

Job Description



Assistant Psychologist

Job Description

Job details

Salary: NJC Grade 5 (£27,803 – £31,364) pro rata to weeks worked and continuity of service. Pay award pending

Hours: 37 hrs per week

Contract type: Permanent Full-Time or Term Time + 3 weeks

Reporting to: Educational Psychologist

Conditions of appointment: NJC Terms and Conditions for Local Government

Key Contacts in Organisation:

Main contacts: Senior Leadership team including Assistant Headteacher SENCo, safeguarding and pastoral teams, teachers and learning support staff, parents/carers, external agencies.

JOB PURPOSE AND ROLE

To work under the supervision and line management of our in-house Educational Psychologist to support provision of services to meet our school community's psychological needs.

This will include:

- supporting the Educational Psychologist to identify, assess and advise on the educational, social, emotional and mental health needs of children, and offering advice and support to their families;
- delivery of interventions for individuals and groups as appropriate;
- contribute to project work, working closely with the school's EP, Counsellor and Assistant Headteacher - SENCo to support the school priorities and the needs identified;
- close collaborative working with colleagues across the school as well as external partners, agencies and other schools.

To report to and assist the supervising Educational Psychologist on matters relating to the delivery of an efficient and effective in house Educational Psychology Service.

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PRINCIPAL DUTIES AND RESPONSIBILITIES

As directed by the Educational Psychologist and Assistant Headteacher SENDco:

- To work alongside other colleagues in the Safeguarding and welfare team, Counselling service, SEND Team, and Pastoral colleagues to identify and address the needs of children and young people, and review and support policy development in relevant areas of the curriculum and school management.
- To collect data and contribute to reports on which Psychological Advice as a component of the 2014 Children & Families Act can be based.
- To deliver training and advice to teaching and learning support staff as required and with support from our in-house EP and Assistant Headteacher SENDCo
- To prepare reports, research and discussion papers on specific issues and to attend meetings as required.
- To play an active role within the school and contribute to the school development and improvement initiatives
- To take an active part in the SEND and Educational Psychology evaluation and review procedures.
- To actively engage in regular supervision and performance review.
- To remain aware of current educational thinking and research developments generally.
- To engage in research and project development activity as agreed with the Educational Psychologist and Assistant Headteacher SENDco

GENERAL DUTIES AND RESPONSIBILITIES

- To act in accordance with the School's ethos, procedures and Codes of Conduct.
- To participate in staff development, appraisal and training as appropriate, including continuous professional development.

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- To comply with the School and Council's agreed policies and procedures including but not limited to Health and Safety, and Equal Opportunities Policies, General Data Protection Regulations, Freedom of Information Act, and other relevant Council and Government Regulations, Directives and Education priorities.
- To undertake any other tasks, duties and responsibilities as directed and appropriate to the grade and role of the post subject to any reasonable adjustments under the Disability Discrimination Act 1995 as incorporated into the Equality Act 2010.
- To participate in the wider development of the school and contribute to school improvement as required.
- Post holders will be required to demonstrate the behaviours and attributes that support City of Wolverhampton core values which include but are not limited to:
 - Corporate Parenting: “Corporate Parenting is the collective responsibility of the Council to provide the best possible care and protection for children who are looked after.”
 - Restorative approach: To be committed to and employ principles of Restorative Practice throughout your work.

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Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none">• Degree in Psychology or equivalent that is accredited by the British Psychology Society• Commitment to continuous personal development
Experience	<ul style="list-style-type: none">• Experience of working with children, young people and families within an educational setting or within children's services.• Desirable: Experience of undertaking psychological assessments using a range of approaches (e.g. psychometric assessment, observation, consultation)
Skills and knowledge	<ul style="list-style-type: none">• An understanding of the psychological principles underpinning the work of an educational psychologist• Knowledge of approaches to working with pupils with special educational needs• Ability to build effective working relationships with pupils• Knowledge of guidance and requirements around safeguarding children• Good IT skills• Effective communication and interpersonal skills
Personal qualities	<ul style="list-style-type: none">• An ability to work both independently and with others, as a supportive member of a team• Ability to relate well to children and their parents and work positively with them• Ability to establish good working relationships with a wide range of professionals working in the community• An ability to be both tolerant and flexible in working practice• Ability to work under pressure and prioritise effectively• Maintain confidentiality at all times

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Commitment	<ul style="list-style-type: none">• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school• Uphold and promote the ethos and values of the school• Commitment to safeguarding and equality• A commitment to undertake post graduate training for professional qualification• A commitment to promoting equal opportunities and anti-oppressive practice
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Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: September 2024

Next review date: as required