

<b>Role Title</b>	<b>Senior Educational Psychologist</b>
<b>Job Family</b>	<b>Educational Psychologist</b>
<b>Competency Level</b>	<b>Principal Officer / Manager</b>
<b>Pay Range / Scale</b>	<b>Soulbury EP B Scale 8 – 11 (4 point range required) + up to 3 SPA points</b>
<p><b>Purpose</b></p> <p>To work in accordance with the aims and objectives of the Educational Psychology Service team as required by the Principal Educational Psychologist (PEP) who reports to the Assistant Director (SEND).</p> <p>To assist the Principal Educational Psychologist to provide effective support and supervision to the Educational Psychology Service team, to ensure consistency of service and quality assurance.</p> <p>To assist the Principal Educational Psychologist to provide strategic and professional leadership to the Educational Psychology Service Team.</p> <p>To develop and coordinate an area of specialist EP work, including liaison with other related services.</p> <p>To assist the local authority to comply with its statutory responsibilities towards children and young people aged 0 - 25 years with or being assessed for special educational needs in relation to relevant legislation and guidance.</p> <p>To provide statutory psychological advice and services for LBWF children and young people aged 0 to 25 years who have an Education, Health and Care Plan (EHCP) or are being considered for a statutory assessment of special educational needs under the 1996 Education Act and SEND Code of Practice (2014).</p> <p>To coordinate training, systems projects, research and other interventions, as appropriate, so contributing to the development of the service and its contribution within the wider community.</p> <p>To promote the council's Equal Opportunities policy.</p>	
<b>Generic Accountabilities</b>	<b>End Result/Outcomes</b>
<p>To ensure the development and maintenance of high standards of EP professional practice.</p> <p>To assist the Principal Educational Psychologist to ensure that each educational psychologist's work is delivered within and according to statutory requirements and professional codes of conduct, cognizant of relevant legislation and guidance.</p>	<p>Work is completed on time and to the quality and standards required.</p> <p>Changes to priorities are accommodated.</p> <p>Service is delivered to organisational requirements and reflects customer and stakeholder requirements, within organisational constraints.</p> <p>Professional and legal compliance is assured.</p>

<p>To assist the Principal Educational Psychologist to develop systems and monitor EP contributions to local authority priorities and targets.</p> <p>To keep up to date with relevant legislation and guidance and its implications for the work of an Educational Psychologist both generically and for those with a particular area of responsibility.</p>	<p>Contribute to the development of policies within the team.</p> <p>Activities are undertaken according relevant guidelines / regulations / procedures.</p> <p>Customer / stakeholder views are available to inform recommendations.</p> <p>Data and measurements are accurately recorded.</p>
<p>Collate, process and analyse complex information (including service evaluations and feedback).</p> <p>Ensure all required records and information are maintained correctly.</p>	<p>Information / applications are processed according to procedure.</p> <p>Information is managed efficiently and accurately.</p> <p>Data is recorded and stored in compliance with national standards and can be shared, as appropriate, with other agencies.</p>
<p>To contribute to the development of the Educational Psychology Service team.</p> <p>To develop specialist resources and training which contribute to raising outcomes for children and young people in Waltham Forest.</p> <p>To assist the Principal Educational Psychologist to audit, develop and maintain a bank of relevant materials for educational psychologists, including specialist equipment, up to date and culturally relevant assessment materials, books and journals.</p>	<p>Up-to-date, relevant information / reports are provided for internal and/or external use.</p> <p>Issues are clearly summarised, progress and implications are reported.</p>
<p>To develop specialist knowledge and skills in one specified area of E.P. work, and to develop team skills and provide liaison with other related services (for example, Preparing for Adulthood (PfA), Social Emotional and Mental Health, Children in Care, Early Years, Youth Offending Team, Children Not in Education, Employment or Training (NEET), Learning (Literacy &amp; Numeracy), specific developmental / neurological disorders, sensory impairment, Community and Parent engagement).</p> <p>To promote and uphold good practice and liaise with staff in all educational settings, including early years settings and other professionals (including private practitioner psychologists) involved in supporting or assessing the child and</p>	<p>Provide specialist advice, guidance and support on issues within area of responsibility; develop and maintain joint working and promote the Council position.</p> <p>Evidence of undertaking continuing professional development.</p> <p>Represent the educational psychology and the SEND Team at local and national forums, acting as an ambassador for Waltham Forest and enhancing the council's reputation and image.</p> <p>Information, advice and support are accurate, timely and constructive.</p> <p>Evidence of best practice in educational settings across the borough.</p> <p>Develop training around specialist areas of EP work.</p>

