

# Job Description

## Position Details

|                                |                                                                                                                                                                                                            |                        |  |
|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|--|
| <b>Position:</b>               | Educational Psychologist                                                                                                                                                                                   |                        |  |
| <b>Directorate:</b>            | Children, Young People and Families Directorate                                                                                                                                                            |                        |  |
| <b>Service:</b>                | Educational Psychology Service                                                                                                                                                                             |                        |  |
| <b>Position no:</b>            | BG08062                                                                                                                                                                                                    |                        |  |
| <b>Grade:</b>                  | Soulbury A 3-8 + SPA                                                                                                                                                                                       |                        |  |
| <b>Hours of work:</b>          | 37 hours per week                                                                                                                                                                                          |                        |  |
| <b>Work style:</b>             | Agile Worker                                                                                                                                                                                               |                        |  |
| <b>DBS required:</b>           | Enhanced Disclosure with Child Barred List                                                                                                                                                                 |                        |  |
| <b>Contact:</b>                | Rebecca Foster – Principal Educational Psychologist                                                                                                                                                        |                        |  |
| <b>Politically Restricted:</b> | No<br>* The position is politically restricted within the provisions of the Local Government and Housing Act 1989 as prescribed in the Local Government Officers (Political Restrictions) Regulations 1990 |                        |  |
| <b>JE ID:</b>                  |                                                                                                                                                                                                            | <b>Date Evaluated:</b> |  |
| <b>Responsible to:</b>         | Rebecca Foster – Principal Educational Psychologist                                                                                                                                                        |                        |  |
| <b>Responsible for:</b>        | N/A                                                                                                                                                                                                        |                        |  |

## Job Purpose

Consultative and support work with schools, pupils, parents/carers and other agencies, casework, in-service training, staff development and applying psychology in as wide a sense as possible in the education field.

## Principal Accountabilities

1. To provide a professional applied psychological service to a specific patch of schools and in order to address the developmental, educational and psychological needs of children and young people in a holistic way.
2. Developing and applying effective interventions to promote learning, psychological wellbeing, social, emotional and behavioural development.
3. Assessing learning and social, emotional and behavioural needs by observing and consulting with, schools, pupils, parents/carers and multi-agency professionals to advise on the best approaches and provisions to support learning and development.
4. To provide support to management, for example when there is a critical incident where there has been significant psychological or emotional distress or a specific issue raised by school management.
5. To ensure that Educational Psychology involvement is timely and appropriate.
6. To maintain clear and thorough records in accordance with service guidelines.

7. To engage in statutory duties as required by the 1996 Education Act and the 2018 Additional Learning Needs and Educational Tribunals Act.
8. To organise, deliver and evaluate in-service training/staff development sessions for school staff, and, where appropriate, for other professionals and parents.
9. To contribute to project work/research in identified areas of need.
10. To liaise and develop effective links with representatives of other services, both within and outside the Education Department concerning individual casework and other issues of mutual concern.
11. To contribute to Service planning.
12. To contribute to the formulation of policy.
13. To engage in such other activities as may reasonably be required by the Principal Educational Psychologist.
14. To comply with the relevant sections of the Authority's policy statement on Health, Safety and Welfare at Work.
15. To adhere to the principles of the Corporate Equality Policy and ensure commitment to anti-discriminatory practice.

## **Key Working Relationships**

Professionals within the Children, Young People and Families Directorate and school staff.

## **General Accountabilities**

1. To comply with the Council's Policy Statement on Health, Safety and Welfare at Work.
2. To positively promote the Council's Strategic Equality Plan and ensure commitment to anti-discriminatory practice.
3. To demonstrate a commitment to ongoing personal development.
4. To adhere to data protection principles whilst undertaking your duties.
5. To be responsible for undertaking your duties in a way that safeguards and promotes the welfare of children, young people and adults at risk. You must bring issues of concern regarding the safety and welfare of children, young people and adults at risk to the attention of the Safeguarding Officer in your service as soon as you become aware of them.
6. Undertake other duties that may be required of you, commensurate of your grade or general level of responsibility within the organisation.

This job description sets out the main responsibilities of the position at the date 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.

