

ROYAL BOROUGH OF GREENWICH

JOB DESCRIPTION

DEPARTMENT Children's Services

POSTHOLDER

SECTION Inclusion Learning and Achievement
(under review)

GRADE Soulbury B5-8

POST DESIGNATION Senior Educational Psychologist – Expert at Hand Lead

Purpose of Job:

To support the Principal Educational Psychologist in leading the Educational Psychology and Wellbeing Service (EPWS).

- I. To support the Principal Educational Psychologist in leading the Educational Psychology and Wellbeing Service (EPWS).
- II. To improve outcomes for all children and young people living in the Royal Borough of Greenwich, in particular pupils with special educational needs, those at risk of exclusion and those whose life chances are impaired as a result of social and emotional deprivation.
- III. To provide professional leadership, line management, supervision and quality assurance for Educational Psychologists, Assistant Educational Psychologists and Trainee Educational Psychologists delivering the EPWS offer, with a particular focus on the development, implementation and evaluation of the Expert at Hand model.
- IV. To provide strategic and operational oversight of the Expert at Hand offer, ensuring high-quality, evidence-informed psychological support to schools, settings, children, young people and families.
- V. To contribute to the development, evaluation and continuous improvement of Expert at Hand through partnership working with schools, council services and wider stakeholders.
- VI. To apply psychology in working with early years settings, schools and other education providers, children, young people and families, professionals, teachers, and officers of the local authority to promote inclusion, learning, achievement and healthy emotional development for children and young people aged 0–25 years.
- VII. To lead and model anti-racist, anti-discriminatory and culturally competent practice across the service, ensuring alignment with Council anti-racism commitments and reducing disproportionality in outcomes for children, young people and families in Greenwich.
- VIII. To maintain up-to-date knowledge of national developments in educational psychology, SEND and related legislation, using this knowledge to inform service development and workforce practice.

Manages and/or provides clinical supervision for up to 8 directly managed staff.

Manages up to 4 indirectly managed consultancy/contracting staff.

Main Duties:

1. To be accountable, through the Principal Educational Psychologist, for the line management, clinical supervision and professional support of a designated group of Educational Psychologists, Trainee Educational Psychologists, Assistant Educational Psychologists and colleagues across Children's Services. This includes responsibility for Educational Psychologists and Assistant Educational Psychologists delivering the Expert at Hand offer, ensuring effective deployment of capacity, high-quality practice and adherence to service expectations. Responsibilities include induction and probation, performance and capability management, sickness absence monitoring, workload allocation and monitoring, annual leave oversight, wellbeing support, liaison with HR, and providing line-management and supervision cover as required.
2. In association with the Principal Educational Psychologist, to lead on the development of service policy and practice in response to local and national priorities, new legislation and developments within the profession, anticipating their implications for service delivery, and contributing to service transformation and strategic planning. This will include oversight of the ongoing development, implementation and quality assurance of the Expert at Hand offer and leadership of identified specialist areas of service delivery.
3. In association with the Principal Educational Psychologist, to contribute to the development of designated strategic initiatives under the direction of the Assistant Director (Inclusion Learning & Achievement).
4. In association with the Principal Educational Psychologist, to contribute to the selection and recruitment of staff to the EPS in accordance with Council policy guidelines.
5. To lead and coordinate the operational delivery of the Expert at Hand offer, working with the Principal Educational Psychologist and key stakeholders to ensure effective implementation, workforce deployment, quality assurance and continuous improvement.
6. In association with the Principal Educational Psychologist, to contribute to service evaluation and development of the business plan, including taking responsibility for whole service development and CPD activities as required by the Principal Educational Psychologist. To contribute to the monitoring, evaluation and continuous development of the Expert at Hand offer, including participation in multi-stakeholder reviews, analysis of impact data, gathering stakeholder feedback and identification of service improvement priorities.
7. To develop and maintain strong relationships with schools, settings, council services, health partners and other stakeholders, acting as a key representative of the EPWS and supporting collaborative approaches to service delivery and development.
8. To deputise for the Principal EP and represent the service as required.
9. To provide a generic EP service, working within a consultation framework, including psychological assessment and intervention for children and young people from 0 –25 years of age, workforce development, whole school/setting development and work with parents and carers, and implementation of the Expert at Hand offer. This will include covering for colleagues to support the service to continue to meet statutory and SLA obligations, as required in consultation with the PEP (e.g. due to sickness absence).