<p>keep them informed of any work in progress.</p>	
<p>Contribute to identifying and delivering information / activities to support service delivery / promote the service area / .</p>	<p>All materials / activities are delivered to the required standards and timescales.</p> <p>Information / activities achieve desired results.</p> <p>Problems are identified and Issues are managed through to a satisfactory conclusion or escalated if appropriate.</p> <p>Risk to the Council / customers is minimised.</p>
<p>To assist the Local Authority discharge its statutory responsibilities for children with special educational needs by participating in local initiatives and providing services where requested.</p> <p>Contribute to the development and implementation of policies, procedures and systems.</p>	<p>Participation in SEN moderating groups and attendance on SEN Panels.</p> <p>Delivery of school staff and governor training and support around SEND access, curriculum development and compliance with the Disability Discrimination Act 2001 and Education and Inspection Act 2006.</p> <p>Improvement opportunities and plans to achieve them are identified and recommended.</p> <p>Agreed improvements are developed, delivered and evaluated.</p> <p>Changes are effectively communicated to others.</p>
<p>To lead / contribute to initiatives which recognise, value, motivate and support Educational Psychologists working to achieve LBWF priorities under challenging circumstances.</p>	<p>Practical, effective solutions are developed and delivered in accordance with legislative requirements and good practice guidelines and address any relevant environmental / conservation / technical / design issues.</p> <p>Projects are delivered to agreed specification, timescales and budgets.</p> <p>All project documentation and reports are completed correctly.</p>
<p>To assist the Principal Educational Psychologist to provide regular, high quality and effective supervision to members of the educational psychology team, cognizant of BPS and HCPC guidance.</p> <p>To assist the Principal Educational Psychologist to identify training needs of educational psychologists and develop systems to enable educational psychologists access professional development opportunities so that the skills and expertise of educational psychologists in the team are used to deliver service and council priorities.</p>	<p>Contribute to the development of others (e.g. through sharing knowledge and skills, acting as a coach or mentor, or providing feedback).</p> <p>Identify any changes that may impact the service / profession.</p>

<p>Support others in their development, including external organisations / customers where appropriate.</p>	
<p>Develop good working relationships and communicate effectively with internal / external organisations / partners and stakeholders. Represent specialist area internally and / or externally. Model, demonstrate and promote good practice relevant to the role.</p>	<p>Relevant work area reputation is maintained or enhanced.</p> <p>Stakeholders are engaged with activity relevant to them.</p> <p>Positive feedback is received from stakeholders.</p> <p>Communications are clear, well planned and effective.</p> <p>Best practice is shared and promoted.</p>
<p>To assist the Principal Educational Psychologist to monitor EP compliance with requests from child social services and other partners for assistance in providing assessments and/or services which safeguard and promote the welfare of children in need. Where relevant, to monitor responses to be within timescales.</p>	<p>Activities which support partnership working are effectively delivered.</p> <p>Partnership working groups produce valid and timely outputs.</p>
<p>Contribute to service / business plans for area of responsibility and to wider service planning and development activities. Contribute to budget planning as required.</p>	<p>Service / business plans reflect input.</p>
<p>Specifically to provide robust, high quality and comprehensive assessments of children and young people, with a view to identifying and assessing the child's special educational and developmental needs and advising suitable and effective provision, cognizant of educational, family and community contexts . In addition, to constructively inform, engage and empower children and young people, school staff, parents and other relevant parties about appropriate plans of action.</p> <p>Psychological advice are provided for statutory reassessments, annual reviews and transition reviews for children and young people resident in LBWF.</p> <p>Quality check documents, decisions and / or presentations before delivery</p>	<p>All work meets the required standards</p> <p>Use a variety of sources and methods of communication and to obtain information, including information technology.</p> <p>Ensure that educational psychologists in the team are accountable and responsive to user needs.</p> <p>Respond to all telephone and email enquiries to council standards, including timescales.</p>
<p>Act in accordance with all policies and procedures which apply to the job and understand the reasons for this.</p> <p>To understand and actively promote the Council's Customer Service Policy, ensuring the needs of our customers are considered at all times to enable the Council to meet its customer satisfaction targets.</p>	<p>All policies and procedures are complied with.</p>

<p>To assist the Principal Educational Psychologist to investigate and resolve complaints by and against educational psychologists according to the council's policy and procedures.</p>	
<p><b>Job Specific Accountabilities:</b></p>	<p><b>End Result / Outcomes</b></p>
<p><b>1. Services</b></p> <p>To assist the Principal Educational Psychologist to monitor and oversee and deliver the provision of a statutory educational psychology service to schools, other agencies and residents in Waltham Forest, within timescales.</p> <p>To represent the local authority and support educational psychologist who may be called as a witness by LBWF, the parent or the child at SEN Tribunals.</p> <p>To deputise for the Principal Educational Psychologist where required.</p>	<p>Monitoring of statutory allocations within the Educational Psychology Service team.</p> <p>Respond within the set timescales to requests from the SEND team for psychological advice as required for statutory assessments of special educational needs for Waltham Forest children and young people.</p> <p>Lead / assist with educational psychologists' contribution to SEND tribunal work.</p> <p>Attend, and support educational psychologists at mediation meetings between parents and the Local Authority or school.</p> <p>To represent the Principal Educational Psychologist in Strategic and other meetings when required.</p>
<p><b>2. People</b></p> <p>To assist the Principal Educational Psychologist to develop initiatives which support the Council's core values and contribute to a culture of continuous improvement within the SEND Service.</p> <p>To undertake any additional or specialist duties at the request of the Principal Educational Psychologist or Assistant Director (SEND).</p>	<p>Develop systems and high quality training opportunities which promote the optimal professional development of educational psychologists in the team.</p> <p>Leadership and development of a specialist or expert witness role.</p>
<p><b>3. Quality and Equality</b></p> <p>To keep up to date with relevant new developments within the profession.</p> <p>To provide educational psychologists with regular clinical supervision and performance management development interviews and ensure one's own needs are met.</p>	<p>Evidence of undertaking continuing professional development</p> <p>Critical appreciation of relevant psychological theory, assessment and intervention practice applied to educational, family and community contexts when working with diverse communities.</p> <p>Clinical supervision and professional support to educational psychologists in the team, advising on matters of SEND policy, child welfare and safeguarding, and professional practice.</p>

