# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

# JOB TITLE: Educational Psychologist

# DEPARTMENT: Children’s Services

# LOCATION: Office base in St Leonards on Sea, Eastbourne or Lewes

# GRADE: Soulbury EPA 2-7

# RESPONSIBLE TO: Senior Educational Psychologist

# Purpose of the Role:

To assist the Inclusion, Special Educational Needs and Disabilities (ISEND) services in providing an efficient, responsive and professional educational psychology service for young people aged 0-25 years through delivery of high quality statutory, non-statutory and traded services in accordance with local priorities.

# Key tasks:

1. Provide high quality psychological services to ISEND staff, other partners and to a variety of schools, colleges and settings.
2. Improve outcomes for children, young people and their families through consultation and capacity-building in a range of settings, including mainstream and special schools, academies and free schools.
3. Take the lead in person-centred planning meetings, providing relevant information as required to enable a comprehensive assessment of children and young people with a view to securing improved outcomes
4. Support the delivery of commissioned work as agreed and work within the key principles of a commissioning framework.
5. Work closely with other services to evidence impact of all interventions which will form the basis of reports to commissioning bodies.
6. Contribute to the SEND decision-making processes, providing high quality psychological advice and guidance across all areas.
7. Advise on and evaluate psychology-based interventions which enable settings, schools and colleges and their staff to be effective in promoting inclusion.
8. Contribute to the Local Offer and ensure that this is made accessible to children, young people and their families to promote personalisation and outcome focused practice.
9. Promote co-production with parent/carers and their children to better ensure choice and control in support of agreed outcomes included in any planned intervention and support.
10. Strengthen parents’ and carers’ roles in supporting their children and to work in partnership and in close cooperation with other services in order to contribute to a coordinated service for children with additional SEND and other vulnerable groups.
11. To contribute to the organisation and implementation of staff training in support of improved outcomes for children and young people and implement research and evaluation projects in priority areas.

**Assessment and Planning (Statutory Duties)**

* Carry out the Local Authority’s statutory duties for the assessment of children with SEND to statutory time scales and quality standards.
* Represent the Local Authority at SEND Tribunals, preparing and presenting any relevant information or reports.
* Quality Assure the information provided by other key partners involved in planning for children and young people with SEND, to be used as part of the EHCP planning process.
* Engage in the development of ICT systems to support wider co-production and transparency with families and education providers.
* Keep the statutory assessment and planning processes under review and take responsibility for leading on systemic improvements.

**Early Intervention and Support**

* Deliver a core offer of early intervention support to schools, academies and free schools with an aim of reducing reliance on statutory processes.
* Work across ISEND Provider Services to enhance and deliver traded work within schools and education providers.
* Support schools in building capacity to provide for children with additional and SEND, through effective planning and use of delegated SEND budgets.
* Work as part of a multi-disciplinary service, supporting the wider ISEND Provider Services teams in delivering improved outcomes for children and young people with additional and SEND.
* Work closely with other services, both within and outside of the CSD (e.g. SLES, health) to co-develop pathways for joint working.

This job description sets out the duties of the post at the time when it was drawn up.  Such duties may vary from time to time without changing the general character of the duties 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.

# EAST SUSSEX COUNTY COUNCIL PERSON SPECIFICATION

# JOB TITLE: Educational Psychologist

# GRADE: Soulbury EPA 2 – 7

# Essential key skills and abilities

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| These criteria will be assessed at the application and interview stage  |
| * Excellent interpersonal skills and the ability to relate to teachers, children and families, local authority colleagues and other agencies in a variety of roles and settings
* Ability to communicate clearly, concisely and effectively in speech and in writing
* Ability to resolve constructively situations where conflicts and tensions arise
* Ability to organise and prioritise work, and manage time effectively
* The skills to promote effective teamwork
* A commitment to the principle of high-quality inclusion for the large majority of pupils with SEND
* Experience of using MS Word, Excel and MS Outlook and/or MS exchange software
* Effective preparation and presentation of training
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# Essential education and qualifications.

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| These criteria will be evidenced via certificates, or at interview  |
| * Honours degree in Psychology or a qualification recognised as equivalent by a university or by the British Psychological Society
* Successful completion of a course of recognised postgraduate professional training as an Educational Psychologist
* Registered to practice with the Health Care Professions Council (HCPC)
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# Essential knowledge

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| These criteria will be assessed at the application and interview stage  |
| A sound knowledge of:* Child and adolescent development and of common developmental problems
* The legislative framework within which local authority educational psychology services operate
* Up to date techniques and strategies for educational and psychological assessment
* An effective range of approaches to educational and psychological intervention, with individuals and groups
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# Essential experience

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| These criteria will be assessed at the application and interview stage  |
| * Substantial experience in educational psychology
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# Desirable experience

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| These criteria will be assessed at the application and interview stage  |
| * Relevant experience working with children in education or children’s services
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# Other essential criteria

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| These criteria will be assessed at the application and interview stage  |
| * An understanding of, and demonstrable commitment to, equal opportunities
* Self-motivated and organised
* A commitment to achieving the best outcomes for young people
* Full driving licence or the ability to meet the travel requirements of the role
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**Date (drawn up): Modified December 2020**

**Name of Officer(s) drawing up person specifications: AL**

**Job Evaluation Reference: 12126**

Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

| **Function** | **Applicable to role**  |
| --- | --- |
| Using display screen equipment  | Yes/No |
| Working with children/vulnerable adults | Yes/No |
| Moving & handling operations | Yes/No |
| Occupational Driving | Yes/No |
| Lone Working | Yes/No |
| Working at height | Yes/No |
| Shift / night work | Yes/No |
| Working with hazardous substances | Yes/No |
| Using power tools | Yes/No |
| Exposure to noise and /or vibration | Yes/No |
| Food handling | Yes/No |
| Exposure to blood /body fluids | Yes/No |