10. To provide statutory psychological advice in respect of children and young people undergoing statutory assessment under the provisions of the Children & Families Act (2014).
11. To provide reports and act as a witness at the First Tier Tribunal as required, leading on complex and high-risk casework (e.g. via supervision, line management or representing the EPWS on the tribunal panel), providing expert psychological formulation and intervention, and offering guidance and support to colleagues undertaking complex work.
12. To contribute to the professional development of the service through sharing knowledge and expertise with colleagues and the profession of educational psychology in response to changes in local and national priorities.
13. To share responsibility for building and maintaining a mutually supportive and collaborative team ethos, and leading by example. To chair and lead team meetings, as required by the Principal Educational Psychologist.
14. To undertake and participate in service monitoring, evaluation and quality assurance processes and to contribute to internal audit, learning reviews and service-wide improvement activity, ensuring consistency and rigour in EP practice. This will include oversight of quality assurance arrangements relating to Expert at Hand, ensuring consistency of practice and high professional standards.
15. In collaboration with the Principal Educational Psychologist, to respond to and manage complaints relating to the EPWS in accordance with Council procedures, ensuring timely resolution, identifying themes, and supporting service learning and improvement.
16. In association with the Principal Educational Psychologist, to implement and to participate in Professional Development Conversations (PDCs).
17. Deliver direct psychological support and consultation during critical incidents, including involvement in complex or sensitive situations requiring advanced practitioner expertise. Provide debriefing and reflective support for colleagues, contributing practitioner insight to the development and review of critical incident protocols and operational readiness.
18. To participate in clinical supervision and line management in accordance with service policy.
19. To undertake an annual programme of continuing professional development commensurate with the Health and Care Professions Council requirements for continuing registration as an Educational Psychologist.
20. To work within the Code of Ethics and Conduct of the British Psychological Society and within the Guidelines for Professional Practice set out in the Quality Standards for Educational Psychology Services drawn up by the British Psychological Society Division of Educational and Child Psychology.
21. To maintain accurate, timely and compliant written and electronic records in line with service policies, including ensuring that calendars, case notes, reports and communications are updated in real time. This includes using digital tools, communication systems and case management platforms effectively, complying with service expectations for responsiveness and information sharing.
22. To manage time effectively, attend appointments punctually, and be present in the office as required by service protocols to support visibility, collaboration and team functioning.
23. To ensure visibility and transparency of work by maintaining an accurate Outlook calendar and updating scheduling information in accordance with service protocols.

24. To follow safeguarding procedures rigorously, ensuring prompt escalation of concerns and accurate recording of actions.
25. To undertake any other work appropriate to the level and general nature of the post's duties, as determined by the Principal Educational Psychologist.
26. Where necessary for the job role or appropriate for continued development in the role, the post holder may be required to participate in training and development courses made available via the Council's Apprentice Levy funding.
27. To undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Council's Equal Opportunities and Customer Care policies. To lead and model anti-racist, anti-discriminatory and culturally competent psychological practice within the EPWS, ensuring assessment, consultation and intervention uphold equity, reduce disproportionality, and align with Council-wide anti-racism commitments.
28. To perform all duties in line with Council's staff values showing commitment to improving residents lives and opportunities, demonstrating respect and fairness, taking ownership, working towards doing things better and working together across the council.
29. To ensure that appropriate levels of emergency planning and business continuity management preparedness are in place for the service, and that your teams are appropriately briefed on their roles in an emergency.
30. To be responsible for undertaking employee investigations, hearings and appeals in line with the RBG policies and procedures.
31. Responsible for providing mentoring opportunities to junior staff (e.g. graduates, apprentices etc.)
32. *This post requires an Enhanced DBS with children's and adult's barred list and will be supported by Safer Recruitment tools.*
33. You may be required to undertake alternative, additional or ancillary duties from time to time or transfer to another service department within the Council as the Council may reasonably direct to meet service user demand in the event of a crisis or emergency.

Designation of the Post to which the Post-Holder normally reports to: **Principal Educational Psychologist or Deputy Principal Educational Psychologist**