

Job Description

Position Details

Position:	Assistant Educational Psychologist		
Directorate:	Children, Young People and Families Directorate		
Service:	Educational Psychology Service		
Position no:			
Grade:	Soulbury Assistant EP 2-5		
Hours of work:	37 Hours per week		
Work style:	Agile Worker (Base – General Offices, Ebbw Vale)		
DBS required:	Enhanced Disclosure with Child Barred List		
Contact:	Rebecca Foster - Principal Educational Psychologist		
Politically Restricted:	No		
JE ID:		Date Evaluated:	
Responsible to:	Rebecca Foster – Principal Educational Psychologist (BG01286)		
Responsible for:	NA		

Job Purpose

To support the work of the Educational Psychology Service by applying psychological knowledge and skills to promote positive outcomes for children and young people. The postholder will work collaboratively with educational settings, families and partner agencies to support learning, emotional wellbeing and inclusion through consultation, intervention, training, research and evaluation. The role is intended to provide relevant professional experience for a psychology graduate aspiring to undertake doctoral training in Educational Psychology.

Principal Accountabilities

1. To support the team of educational psychologists in providing a professional applied psychological service to schools and other settings, in order to address the developmental, educational and psychological needs of children and young people in an holistic way.
2. To work within the framework of the 2018 Additional Learning Needs and Educational Tribunals Act.
3. Work within and comply with Welsh Government legislation and guidance such as All Wales Child Protection Procedures.
4. Developing and facilitating effective interventions to promote psychological wellbeing and social, emotional and behavioural development and support children and young people's learning.
5. Assessing developmental, learning and social, emotional and behavioural needs by observing children and young people in schools and other educational settings, making use of recognised inventories and other appropriate assessment resources.
6. To maintain clear and thorough records in accordance with service guidelines.
7. To help organise, deliver and evaluate in-service training/staff development sessions for school staff.

8. Support the evaluation of Educational Psychology Service activity and impact through the effective use of ICT, data analysis and digital automation tools, contributing to service development and evidence-based practice.
9. To contribute to project work/research in identified areas of need.
10. To engage in such other activities as may reasonably be required by the Principal Educational Psychologist.

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. You may be required, where operationally necessary, to undertake duties in support of Torfaen County Borough Council as part of the agreed federation arrangements. Such duties will be consistent with the postholder's role, grade and competencies.
7. 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
Education / Qualifications / Knowledge		
British Psychological Society (BPS) recognised degree, at least 2:1 in Psychology or another degree with a relevant conversion course to BPS recognised status.	E	A
Knowledge of the Additional Learning Needs and Education Tribunal (Wales) Act 2018 and the Additional Learning Needs Code for Wales.	E	A
Knowledge of Safeguarding and Child Protection.	E	A/I
Further training in psychology.	D	A
Education based qualification / Teaching qualification.	D	A
Knowledge of, and experience of applying, interventions known to support and improve the emotional and mental wellbeing of children and young people.	D	A
Experience		
Experience of working with school age children or young people (somewhere within 3-19 range).	E	A/I
Experience of applying psychology	E	A/I
Experience of working in an educational setting.	D	A
Experience of organising workshops and providing training.	D	A
Experience of project work/research.	D	A/I
Skills & Abilities		
A high level of oral communication skills and the ability to make presentations to a wide range of audiences.	E	A/PP
A high level of written communication skills.	E	A/PP
Good listening skills.	E	A/I/PP
Excellent personal effectiveness skills.	E	A/PP
Strong ICT skills, including the ability to collect, analyse and present data.	E	A/PP
Experience of using Microsoft 365 tools, including Power Automate, to improve processes and support data management.	D	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
Personal Attributes		
Commitment to equality and diversity.	E	A/PP
Commitment to health and safety.	E	PP
Commitment to attendance at work.	E	PP
Commitment to safeguarding and promoting the welfare of children and young people.	E	A/PP
Special Working Conditions / Requirements		
Full driving licence and access to a vehicle for work purposes.	E	A
Ambition to apply for doctorate training to become an educational psychologist	E	A
To be able to communicate through the medium of Welsh.	D	A/I

Minimum Welsh Language Skill Requirements	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), 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. 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.

Competencies – Delivering the Service	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), 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

Competencies – Improvement and Change	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), 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: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), 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: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), 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: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), 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

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