

Assistant Educational Psychologist (Maternity Cover; Early Years focus) with Telford & Wrekin Educational Psychology Service

Soulbury terms (Assistant scale 2-5)

12 month fixed term contract

Job Description

Job Purpose
<p>To support the Educational Psychology service to provide efficient and effective commissioned tasks for the Local Authority and traded services to schools and other settings/agencies.</p> <p>To promote and secure positive life outcomes for children, young people and their families in Telford and Wrekin.</p>
Major Tasks
<ul style="list-style-type: none">• To support the Council's vision and priorities both internally and externally.• To contribute to action research relating to service priorities around promoting mental health and wellbeing, including data collection and analysis, (e.g. surveys, focus group questions etc).• To work under supervision to promote and facilitate the development of inclusive practice to improve educational outcomes for all pupils, especially those who are vulnerable and/or have additional educational needs.• To work under supervision to deliver psychological services to schools and settings.• To contribute to the ongoing development and delivery of the traded EP service and other team developments including project work.• To fulfil safeguarding responsibilities in line with Local Authority Child Protection Procedures.
Key Tasks
<ul style="list-style-type: none">• Provide detailed, structured observation records to inform EP-led clinic work for the 0–5 developmental pathway as commissioned by the Child Development Centre.• Contribute to multidisciplinary assessments for pre-school children, ensuring high-quality, evidence-based reporting that reflects knowledge of Early Years developmental trajectories.• Support research and development activity related to Early Years, with particular focus on emotional literacy, co-regulation, and the application of the SCERTS model within early childhood settings.• Assist in developing Early Years intervention materials and resources informed by applied developmental psychology and the SCERTS model.• Work collaboratively with Early Years providers, including nurseries and pre-school settings, to enable timely visits.

- To assist the EP service in providing psychological advice to the Local Authority for children and young people undergoing EHC needs assessment or reviews.
- To assist Educational Psychologists in contributing to Early Years specific service developments, for example contribution to holistic statutory assessments in the 0-5 age range, and understanding and reporting on the needs of pre-school children undergoing multidisciplinary assessment at the Child Development Centre.
- With supervision, to undertake activities such as observation, consultation, and gaining children's views and voice in order to assist EP colleagues in deepening our understanding of each child's unique profile of strengths and needs.
- To support school/setting-based interventions at SEN Support of the SEND Code of Practice under the supervision of an EP.
- To develop and maintain effective relationships with colleagues, external agencies and clients, demonstrating effective interpersonal skills in working with people at all levels and from a wide range of backgrounds.
- To undertake literature reviews and searches and collate findings to inform the work of the educational psychology service as requested.
- To carry out and support data collection and analysis linked to service delivery, for example courses and projects, particularly those relating to SEMH and emotional health and wellbeing priorities.
- To attend and contribute to work based team meetings and CPD events.
- To undertake general administration tasks to support service delivery.
- To maintain accurate and up to date work records in accordance with service protocol.
- To work at all times within the guidelines provided by professional Codes of Conduct of the Association of Educational Psychologists and the British Psychological Society.

Contacts & Relationships

Educational Psychologists: the post holder will attend team and supervision meetings, contribute to service development activities. Information gathered by the post holder will be used by the Educational Psychologist in writing records of involvement.

Children, young people and their parents and carers: the post holder will conduct information gathering methods, such as observation and consultation. They will implement intervention programmes and may signpost to relevant materials and agencies.

Education professionals in schools: the post holder will discuss intervention programmes and progress with school staff.

Colleagues in SEND: the post holder will share information regarding individual children and research topics with colleagues in SEND.

Creativity

The post holder will be expected to access information from research to develop materials and create summaries of research findings in a broad sense for use by Educational Psychologists in their work. They will also use research and assessment information from Educational Psychologists to help plan and implement interventions for individuals or

groups of children. They will work in schools to gather pre and post intervention data in order to inform further research and development activities. This work will be done under the supervision of qualified Educational Psychologists.

Management & Supervision

There are no formal supervisory responsibilities attached to this post. The post holder will be expected to contribute to service development activities.

Supervision Received

Individual clinical supervision will be provided.
Group and line management supervision will be provided for the post holder.
Work will be checked by supervisor.

Complexity

The post holder will be engaged in direct work with children, young people and their families across the 0-25 age range and will liaise with school staff and colleagues in the Educational Psychology Service. They will help gain pupil voices, plan and support implementation of interventions for children, and carry out observations and individual work to support the wider EP team. The post holder will carry out action research including pre and post measures, analysing data and engaging in literature searches to create summaries of research on specific topics. They will assist the EP team to plan and deliver creative and innovative training and projects based on this information.

