be overseen by the Senior Educational Psychologist.

### BASE LOCATION

Woking

KEY ACCOUNTABILITIES	KEY TASKS
<b>Under the supervision of a qualified EP, to support the statutory assessment process and assist in providing high quality psychological assessment reports.</b>	<ul style="list-style-type: none"><li>▪ To coordinate and arrange EP visits to schools/settings for the purpose of statutory assessments.</li><li>▪ To undertake focused classroom-based observations of children and young people.</li><li>▪ To undertake specific assessment to gather information for the EP through observations assessment, discussion, use of schedules and open tests, ensuring the involvement of the child/young person, educational setting, and parent(s) or carer(s) are in line with BPS test administration guidance.</li><li>▪ To produce and contribute to high quality reports and maintain accurate and efficient record keeping in line with Surrey EPS policy and procedure.</li><li>▪ To provide feedback of information to schools, parents and carers.</li></ul>

	<ul style="list-style-type: none"> <li>▪ To liaise, as required by the EP, with parents, schools and other professionals.</li> </ul>
<p><b>Under the supervision of a qualified EP, to provide support to schools and settings in the implementation and embedding of psychological interventions to support the wellbeing and inclusion of CYP in their local communities.</b></p>	<ul style="list-style-type: none"> <li>▪ To contribute to the planning and delivery of interventions for children/young people and staff in education settings, including bespoke and follow up training along with implementation support for school staff.</li> <li>▪ To support with the design and delivery of training on a range of topics.</li> <li>▪ To evaluate the impact of interventions, training and support provided.</li> </ul>
<p><b>Under the supervision of a qualified EP to support with delivery and evaluation of initiatives designed to support inclusion alongside assisting with research, service and development work within the Educational Psychology Service and SCC.</b></p>	<ul style="list-style-type: none"> <li>▪ To support research and conduct literature searches including data collection, analysis, interpretation, written reports and presenting research to EPs, schools and other providers.</li> <li>▪ To contribute to the maintenance of a current evidence base in relation to child development, educational policy and social and emotional factors associated with learning.</li> <li>▪ To maintain an up-to-date knowledge of all relevant legislation, and local Council policies and procedures and ensure compliance with them.</li> <li>▪ To undertake admin duties associated with the role.</li> <li>▪ To engage in and provide training to colleagues both in the EPS and other Surrey teams.</li> <li>▪ To undertake specific projects/pieces of work in an area of service priority as directed by the Educational Psychology Leadership Team, following a successful probation period of 6 months.</li> </ul>
<p><b>To be an active member of an area team and the wider service and to positively engage in continuous professional development to contribute to the practice of applied psychology within the service</b></p>	<ul style="list-style-type: none"> <li>▪ To participate in and contribute to the EPS professional development, support, and performance management programmes in accordance with the Service Development</li> </ul>

	<p>Plan and Surrey County Council requirements.</p> <ul style="list-style-type: none"> <li>▪ To engage in CPD opportunities, induction and supervision to develop competencies as an assistant EP.</li> <li>▪ To contribute to and be a part of team meetings, service days and working groups.</li> <li>▪ To develop and maintain a current understanding of 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.</li> </ul>
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The above-mentioned duties are neither exclusive nor exhaustive. From time to time, you may be required to undertake responsibilities outside the normal remit of the Job Description as required by the line manager and are broadly within the grading level and competence.

**ASSISTANT EDUCATIONAL PSYCHOLOGIST**  
**Soulbury Scale Spine Point 2-5 £35,228-£39,341**

**PERSON SPECIFICATION**

**AF = Application Form    I = Interview**

<b>ESSENTIAL QUALITIES</b>	
<b>Education &amp; Training</b>	<b>AF and original documentation verification</b>
<ul style="list-style-type: none"> <li>▪ Good honours degree in Psychology (or conversion)</li> <li>▪ Eligibility for Graduate Basis for Chartered Membership (GBS) with the British Psychological Society.</li> <li>▪ Evidence of additional CPD which demonstrates professional commitment to Educational Psychology.</li> </ul>	
<b>EXPERIENCE</b>	

<b>Essential</b>	<b>AF/I</b>
<p>Minimum of two years' paid and relevant experience of working directly with children and/or young people within educational, childcare or community settings including at least two of the following:</p> <ul style="list-style-type: none"> <li>▪ Experience of working directly with families in a supportive role.</li> <li>▪ Experience of facilitating groups with children, young people and/or adults.</li> <li>▪ Experience of direct work with children or young people using group techniques or individual interventions.</li> <li>▪ Experience of gathering feedback from users and evaluating projects.</li> <li>▪ Experience of undertaking and writing up research that has involved children and young people as participants.</li> <li>▪ Direct experience of using and applying appropriate research methodology.</li> <li>▪ Direct experience of working within the SEN statutory framework.</li> <li>▪ Experience of working at a systemic level to solve organisational issues.</li> <li>▪ Experience of participating in multi-disciplinary meetings.</li> <li>▪ Experience of working with diverse groups of people.</li> </ul>	
<b>Skills &amp; Knowledge</b>	<b>AF/I</b>
<ul style="list-style-type: none"> <li>▪ Communication and Interpersonal skills.</li> <li>▪ Assertiveness/challenge, influencing skills.</li> <li>▪ Presentation skills.</li> <li>▪ Self-reflective/evaluation.</li> <li>▪ Able to be task focused/well organised.</li> </ul>	

<ul style="list-style-type: none"> <li>▪ Knowledge of recent thinking in educational psychology.</li> <li>▪ Keen/able to work as part of a team.</li> <li>▪ Understanding of educational systems and practice in England.</li> <li>▪ Awareness of safeguarding practices when working with children and young people.</li> </ul>	
<b>Professional Orientation</b>	<b>AF/I</b>
<ul style="list-style-type: none"> <li>▪ Commitment to inclusive practice.</li> <li>▪ Commitment to Equality Diversity and Inclusion principles.</li> <li>▪ Commitment to collaborative working with other professionals and parents.</li> <li>▪ A desire to work within applied psychology to improve the learning experience for pupils and students.</li> <li>▪ A belief in involving children and young people in decisions regarding their education and a clear commitment to supporting the development of children and young people.</li> <li>▪ A willingness to participate in staff induction, supervision, performance review and professional development.</li> <li>▪ Demonstrate ability and motivation to continue learning and evidence of learning and development since finishing Psychology degree.</li> <li>▪ Resilient and adaptable with the ability to work within an environment of conflicting priorities whilst managing time and prioritizing work to meet agreed deadlines.</li> </ul>	
<b>Special conditions</b>	
Valid driving license and use of vehicle for work will be essential as the post holder will be	

required to travel to various locations within the county on a regular basis.