

CARMEL EDUCATION TRUST

JOB DESCRIPTION

Post Title:	Educational Psychologist
Purpose:	To provide an educational psychology service through consultation, assessment, intervention, training and project work.
Reporting to:	Trust SENDCo
Responsible for:	The provision of advice & guidance to senior leaders, staff and educational psychology support for students.
Liaising with:	CEO/DCEO/Principals & Headteachers/Vice Principals & other senior staff, teaching/support staff LA representatives, external agencies and parents
Working time:	195 days per year pro rata. Term time plus 5 Inset
Salary/Grade:	L1 – L5
Disclosure level:	Enhanced

Key Responsibilities will include:-

- To contribute to the delivery of a high quality and effective educational psychology service to students, families and schools, with the purpose of promoting learning, mental health and well-being of all students.
- To provide objective outcomes based educational psychological assessments for statutory purposes, in accordance with the Special Educational Needs and Disability Code of Practice 0 – 25 years (2014).
- To provide consultation and support for staff, parents/carers and to advise on methods and approaches to address the learning and wellbeing needs of young people.
- To provide therapeutic support to children and young people 4 – 18 years.
- To provide objective evidence-based psychological reports and advice to parents/carers, schools, the local authority and others as appropriate, in accordance with the Special Educational Needs and Disability Code of Practice: 0 – 25 (2014).
- To participate in the planning and delivery of in-service training within the Trust
- To maintain registration with the HCPC through participation in appropriate Continuing Professional Development, developing knowledge of current theories and working practices within Educational Psychology.
- To demonstrate a continuing commitment to safeguarding and promoting the welfare of children; to develop the Trust's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken.

Other Responsibilities will include:-

Staffing

- To take part in the Trust's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas
- To engage actively in the Performance Development Review process.
- To work as a member of a designated team and to contribute positively to effective working relations within the Trust.

Quality Assurance

- To help to implement Trust quality procedures and to adhere to those.
- To seek/implement modification and improvement where required.
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organization and pastoral functions of the Trust when relevant to pupils with SEND.

Management Information

- To maintain appropriate records and to provide relevant accurate and up to date information
- To complete the relevant documentation to assist in the tracking of students.
- In conjunction with individual schools track relevant student progress and use information to inform teaching and learning.

Communications

- To communicate effectively with the parents of students as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside of the Trust
- To follow agreed policies for communications in the Trust

Management of Resources

- To contribute to the process of the ordering and allocation of equipment and materials.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the college, department and the students.

Other Specific Duties

- a. To play a full part in the life of the Trust community, to support its distinctive Catholic mission and ethos and to encourage and ensure staff and students follow this example
- b. Provide in service training to teachers and other professionals on relevant topics, for example behaviour and stress management
- c. To promote actively the Trust's corporate policies
- d. To continue personal development as agreed.
- e. To comply with the individual school's Health and Safety Policy and undertake Risk Assessments as appropriate.
- f. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

- g. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- h. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- i. The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown but, in consultation with you, may be changed by Senior Management to reflect or anticipate changes in the job commensurate with the grade and job title.

November 2018