Job Description

Date
June 2015

Post Title
Educational Psychologist

Post No.
EDUSN50019

Grade
Scale A, points 2-7

Section
Educational Psychology Service

Service Area
Education Inclusion

Service Grouping
Lifelong Learning and Leisure

Responsible To
Senior Educational Psychologist

Job Purpose

To contribute to the Inclusion and Achievement agenda of Newport LA using the application of psychology across a range of contexts, but particularly for children, young people and their families and schools.

Key Results Areas

General duties and Responsibilities as an Educational Psychologist

- To assist 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
- To support and help teachers, parents and others to prevent or resolve problems with their children’s learning, behaviour and social and emotional development
- To work with schools and other settings in the process of identifying and helping meet the needs of children and young people
- To be proactive in strengthening the effectiveness of the Education Service in Newport by bringing knowledge and insight into service design
- To be proactive in promoting equal opportunities across the range of client groups
- To work with parents as partners in the process of identifying and helping meet the needs of their children
- To contribute to the development of LA policies and practice regarding educational issues generally and special educational needs in particular
- To contribute to and evaluate the training and development of teachers and other professionals
- Such other duties as the Lead Educational Psychologist may require

Management Responsibilities

- From time to time, to undertake a range of Service management responsibilities as agreed with the Lead Educational Psychologist

Out of County Placements

- To prepare reports for the SEN Panel as requested
- To make pre-placement visits to out county schools as requested
- To visit out of county schools annually to undertake statutory and other reviews as required
Professional Development
- To participate, in line with Service policy and professional guidelines and recommendations, in programmes of staff development
- To maintain up-to-date knowledge about developments within the profession through reading and attendance at courses

Administration
- To maintain records of work undertaken in all aspects of the job
- To maintain a confidential paperless record system in respect of individual referred children
- To provide information to keep the referral database up-to-date
- To contribute to the maintenance of the database of children with statements of Special Educational Needs, as required
- To observe the Authority’s agreed quality standards in the processing of correspondence

Other duties
- To prepare reports, as required, by the Chief Education Officer, for school governing bodies and attend, as requested by the Chief Education Officer
- To provide relevant information on individual cases, as requested by the Chief Education Officer
- To undertake from time to time such tasks as the Lead Educational Psychologist may reasonably request

Qualifications and Experience

A BPS recognised degree in Psychology
hcpc registered or intention to register on completion of training
And either
A teaching qualification and at least two years relevant teaching experience
Post graduate qualification in Educational Psychology
Or
Doctorate in Educational Psychology

Supervisory Responsibilities

To provide supervision and support for other colleagues in the service

Supervision Received

Senior Educational Psychologist

Principal Contacts

Schools
Parents/carers
LA officers
Other agencies

Special Conditions

A current full driving license and have access to a car.
Flexible approach to working hours.

Annual Leave
Due to the nature of the role, the post-holder will be required to take annual leave at times which coincide with school closures. Requests for annual leave at other times will only be approved under exceptional circumstances, and will require the approval of the Head of Service.
Disclosure and Barring Service Disclosures (Formerly CRB)
This post will result in you having contact with children, the elderly, sick or disabled. The Authority, therefore, requires that by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Children’s Act 1989 and/or the Police Act 1997, you reveal any criminal convictions, bind over orders or cautions, including those which would normally be regarded as spent. You must complete the relevant section on the application form – your application will be returned if this section is incomplete. If successful in your application you will be subject to a Disclosure and Barring Service Disclosure. Further information about Disclosure and Barring Service Disclosures and the Council’s approach to recruiting ex-offenders should follow the application form, if not contact the person named in the advertisement.

Political Restrictions
The post you are applying for is politically restricted under the provisions of the Local Government and Housing act 1989. If you wish to receive further information about politically restricted posts either e-mail human.resources@newport.gov.uk or contact the person named in the advertisement.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.
# Job Requirement

**Date**  
June 2015

**Post Title**  
Educational Psychologist

**Service Area**  
Education Inclusion

## Requirement

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Essential or Desirable</th>
<th>How Tested (S) used at Shortlisting</th>
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<tbody>
<tr>
<td><strong>Education/Qualifications/Knowledge</strong></td>
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<tr>
<td>1.1. A BPS recognised degree in psychology</td>
<td>E</td>
<td>Application Form (S)</td>
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<tr>
<td>AND EITHER</td>
<td></td>
<td></td>
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<tr>
<td>1.2 Post graduate qualification in Educational Psychology</td>
<td>E</td>
<td>Application Form (S)</td>
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<tr>
<td>1.3 Evidence of continuing post-qualification training</td>
<td>E</td>
<td>Application form (S)</td>
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<tr>
<td>1.4 Qualified teacher status</td>
<td>E</td>
<td>Application Form (S)</td>
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<tr>
<td>1.5 Two tears teaching experience</td>
<td>E</td>
<td>Application Form (S)</td>
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<tr>
<td>Or</td>
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</tr>
<tr>
<td>1.6 Doctorate in Educational Psychology</td>
<td>E</td>
<td>Application Form (S)</td>
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## Experience

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<tr>
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<th>How Tested (S) used at Shortlisting</th>
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<tbody>
<tr>
<td>2.1 Application of psychology in educational settings</td>
<td>E</td>
<td>Application Form (S) + interview</td>
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<tr>
<td>2.2 Experience of developing and providing INSET</td>
<td>E</td>
<td>Application Form (S)</td>
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<tr>
<td>2.3 Experience of work with a range of agencies</td>
<td>D</td>
<td>Application Form (S)</td>
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<tr>
<td>2.4 Experience of project and school level work</td>
<td>D</td>
<td>Application Form (S)</td>
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<tr>
<td><strong>2.5 Experience of policy development</strong></td>
<td>D</td>
<td>Application Form (S)</td>
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Aptitudes and Skills

3.1 Broad knowledge of the roles and functions of an EPS within a Local Authority

3.2 A good understanding of legislation, national guidelines and other recent or ongoing developments and their impact on the work of Educational Psychologists

3.3 Awareness of issues in relation to monitoring and evaluating the work of Educational Psychologists

3.4 Knowledge and use of a wide range of psychological methods and interventions for children with special educational needs in pre-school, school and further education settings

3.5 A clear understanding of effective teaching and learning strategies for all pupils

3.6 Knowledge and awareness of issues relating to the educational achievements of pupils from ethnic and linguistic minorities

3.7 Knowledge of ways of working to effect change at an individual, group or institutional level

3.8 A critical appreciation of recent developments in psychological assessment and in methods of consultation with schools and other institutions

3.9 The ability to communicate well, both orally and in writing, to a variety of audiences, using IT where appropriate

3.10 Ability to communicate fluently in Welsh

Personal Attributes

4.1 Able to contribute to effective team development

4.2 Contribute to monitoring, evaluating and improving service delivery

4.3 Understand and respect the principles of confidentiality

4.4 Ability to demonstrate sound balanced judgement, decisiveness and flexibility

4.5 Integrity and Sensitivity

4.6 Evidence of flexibility and openness in developing methods of practice

4.7 Ability to apply problem solving skills and contribute to generating solutions in a range of settings

4.8 Evidence of the interpersonal skills and commitment required for effective participation in team work

4.9 The ability to work with others in an empathic and
supportive way

4.10 The ability to work under pressure, prioritise and meet deadlines

Circumstances

5.1 Have a current driving licence and access to a car

5.2 Flexible approach to working hours

Equal Opportunities

6.1 Understand and demonstrate a willingness to promote positively the Equal Opportunities Policy of Newport City Council