



Coventry City Council

Job Description

Job Title:	Educational Psychologist	Job Number:	
Directorate:	Children and Education	Post Number:	1037220
Service:	Educational Psychology Service	Grade:	Soulbury Scale A, Pts 4 – 7 (plus possible 3 SPA points and 1 responsibility point)
Location:	Cannon Park Annexe, Bransford Avenue, Coventry, CV4 7PS		

Job Purpose:

To promote the educational, emotional and personal development of children and young people through the application of psychology.

Main Duties and Responsibilities:

ROLE SUMMARY	<ul style="list-style-type: none">• To promote the educational, emotional and personal development of children and young people by using a consultative framework of service delivery when working with:<ul style="list-style-type: none">- children and young people- key people in their lives (e.g. parents/carers, teachers, learning support assistants) who have concerns about some aspect(s) of their progress or development- other children's services in Coventry (e.g. schools, SEND and Inclusion Services, CAMHS, Speech and Language Therapy).• To work closely with other staff within Coventry's SEND and Inclusion Service to provide a multi-disciplinary, area-based service for children and young people• To promote effective inclusive outcomes for the concerns expressed by adults working with, or caring for, children and young people.• To employ a consultative model of service delivery (to include consultation review) in dealing with children/young people who present concerns to schools and other settings.• To ensure that written summaries of EPS involvement are sent out to those who have actively contributed to the consultative process within service specified times.• To ensure that written advice is given regarding children undergoing Education, Health and Care Needs Assessments to enable the LA to comply with its responsibilities currently under the 2014 Children and Families Act, and that advice is provided within the agreed timescales.• To contribute to the training and development of children's services staff (e.g. teachers, teaching assistants), parents and carers as agreed.• To contribute to the further development of City Council Policy and practice on Inclusion and SEND.• To contribute to the evaluation of this Service's impact on outcomes for children and young people (e.g. through Consultation Review).• To contribute to the identification of service and professional development needs and
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	<p>to participate in ensuing development work as agreed.</p> <ul style="list-style-type: none"> • To contribute to the training and supervision of Trainee Educational Psychologists through identified pieces of work re. individual children, groups of children, or whole setting development ¹. • To liaise with, and maintain positive working relationships with Parents' Groups, Headteachers, SENCOs/Inclusion Co-ordinators, plus colleagues in allied services and others as agreed. • To carry out all activities to a high standard of professional practice and in accordance with the substantive EPS Menu of Services, systems of organisation and management. • To carry out all activities within the framework of the City Council's guidance on policy and practice (e.g. Equal Opportunities, Inclusion). • To undertake other duties required by the Head of SEND Support Services commensurate with the scope and nature of the post.
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Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's Health and Safety Policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and the senior leadership team, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible to: Principal Educational Psychologist

Date Reviewed: 10.9.25

¹ Once the post holder has achieved 2 years post qualification experience.



Coventry City Council

Person Specification

Job Title:	Educational Psychologist	Job Number:	(i) CC/XXX//16 (ii) CC/XXX/16
Directorate:	Children and education	Post Number:	1021611
Service:	Educational Psychology Service	Grade:	Soulbury Scale A, Pts 4 – 7 (plus possible 3 SPA points and 1 responsibility point)
Location:	Cannon Park Annexe, Bransford Avenue, Coventry, CV4 7PS		

Area	Description
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Knowledge:	<ul style="list-style-type: none"> Of the British Education system and the impact of recent legislation, especially the Children and Families Act 2014 and accompanying SEND Code of Practice 0 - 25.
	<ul style="list-style-type: none"> Of a range of research findings and theories in education and psychology.
	<ul style="list-style-type: none"> Of normal child development and the effects of disability on learning.
	<ul style="list-style-type: none"> Of a range of provisions and services which might meet the special needs of a range of children/young people.
	<ul style="list-style-type: none"> Of a range of educational and psychological assessment materials and interventions that can be used when working with children/young people from birth onwards.

Skills and Abilities:	<ul style="list-style-type: none"> To be able to organise and prioritise own workload within the framework of service policies and procedures.
	<ul style="list-style-type: none"> To be able to work collaboratively with other psychologists in order to contribute to the the full Educational Psychology Service
	<ul style="list-style-type: none"> To be able to foster and maintain good working relationships with other professionals, parents/carers and children/young people.
	<ul style="list-style-type: none"> To be able to communicate effectively in person and in writing for a variety of audiences and purposes.
	<ul style="list-style-type: none"> To be able to formulate hypotheses about the learning and behavioural development of children/young people and to collect and analyse data in relation to such hypotheses.

Experience:	<ul style="list-style-type: none"> To have recent experience of effective working practices which can be used across a range of mainstream educational settings (0-25 years) to achieve inclusive solutions for children / young people.
	<ul style="list-style-type: none"> To have some recent experience of working within a Local Authority Educational Psychology Service or school setting as an educational psychologist.

	<ul style="list-style-type: none"> • If above point is not relevant, to be part of the 2021-24 or 2022-25 cohort enrolled on the doctoral educational psychology training course at a recognised British university.
Educational:	<ul style="list-style-type: none"> • Masters' Degree or Doctorate in Educational Psychology. • Registration as a Practising Psychologist: Educational Psychologist with the Health and Care Professions Council (HCPC), or eligibility for registration once training has been completed. • Evidence of commitment to maintaining further professional development.
Special Requirements:	<ul style="list-style-type: none"> • This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).

Date Reviewed: 10th September 2025