Resources

ICT equipment and access to professional assessment equipment will be provided. The post holder will be dealing with confidential, personally sensitive information.

Impact

Support effective delivery of Educational Psychology services ensuring that statutory EHC timelines are met.
Support retention of qualified Educational Psychologists.
Contribute to strategic developments in the EP service.

Physical Demands

Travel between sites and transport of materials.

Working Environment

The post holder will work in an open plan office environment and will be required to visit schools and settings in Telford and Wrekin and out of borough settings as required. Flexible working is also available as agreed with the Co-Principal Educational Psychologists and/or supervisor.

Emotional Context

The nature and complexity of the work means that it can be emotionally and psychologically demanding. Emotional resilience and active engagement with professional supervision, individual and peer, are required.

Other

The postholder will be expected to carry out any other duties as are within the scope, spirit and purpose of the job, commensurate with the grade and workload balance.

The postholder will be expected to actively follow Telford & Wrekin Council policies, including those such as Equal Opportunities, Human Resources, Information Security and Code of Conduct etc.

The postholder will be expected to maintain an awareness and observation of Fire and Health & Safety Regulations.

Person Specification

Criteria	Standard
Qualifications	Have a degree in Psychology (2:1 or above) or have completed an approved conversion course or a Masters' degree and be eligible for Graduate Basis for Chartered Membership (GBC) with the British Psychological Society (BPS).
General	<p>Legally allowed to work in the UK.</p> <p>Able to travel independently between schools and settings.</p>
Experience	<p>Paid or extended voluntary experience of working collaboratively with others in an education or community setting where the focus is on meeting the needs of children and young people from birth up to 25 years of age.</p> <p>Prior experience of working in an Assistant Educational Psychologist role or similar is desirable.</p> <p>Experience in designing and supporting play-based learning activities in the 0-5 age range is desirable.</p> <p>Experience in the use of software packages including Microsoft Office and of creating and maintaining databases.</p>
Knowledge	<p>Knowledge and understanding of child development and of applied developmental psychology.</p> <p>Knowledge of safeguarding.</p> <p>Commitment to the principles of inclusive practice.</p>
Skills	<p>Understanding of Early Years child development and developmental milestones from birth to five.</p> <p>Ability to conduct and record high-quality observations in Early Years environments, using structured frameworks where appropriate.</p> <p>Awareness of the SCERTS model (Social Communication, Emotional Regulation, and Transactional Support) and its application in Early Years practice.</p> <p>Knowledge of evidence-based approaches to supporting emotional literacy in Early Years education settings and in the community.</p> <p>Excellent communication skills – both written and oral. Ability to communicate effectively with a variety of audiences directly and through a range of media.</p> <p>The ability to apply psychology as relevant to children, young people and families.</p> <p>Action research skills including data collection and analysis.</p>

	<p>Ability to work as part of a team and a willingness to learn from others and to take direction and share ideas.</p> <p>Flexible, reflective and adaptable.</p> <p>Ability to use ICT effectively in delivering services. Experience of software packages such as MS Office, email, databases and spreadsheets.</p> <p>Good organisational skills and an ability to work to deadlines and to maintain records.</p> <p>Full clean driving licence.</p>
Personal style & behaviours	<p>As a council employee you will be supported and expected to demonstrate the Council's Core Behaviours. Please note that these may be updated from time to time and are available on the Council's intranet pages.</p> <p>Ability to work both independently and as part of a team and having a solution focussed orientation.</p>
Fluency Duty	<p>This post has been identified as a customer facing role and therefore the Council is required to fulfil their statutory duty under Part 7 of the Immigration Act 2016. As a public body, the Council is obliged to ensure members of staff in such roles are able to have a command of spoken English which is sufficient to enable the effective performance of their role.</p> <p>The post holder will be dealing with clients (children and adults) and colleagues and discussing complex issues often of a sensitive nature.</p> <p>This post has been assessed as requiring C1 level under the Common European Framework of Reference for Language (CEFR). More information is available at: http://ecouncil/Fluency/Pages/default.aspx</p>

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We will ensure, so far as is reasonably practicable, that no disabled applicant is placed at a substantial disadvantage. This person specification includes what we believe are fully justifiable essential and desirable selection criteria. Provided that the selection criteria unconnected with the disability are met, we will make ALL reasonable adjustments in order that someone with a disability can undertake the duties involved.

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Type of criminal records checks required for this post	Ticked as required
None	
Basic Disclosure	
Standard Disclosure	
Enhanced Disclosure	Y
Working with Adults - Regulated Activity	Y
Working with Children - Regulated Activity	Y

Information on types of criminal records checks is available at:
<https://www.gov.uk/disclosure-barring-service-check>