

Role Title	Assistant Educational Psychologist
Job Family	
Competency Level	Psychology Graduate
Pay Range / Scale	Soulbury Assistant Educational Psychologist Scale Point 2 - 5
Purpose <ul style="list-style-type: none"> To support the delivery of Educational Psychology services under the direct supervision of HCPC registered Educational Psychologists, and line managed by a Senior Educational Psychologist. Support school staff and families to meet the needs of children with a range of special educational needs and disabilities, through observation, intervention and training. Support with the development, delivery and evaluation of programmes for schools, parents and children and young people, including frequent contact with schools, professionals and families. Support with quality assurance and service development of the Educational Psychology Service, including design, collection and analysis of outcome measures. Research and review the evidence-base relating to practice for supporting children and young people with SEND. 	
Generic Accountabilities	
Job Specific Accountabilities	End Results/ Outcomes
To assist the Educational Psychology Service in the delivery of core services and early intervention work in schools, early years, colleges and other settings.	<p>To deliver specified psychological interventions with individual children or groups of children for the purposes of training and supporting others.</p> <p>To contribute to observations of children and young people in settings and give quality feedback to EPs overseeing the set work.</p> <p>To collaborate with Educational Psychologists in writing high-quality records of work undertaken.</p> <p>To undertake other relevant duties as requested by the EPS Senior Leadership Team.</p>
To assist Educational Psychologists in the design, collection and analysis of outcome measures following intervention or training.	<p>Work with colleagues within EPS to undertake evaluation on aspects of service delivery.</p> <p>To assist in the planning, implementation and evaluation of research projects / project work as required.</p> <p>To enter data and collect and retrieve information using current information systems e.g. Excel spreadsheets.</p>
To develop a range of experience and skills in preparation for training as an educational psychologist.	<p>To develop knowledge of applied psychology within an EPS context through the following:</p> <ul style="list-style-type: none"> shadowing of EPs and other EPS staff where appropriate attending meetings and discussion groups on specific issues

	<ul style="list-style-type: none"> • contribute to the organisation and delivery of in-service training. • visiting other educational and child mental health establishments as appropriate • researching and using relevant resources in EPS and elsewhere
To keep clear and accurate records in all areas of work.	<p>To ensure that Waltham Forest EPS guidance regarding secure storage and use of data, corporate governance and health and safety are fully understood and followed.</p> <p>To be sensitive to the needs of clients and other service users and have a high regard for confidentiality at all times.</p> <p>To adhere to relevant Service policies e.g. Equalities and Health & Safety</p> <p>Carry out all accountabilities in compliance with the Council's Policies and Procedures</p>
To undertake other relevant duties as requested by the EPS Senior Leadership Team.	To undertake general administration tasks to support administration processes. This may include taking messages, responding to queries, filing and other general duties.

Job Specific Accountabilities	End Results/ Outcomes
To support the development and impact of Educational Psychology across the London Borough of Waltham Forest.	<p>To attend and contribute to Team and Service Development meeting within the EPS.</p> <p>To attend and contribute to whole service SEND Team meetings</p> <p>To participate in EPS team peer supervision.</p> <p>To collate, analyse, interpret, undertake literature searches, present data and develop solutions to meet the requirements of Educational Psychologist who professionally supervise the work.</p>
To participate in supervision and undertake professional development as required.	<p>To attend relevant meetings and training events in order to enhance and develop knowledge and skills within a range of areas of work.</p> <p>To attend regular supervision and continuing professional development and reflect on practice.</p> <p>To participate in the EPS Induction and Performance Assessment Reviews, as relevant.</p>
<p>To perform effectively as an Assistant Educational Psychologist in the Educational Psychology Service Team</p> <p>To undertake direct work with children / young people as required.</p>	<p>Undertake classroom observations and learning environment assessments.</p> <p>Feedback to schools / settings using agreed formats.</p> <p>Deliver training on specific areas and (in collaboration with other disciplines as appropriate).</p> <p>Maintain records of work in schools and with individual pupils using agreed formats and electronic databases</p>

<p>Nature of Contacts</p> <p>The post holder will be responsible to a Senior Educational Psychologist within the EPS Leadership Team, or their designate, for all work relating to EPS. The post holder may be matrix managed by a senior member of another service, where Assistant EP work is commissioned by that service.</p> <p>To be an effective professional in the EP team, able to carry out a range of duties, support colleagues, as well as consider and deliver new initiatives as a member of the Educational Psychology Service team.</p> <p>To liaise with staff and parents in schools, early years settings, colleges and other locations.</p>
<p>Procedural Context</p> <p>The post holder will be required to work to deliver specified outcomes for the post using their own initiative as appropriate, managing their own workload, and prioritising on a day-to-day basis. They will be expected to ensure the safe and effective delivery of all functions that come within the remit of their role.</p>
<p>Key Facts and Figures</p> <p>None</p>
<p>Resourcing</p> <p>None</p>
<p>Knowledge, Skills and Experience</p> <ul style="list-style-type: none"> • Effective administrative skills • Effective IT skills • Effective verbal and written communication • Effective interpersonal skills • Effective organisational skills <p>Desirable</p> <ul style="list-style-type: none"> • Certificate of Competence in Educational Testing (CCET)
<p>Indicative Qualifications</p> <p>A good honours degree in Psychology (2:1 or above) or master's degree, conferring Graduate Basis for Chartered Membership of the British Psychological Society (BPS).</p>
<p>The above profile is intended to describe the general nature and level of work performed by employees in this role. It is not intended to be a detailed list of all duties and responsibilities which may be required. This role profile will be supplemented and further defined by annual objectives, which will be developed in conjunction with the post holder. It will be subject to regular review and the Council reserves the right to amend or add to the accountabilities listed.</p>