**Job Description**



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| Job Title | Educational Psychologist | | | Directorate | | Children’s Services |
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| Post Number | N/A | | | Division | | Family Solutions |
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| Grade | Soulbury A Spinal points 3-8 + 3 SPA | Salary | **£44474 to £56540** | | Section | Educational Psychology |
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| Reports To | Principal Educational Psychologist |

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| **Purpose of the Job** |
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| * To perform the duties of an Educational Psychologist within the Educational Psychology Service located in the Children’s Services Directorate in the context of Directorate plans and policies and the developing government agenda. * To support the development of inclusive practice in Dudley working with children and young people (CYP), their families and educational settings as appropriate. * To provide independent educational psychology advice that meets professional and ethical standards * To support educational settings in their work with CYP with additional educational needs by providing schools with workable solutions which promote in-class achievement for young people. * To work with educational settings, other professionals and parents to support the development and learning of CYP both at home and at school * To work as part of Dudley Council to contribute to the raising of attainment for all CYP in schools and other settings across the borough * To spend allocated time working on the traded aspect of the service. |

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| **Specific Accountabilities** |
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| * To carry out assessments and provide specialist psychological advice, to develop plans to address identified needs and co-ordinate support packages as necessary for CYP and young people whose special educational needs (SEN) are subject to statutory assessment or who have an EHCP. This work needs to meet the required performance indicators for the Educational Psychology Service * Attend SEN and Disability Tribunal (SEND) hearings as a witness as required. * To provide consultation, advice and guidance to educational settings to enable them to meet the needs of pupils with SEN and/or additional needs effectively. * To engage in direct work with CYP and families, carrying out psychological assessments and interventions. * Provide training, support relevant school development activities and help to implement effective monitoring and review arrangements. * To carry out research that informs local practice and contribute to service and LA research as required. To maintain up to date knowledge of relevant published research and use this to inform practice. To engage in work that is evidence based and has outcomes that can be measured. * To work in close liaison with parents/carers and other professionals who are providing direct and indirect support to children and young people with SEN. * To provide professional supervision and support to others where required; sharing knowledge, skill and expertise to enhance their development and ensure successful outcomes are achieved. * Comply with service operational guidelines for communication. To respond to telephone calls and written communication in a timely manner and to provide reports within specified timescales. * To collect and report data relating to all allocated work as required by the EPS. * Contribute to key professional service activities including the induction process for new EPs, supervising Trainee EPs and graduate psychologists and professional development programmes. * Maintain up to date knowledge of current psychological and educational research, national strategies and good practice guidance, corporate standards, policies and procedures and of current SEN legislation and regulations. * To follow LA and EPS policy and guidance relating to Data Security and Information Handling. * To be HCPC registered and operate within British Psychological Society (BPS) professional code of ethics and professional practice guidelines British Psychological Society (BPS) including attending professional supervision and engaging in continuous professional development. * To provide high quality EP services and develop good models of work in practice. * Undertake other duties as may reasonably be required from time to time by the PEP. * Ensure compliance with Dudley child protection procedures and that Dudley Council’s functions are discharged having regard to the need to safeguard and promote the welfare of CYP. * Promote, secure and ensure the active participation of children, young people and their families in the development, monitoring and review of services to ensure that there is continuous improvement in service delivery and that services delivered are responsive to client needs. * Drive forward the cultural, workforce, and other changes necessary to ensure services cohere around children and young people’s needs and secure improved outcomes. * Ensure compliance with statutory requirements, including equality and anti-discrimination legislation and ensure arrangements are in place for the effective management of concerns and complaints. * Represent the council effectively both internally and externally. * Undertake such other duties as may reasonably be required of you commensurate with your grade. |

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| **Key Accountabilities**   * To be accountable for and promote equality, diversity and community cohesion to meet Council, Directorate and Service objectives. All employees have a responsibility not only for their own behaviour, but also for others regarding equality of opportunity. Any incident must be reported. * To participate in a Performance Review and Development meeting and undertake a plan of training where necessary. Develop his/her own skills and expertise in a professional manner. * In addition to all the responsibilities listed above, all employees must be flexible in their approach and undertake other duties that are commensurate with post holder’s level, wherever they may be, to achieve the objectives of the Directorate. * To represent the Council and Directorate in a professional manner meeting the Corporate and Directorate aims. To comply with Directorate and Corporate policies. * If appropriate to be responsible for the recruitment and performance management of designated teams and individuals in accordance with Corporate and Directorate aims and management style. * To comply with the council’s financial regulation and standing orders * To actively promote Dudley’s commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults at a level appropriate to this group. * Employees must comply with health and safety legislation and will be required to comply with the Council’s Health and Safety Policies. All employees must ensure that they take reasonable care of their own health and safety as well as the health and safety of any person that is affected by their actions. * To be responsible for adhering to legislative requirements and Council Policies and Procedures including, but not exclusively health & safety, Data Protection and Internet/Email use. | | |
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| Special Conditions | This post is subject to the DBS/CRB checking process  Driving Licence will be subject to checking with the DVLA. It is a council requirement to have Business Use Car Insurance and a valid MOT certificate (For cars over 3 years old) | |
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| Car Allowance | Mileage | |
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| Prepared By  (Section/Mgr) | Dawn Goodall, Principal Educational Psychologist | |
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| Review Date | November 2021 |