

ROYAL BOROUGH OF GREENWICH

JOB DESCRIPTION

DEPARTMENT: Educational Psychology Service **POSTHOLDER**

SECTION: Children's Services **GRADE:** Soulbury Assistant EP Scale (2-5)

POST DESIGNATION: Assistant Educational Psychologist (Expert at Hand)

Purpose of Job:

To be responsible for:

- I. Improving 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.
- II. Providing an effective psychological service to schools, children's centres, early years settings and families in Greenwich, including supporting the delivery of the Educational Psychology and Wellbeing Service's 'Expert at Hand' offer, providing timely psychology-informed consultation, advice and support.
- III. Applying psychology through the 'Expert at Hand' model and other service activities to work collaboratively with professionals, teachers, parents, carers, children and local authority officers to analyse concerns, develop shared understanding and improve outcomes for children and young people aged 0–25 years.
- IV. Contributing to the delivery, evaluation and ongoing development of the EPWS 'Expert at Hand' offer, promoting early intervention, collaborative problem-solving and evidence-informed practice across educational settings.

Main Duties

1. Under the supervision of a qualified Educational Psychologist, support the delivery of the EPWS 'Expert at Hand' service, working within a consultation framework to provide timely psychology-informed support to schools and settings. This will include psychological assessment (e.g. structured observations and administration of non-restricted assessments), consultation, formulation and intervention activities for children and young people aged 0–25 years, teaching staff and their parents and carers. The postholder will also contribute to workforce development through the delivery of training, workshops, group consultation and other psychology-informed approaches developed through the 'Expert at Hand' model. Under the

supervision of a qualified Educational Psychologist, contribute to consultation, information-gathering, formulation and problem-solving activities within the 'Expert at Hand' model, working collaboratively with schools, partner agencies, parents and carers to identify and address children's educational, developmental and emotional wellbeing needs.

2. Under the supervision of a qualified Educational Psychologist, to work collaboratively with colleagues within the Children's Services department, with schools/settings and partner agencies and with parents and carers to support the promotion and implementation of local and national priorities and initiatives regarding children & young people.
3. To support the implementation and review of actions arising from 'Expert at Hand' consultations, including liaison with schools and services, monitoring outcomes and contributing to evaluations of impact.
4. To contribute to the development, monitoring and evaluation of the 'Expert at Hand' offer and wider Educational Psychology Service through project work, service improvement activities, data collection, research and dissemination of evidence-informed practice.
5. To share responsibility for building and maintaining a mutually supportive and collaborative team ethos.
6. To participate in service monitoring and evaluation processes.
7. To participate in the Council's Performance Review and Development process.
8. To participate in clinical supervision in accordance with service policy
9. To work within the Code of Ethics and Conduct of the British Psychological Society, 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 and the Health & Care Professions Council Standards of Proficiency.
10. To maintain files and keep written and electronic records in line with service policy and practice.
11. To attend all meetings and appointments punctually and to manage time effectively in order to meet required deadlines.
12. To undertake other duties as reasonably determined by the Principal Educational Psychologist.
13. To perform the above duties within the framework of Council and service policies.
14. To undertake any other work appropriate to the level and general nature of the post's duties.

15. 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.
16. 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.
17. 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.
18. This post requires an Enhanced DBS with children's barred list and will be supported by Safer Recruitment tools
19. 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:

Senior Educational Psychologist