



Job Description

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the line manager may vary duties from time to time which do not change the general character of the job, or the level of responsibility entailed.

Post Details	
Job Title	Assistant Educational Psychologist
Service	Children's Services
Team	Educational Psychology Service
Location	Shute End /Hybrid
Reports to	Madeleine Cooper Senior Educational Psychologist
Responsible for	N/A
Grade	Soulbury Assistant EP scale Scale point 1-3
Contract Type	Fixed term 20 months

Main Accountabilities	
1.	Under the guidance and support of the SEP for Early Years enhance the delivery of evidence-based strategies to support children in the early years and their families towards better outcomes.
2.	To research best practice and the most recent developments in supporting children in the Early Years and share the findings with the SEP Early Years and the wider EP service and stakeholders e.g. health colleagues.
3.	To co-deliver training with colleagues on topics related to the support for children in the Early Years and their families.
4.	To collect, interpret and report on data collected on the activities carried out by or on behalf of the EP Services in relation to the impact of their services with children and families.





Person Specification	Essential	Desirable
Education/Qualifications	Degree in Psychology	
Experience	Work with children and or research	Experience of working with children in the early years and/or their families.
Skills/Knowledge	Data collection and analysis IT skills Strong interpersonal skills	

Purpose Details	
Service Purpose	To deliver an effective, evidence-based range of psychological services and psychological interventions to children and young people and their families who are resident in Wokingham borough. The service supports the LA in meeting its statutory duties in regard to children and young people with Special Educational Needs and Disabilities (SEND) individually and strategically . The service supports educational settings to meet the needs of children and young people with SEND or barriers to their progress and well-being. At all times to promote and safeguard the welfare of children who live or access services in, or who are looked after by, Wokingham Borough Council
Role Purpose	To enhance the support provided by the Educational Psychology Service to Early Years providers, children in the Early Years and their families. To work closely with the Senior Educational Psychologist for Early Years, Educational Psychologists, trainee EPs and colleagues within the wider Educational Psychology Service and in partnership with Early Years Providers, parents and carers to support better outcomes for children in the Early Years.

Supervision and Relationships	
Supervision Received	Weekly supervision and support from the Senior Educational Psychologist a specialist in Early Years Fortnightly Team meetings Opportunities to join group supervision Termly 1:1 support from the head of Educational Psychology and Early Intervention
Supervision Given	N/A
Contacts	Colleagues from the Educational Psychology Services Staff from education settings in Wokingham Colleagues from Children's Service, wider council, health services and third sector. Children and Families who are in receipt of assessment and support from the Educational Psychology Services including the Early Years Teams.

Resources/Budget Management





Laptop and phone.

Special Requirements

Clean driving licence and access to a car for work purposes

Occupational Health Risk Assessment

Details

Skin/Respiratory Sensitisers

N

Working at Height

N

Exposure to Noise (>80-85dB)

N

Confined Spaces

N

Frequent Display Screen Equipment Use

Y

Driving for Work

Y

Hand Arm Vibration

N

Lone Working

Y

Healthcare/Social Contact with Patients

N

Blood Borne Viruses Exposure

N

Food Handling

N

Working with Animals

N

Specialised Medical Screening

N

Night Working

N





Safety Critical Work	N
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Nature of the Role	Details
Healthcare or Hospital Work	N
Working with Children (under 18)	Y
Working with Elderly/Vulnerable Adults	N
Work Environment Details	N

Role Involvement	Details
Working with Children	Y
Working with Vulnerable Adults	Y
Both of the Above	Y
Providing Care/Supervision for Children	N
Providing Care/Supervision for Vulnerable Adults	N
Both of the Above	N
None of the Above	N

Disclosure and Barring Service (DBS)	Details
DBS Requirement	Enhanced for working with children
Eligibility Tool	Find out which DBS check is right for your employee - GOV.UK (Find out which DBS check is right for your employee - GOV.UK)

Re-checks
<Details of required regular checks in line with regulations.>





WOKINGHAM
BOROUGH COUNCIL

Evaluation Declaration

Date of Evaluation:	<DD/MM/YYYY>
Evaluated by:	<Name, job title>

Job description Assistant EP Early Years