# Person Specification

| Requirements                                                                                                                                                                                                                                                                                                                                                                    | Essential (E) / Desirable (D) | Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| <b>Education / Qualifications / Knowledge</b>                                                                                                                                                                                                                                                                                                                                   |                               |                                                                                                                                |
| Honours degree (or equivalent) in psychology recognised by the British Psychological Society.                                                                                                                                                                                                                                                                                   | E                             | A                                                                                                                              |
| Masters Degree in Educational Psychology with professional practice, or a Doctorate in Educational Psychology.                                                                                                                                                                                                                                                                  | E                             | A                                                                                                                              |
| Proven qualified teaching experience or experience of working with children and young people with opportunities to apply psychology.                                                                                                                                                                                                                                            | E                             | A                                                                                                                              |
| A thorough knowledge of Safeguarding and Child Protection.                                                                                                                                                                                                                                                                                                                      | E                             | A/I                                                                                                                            |
| <b>Experience</b>                                                                                                                                                                                                                                                                                                                                                               |                               |                                                                                                                                |
| Experience of application and knowledge of ALN and/or SEN legislation as it applies to educational psychologists.                                                                                                                                                                                                                                                               | E                             | A/I                                                                                                                            |
| Experience of application and knowledge of a range of assessment techniques and psychological interventions/strategies suitable for use with children and young people.                                                                                                                                                                                                         | E                             | A/I                                                                                                                            |
| Experience of developing and maintaining a regular pattern of working within a group of schools with regard to the agreed time offered under current or future arrangements.                                                                                                                                                                                                    | D                             | A/I/PP                                                                                                                         |
| Experience of delivering consultation and advice to help schools prioritise needs and to consider working at various levels to implement the most useful interventions in order to promote best outcomes for children. For example, using systemic approaches, running evidence -based interventions, applying problem- solving techniques, implementing preventative measures. | D                             | I                                                                                                                              |
| Experience of working with schools to help them monitor and review the progress of children.                                                                                                                                                                                                                                                                                    | E                             | A/I                                                                                                                            |
| Experience of project work/research.                                                                                                                                                                                                                                                                                                                                            | D                             | I                                                                                                                              |
| <b>Skills &amp; Abilities</b>                                                                                                                                                                                                                                                                                                                                                   |                               |                                                                                                                                |
| Good interpersonal and presentation skills.                                                                                                                                                                                                                                                                                                                                     | E                             | I/P                                                                                                                            |
| Commitment to equality and diversity.                                                                                                                                                                                                                                                                                                                                           | E                             | A/I                                                                                                                            |
| Commitment to health and safety.                                                                                                                                                                                                                                                                                                                                                | E                             | PP                                                                                                                             |
| Commitment to attendance at work.                                                                                                                                                                                                                                                                                                                                               | E                             | PP                                                                                                                             |
| ICT Literate                                                                                                                                                                                                                                                                                                                                                                    | E                             | A/PP                                                                                                                           |
| Good personal effectiveness skills                                                                                                                                                                                                                                                                                                                                              | E                             | A/PP                                                                                                                           |
| To be able to work effectively as a member of a team                                                                                                                                                                                                                                                                                                                            | E                             | A/PP                                                                                                                           |
| To be able to work with a high level of autonomy                                                                                                                                                                                                                                                                                                                                | E                             | A/PP                                                                                                                           |
| <b>Personal Attributes</b>                                                                                                                                                                                                                                                                                                                                                      |                               |                                                                                                                                |
| Registered or eligible for registration with the Health and Care Professions Council.                                                                                                                                                                                                                                                                                           | E                             | A                                                                                                                              |
| Full driving licence and access to a vehicle.                                                                                                                                                                                                                                                                                                                                   | E                             | A                                                                                                                              |

| <b>Minimum Welsh Language Skill Requirements</b>                                                                                                                                 | Assessment methods:<br>Application (A), Interview (I),<br>Presentation (P), Test (T),<br>Probationary Period (PP),<br>other please specify |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| Welsh Language Skills Level 0. Level 1-5 is desirable. Training is optional.                                                                                                     | A                                                                                                                                          |
| Welsh Language Skills Level 1 Entry / Courtesy (as a minimum) are desirable and need to be learnt when appointed.<br>Training required: "Welcome Part 1 & 2" (10 hours in total) |                                                                                                                                            |
| Welsh Language Skills Level 1 Entry / Courtesy (as a minimum) are essential. Training required: "Welcome Part 1 & 2" and "Welcome Back Part 1 & 2" (20 hours in total).          |                                                                                                                                            |

For further information on the above please refer to the [Welsh Language Skills Guidelines](#)

Welsh language skills requirements beyond the minimum stated above e.g. fluent speaker / proficient writer will be outlined within the person specification under qualifications and skills.

