

ROYAL BOROUGH OF GREENWICH

JOB DESCRIPTION

DEPARTMENT	Children's Services	POSTHOLDER
SECTION	Inclusion, Learning and Achievement	GRADE: Soulbury A5-10
POST DESIGNATION	Educational Psychologist	

Purpose of Job:

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.

To provide an effective psychological service to schools, children's centres and other early years settings in Greenwich and to children and families living in the borough.

To apply psychology in working with professionals, teachers, parents and carers, children and officers of the local authority to analyse concerns and help improve the effectiveness of interventions for children with additional needs across the age range from 0-25 years.

Main Duties:

1. 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.
2. To provide statutory psychological advice in respect of children and young people undergoing statutory assessment under the provisions of the Children & Families Act (2014), ensuring accuracy, timeliness, and full adherence to service recording and communication protocols.
3. To work collaboratively with Children's Services colleagues, schools/settings, parents/carers and partner agencies to identify and address needs, and to support the implementation of local and national priorities for children and young people.
4. To prepare high-quality reports and act as a witness at the First-tier Tribunal as required, ensuring timely communication and compliance with service expectations.
5. To represent the Educational Psychology Service on local authority panels (e.g. needs assessment panels; Fair Access Panel etc.)

6. To contribute to service development and professional learning by sharing expertise, participating in reflective activity, and supporting continuous improvement across the service.
7. To contribute to a collaborative and supportive team culture, including regular attendance at team meetings, sharing information promptly, and participating in service-wide communication processes.. To chair and lead team meetings, as required by the Principal Educational Psychologist.
8. To participate in service monitoring, evaluation and quality assurance processes.
9. To participate in the Council's Performance Review and Development process.
10. To participate in clinical supervision and line management in accordance with service policy.
11. To undertake an annual programme of continuing professional development commensurate with the Health & Care Professions Council requirements for continuing registration as an Educational Psychologist.
12. 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.
13. 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.
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.
14. To ensure visibility and transparency of work by maintaining an accurate Outlook calendar and updating scheduling information in accordance with service protocols.
15. To follow safeguarding procedures rigorously, ensuring prompt escalation of concerns and accurate recording of actions, and attend regular safeguarding training.
16. To undertake any other work appropriate to the level and general nature of the post's duties.
17. To attend and participate in Children's Services workforce development sessions, as determined by the Assistant Director for Inclusion, Learning and Achievement and/or the Director of Children's Services.
18. 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.

19. 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 deliver anti-racist, anti-discriminatory and culturally competent psychological practice, ensuring that assessment, consultation and intervention promote equity, reduce disproportionality, and reflect the Council's anti-racism commitments.
20. To undertake supervision and/or mentoring of newly qualified Educational Psychologists and/or Educational Psychologists in Training as and when required, depending on experience and completion of relevant training.
21. 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.
22. This post requires an Enhanced DBS with children's and adult's barred list and will be supported by Safer Recruitment tools.
23. 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**