| Role Title | Educational Psychologist |
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| **Competency Level** | **Maingrade** |
| **Pay Range / Scale** | **Soulbury A - Scale Point 5 - 10** |
| **Purpose**<br>To work within the Educational Psychology Team as part of Waltham Forest SEND service to deliver a high quality Educational Psychology Service to those who commission the service such as Early Years, schools and colleges. | |

| Job Specific Accountabilities | End Results/ Outcomes |
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| To provide robust, high quality and comprehensive assessments of children and young people with a view to identifying and assessing the child's special and developmental needs and advising on suitable and effective provision whilst being cognizant of educational, family and community contexts | Expert advice, information, interpretation and support are provided for individual children and their families.<br><br>Concerns about a child's special educational needs managed and staff and parents have strategies to provide ongoing support.<br><br>Risk to the Council is minimised.<br><br>Evidence based recommendations are made |
| Contribute to the development of service plans to meet strategic business goals. | Strategic and operational input is provided to wider business planning and development.<br><br>Customer needs are identified.<br><br>Value for money is achieved. |
| To respond within the set timescales to requests from the commissioners as required for both statutory and non-statutory assessments of special educational needs for Waltham Forest children and young people | Service meets legislative and policy requirements |
| To assist the Local Authority to discharge its statutory responsibilities for children with special educational needs by participating in local initiatives when requested and providing services such as<br>• Participating in SEN panels,<br>• Participating in SEN working parties<br>• Attendance at Tribunals<br>• Attendance at mediation meetings<br>• Attendance at annual reviews | Information, assessment and advice is accurate, timely and constructive.<br><br>Communications are clear, and effective.<br><br>Best practice is shared and promoted |

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| Work closely with others to support/manage the development and delivery of improvements in processes and procedures.<br>E.g. to participate in service user evaluations and use feedback to inform and develop practice | Improvement opportunities and plans to achieve them are identified and recommended.<br><br>Changes are effectively communicated to others.<br><br>To contribute to raising outcomes for children and young people in Waltham Forest. |
| Act in accordance with all policies and procedures which apply to the job and understand the reasons for this. | To uphold the HCPC, BPS and AEP professional codes of conduct |
| Carry out all duties and responsibilities with reasonable care for the health and safety of self and others and report any potential hazards or unsafe practices to line manager. | Work is carried out in a way that is safe and without risks to health. |
| To assist schools and other educational settings (including EYS and Post 16) in Waltham Forest to improve the learning for children and young people. | Provide consultation to relevant adults working with children and young people.<br><br>Deliver training on specific areas and (in collaboration with other disciplines as appropriate). |
| To work collaboratively with other LA services to support schools and settings in their development of inclusive educational practice | To attend multidisciplinary meeting as required. |
| **Job Specific Accountabilities** | **End Results/ Outcomes** |
| To provide a traded service to an allocation of schools / settings.<br><br>To respond within the set timescales to requests from commissioners for non-statutory EP involvement to support the identification of SEND needs. | To attend termly planning meetings with each setting in the allocation.<br>To provide advice to staff, parents / carers.<br>To respond within times scales specified within service level agreements.<br>To maintain records as required by the LA or EPS team.<br>Service meets legislative and policy requirements. |
| To perform effectively as an Educational Psychologist in the Educational Psychology Service Team<br><br>To assist educational settings (including EYS and Post 16) in Waltham Forest to improve the learning for children and young people.<br><br>To provide high quality psychological consultations to educational settings<br><br>To undertake direct work with children / young people as required. | Provide consultation to relevant adults working with children and young people.<br><br>Undertake classroom observations and learning environment assessments.<br><br>Undertake individual specialist psychological assessments where appropriate.<br><br>Feedback to schools using agreed formats.<br><br>Deliver training on specific areas and (in collaboration with other disciplines as appropriate). |

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| | Maintain records of work in schools and with individual pupils using agreed formats and electronic databases |
| To provide high quality, evidence based psychological advice to the LA to support the statutory process.<br><br>To respond within the set timescales to requests from the SEND Team for statutory assessments. | To provide statutory psychological advice within specified time periods.<br><br>To attend / participate in co-production meetings as required.<br><br>To attend / participate in annual reviews as required. |
| To support the development and impact of Educational Psychology across the London Borough of Waltham Forest. | To attend and contribute to Team and Service Development meeting within the EPS.<br><br>To attend and contribute to whole service SEND Team meetings.<br><br>To participate in EPS team peer supervision. |
| To contribute to the continued development of the Educational Psychology Service Team | Contribution to the Quality Assurance process within the EPS Team. |
| Support schools and settings to implement the Ordinarily Available Provision | To support schools to implement the Ordinarily Available Provisions within settings as part of the assess plan do review cycle. |

**Nature of Contacts**

To liaise with staff and parents in schools, early years settings, colleges and other locations.

To liaise and work constructively with line managers, officers of the council.

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 traded services.

**Procedural Context**

Act within guidelines and standard procedures with discretion to allocate or otherwise organise work to meet service delivery requirements.

Works within laid down procedures but will to be able to use own initiative without always referring to others.

**Key Facts and Figures**

None

**Resourcing**

None

**Knowledge, Skills and Experience**

- Professional Qualifications
- Effective administrative skills
- Effective IT skills
- Effective verbal and written communication
- Effective interpersonal skills
- Effective organisational skills

| Indicative Qualifications |
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| All Educational Psychologists will have a professional qualification as an Educational Psychologist recognised by the British Psychological and Health Care Professional Council |
| 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. |