To promote quality, accountability and equality within the Service and in the provision of its services.

Assist the Principal Educational Psychologist with the professional leadership and quality assurance of services and reports provided by educational psychologists in the team.

### **Nature of Contacts**

Typically involves Heads of Service and Senior Managers across the authority, and external agencies and organisations providing advice.

Work directly with colleagues internal and external, other providers and external agencies to gather and exchange information and co-ordinate actions.

Develop sensitivity, persuasiveness, and negotiation and assertiveness skills to communicate with diverse audiences in emotive circumstances. Deal with people at all levels confidently, sensitively and diplomatically.

Provide specialist advice, guidance and support on issues within area of responsibility; develop and maintain joint working and promote the Council position.

Consult with stakeholders to identify requirements. Communicate changes in policy and working practice to contacts.

### **Procedural Context**

To assist the Principal Educational Psychologist with the allocation and reallocation of educational psychology resources to meet statutory demands to ensure equity and consistency between council wards.

To provide innovation within the local authority in terms of effective planning, use and deployment of EP skills and expertise, cognizant of national, professional and council priorities and residents' needs. This includes supporting the Principal Educational Psychologist with recruitment and retention of educational psychologists, and locum cover arrangements if required, to uphold delivery of statutory services within timescales.

To assist the Principal Educational Psychologist to liaise with EP training institutions and assist with the organisation of placements and supervision for educational psychologists in training, with the clear understanding of LBWF service parameters.

To represent the Educational Psychology profession at meetings including Borough working groups and contribute to joint initiatives with colleagues and other agencies as required.

To lead by example and provide sensitivity to, and awareness of, the needs of pupils and parents/carer from minority ethnic, disability and gender groups.

To demonstrate willingness to use information technology and to undertake appropriate training in its use.

To uphold and comply with the statutory provisions of the Health and Safety at Work Act 1974 and any other associated legislation or Council Policies and procedures.

To understand and comply with the Council's Equal Opportunities Policy.

The above mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other duties as required by the service.

## **Key Facts and Figures**

No budget responsibilities

## **Resourcing**

Delegated supervision and management of Educational Psychologist and a specialist role.

## **Knowledge, Skills and Experience**

### **1. Services**

1. Ability to work independently and take the initiative in line with LBWF Core Values.
2. Effective analytical and decision making skills
3. Effective organisational skills.
4. Effective case work management.
5. Effective ability to work to statutory assessment deadlines.
6. Effective statutory assessment report writing skills.

### **2. People**

1. Ability to lead, motivate and inspire a team of educational psychologists.
2. Ability to work as a member of a multidisciplinary team.
3. Customer focused.
4. Effective interpersonal and mediation skills.
5. Ability to understand, support and work effectively with diverse teams, communities and cultures.
6. Ability to understand and comply with LBWF Code of Conduct.
7. Ability to support and work constructively with line managers.
8. A reflective approach to personal learning and professional development.

### **3. Resources**

1. Ability to embrace and effectively manage change, with resilience and resourcefulness during challenging times, both personally and professionally.
2. Ability to contribute to in-service training for teachers and other professionals to assist schools to understand and meet statutory responsibilities for pupils with special educational needs.
3. Ability to develop, lead and manage initiatives in line with Service Development Plan.
4. Ability to take ownership for identifying and participating in one's own professional development opportunities, enhancing the capacity of the educational psychology team, the SEND Service and the local authority.

### **4. Communication and Information**

1. Effective verbal and written communication skills.
2. Effective administrative skills.

3. Effective IT skills.

**5. Quality and Equality**

1. A personal and professional commitment to promote accountability, quality, equality and community cohesion, both within the Service and in the provision of its services.
2. To work within expected service and national quality standards.
3. To uphold and promote the HCPC, BPS and AEP professional and member codes of conduct and standards of practice.

**Indicative Qualifications**

MSc or Doctorate in Educational Psychology

Evidence of Continuous Professional Development

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