### **Personal Competencies**

All competencies are regarded as essential, although it is recognised that some may be achieved over a period of time. All employees are expected to continually develop their competencies in line with the appropriate framework. In addition to those assessed as part of the recruitment process, competencies will be assessed during the probationary period and through the Council's performance coaching scheme.

| <b>Competencies – Delivering the Service</b>                      | Assessment methods:<br>Application (A), Interview (I),<br>Presentation (P), Test (T),<br>Probationary Period (PP),<br>other please specify |
|-------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| Plans ahead, organises work in advance                            | PP                                                                                                                                         |
| Involves line manager / colleagues in setting and meeting targets | PP                                                                                                                                         |
| Reorganises work when necessary                                   | PP                                                                                                                                         |
| Sees tasks through to completion whenever possible                | PP                                                                                                                                         |
| Seeks help if workload becomes unmanageable                       | PP                                                                                                                                         |
| Uses initiative to report issues that arise that impact on others | PP                                                                                                                                         |

| <b>Competencies – Improvement and Change</b>                     | Assessment methods:<br>Application (A), Interview (I),<br>Presentation (P), Test (T),<br>Probationary Period (PP),<br>other please specify |
|------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| Is prepared to try new things & feedback results                 | PP                                                                                                                                         |
| Understands that changes are needed if things are to be improved | PP                                                                                                                                         |
| Finds new and creative ways of doing things better               | PP                                                                                                                                         |
| Actively seeks to develop own skills and knowledge               | PP                                                                                                                                         |
| Learns from mistakes & welcomes constructive feedback            | PP                                                                                                                                         |

| Competencies – Providing Excellent Customer Service                                                | Assessment methods:<br>Application (A), Interview (I),<br>Presentation (P), Test (T),<br>Probationary Period (PP),<br>other please specify |
|----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| Recognises the importance of high standards of customer service                                    | PP                                                                                                                                         |
| Is committed to providing an excellent service to all the citizens of Blaenau Gwent                | PP                                                                                                                                         |
| Understands the links between own professionalism and the possible impact on the Authority's image | PP                                                                                                                                         |
| Has a professional attitude that sets an example to colleagues                                     | PP                                                                                                                                         |
| Takes pride in own work and that of colleagues                                                     | PP                                                                                                                                         |
| Is respectful, courteous and helpful at all times                                                  | PP                                                                                                                                         |

| Competencies – Team working                                                           | Assessment methods:<br>Application (A), Interview (I),<br>Presentation (P), Test (T),<br>Probationary Period (PP),<br>other please specify |
|---------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| Reacts constructively to others' suggestions and requests                             | PP                                                                                                                                         |
| Recognises potential value of others' opinions and actively seeks their contributions | PP                                                                                                                                         |
| Asks for help when necessary                                                          | PP                                                                                                                                         |
| Actively seeks to help others                                                         | PP                                                                                                                                         |
| Is aware of the impact of own behaviour on others                                     | PP                                                                                                                                         |

| Competencies – Communicating                                                      | Assessment methods:<br>Application (A), Interview (I),<br>Presentation (P), Test (T),<br>Probationary Period (PP),<br>other please specify |
|-----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| Adapts content and style to help others understand                                | PP                                                                                                                                         |
| Makes sure that people are regularly informed                                     | PP                                                                                                                                         |
| Uses appropriate language, gestures and tone when talking with others             | PP                                                                                                                                         |
| Checks others have understood & seeks advice when necessary                       | PP                                                                                                                                         |
| Actively seeks to improve all forms of communication with others                  | PP                                                                                                                                         |
| Communicates professionally by using formal channels appropriate to the situation | PP                                                                                                                                         |

To find out more about working for Blaenau Gwent County Borough Council, visit [www.blaenau-gwent.gov.uk](http://www.blaenau-gwent.gov.uk)