

Job Description and Person Specification

Principal Educational Psychologist

Job Details	
Grade	Soulbury 10-13
Service	SEND (Special Educational Needs and Disability) Service
Location	Friargate
Job Evaluation Code	

Coventry City Council Values
We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation: Open and fair: We are open, fair and transparent. Nurture and develop: We encourage a culture where everyone is supported to do and be the best they can be. Engage and empower: We engage with our residents and empower our employees to enable them to do the right thing. Create and innovate: We embrace new ways of working to continuously improve the services we offer. Own and be accountable: We work together to make the right decisions and deliver the best services for our residents. Value and respect: We put diversity and inclusion at the heart of all we do.

Job Purpose
The Principal Educational Psychologist will lead Coventry's Educational Psychology Service and ensure high-quality psychological support for children, young people, families, schools and partners. The role will provide strategic, professional and operational leadership across the service. They will do this by leading Educational Psychologists, promoting ethical and evidence-informed practice, and providing senior advice across education, health and care. They will support early identification, inclusive practice, statutory SEND processes, and effective multi-agency working. The role will improve outcomes and lived experience for children and young people with SEND. It offers the opportunity to shape a responsive, child-centred service that strengthens confidence, inclusion and participation across Coventry.

Key Responsibilities and Accountabilities	
Providing strategic, professional and operational leadership for Coventry's Educational Psychology Service.	
Leading and managing Educational Psychologists and associated staff, supporting effective performance, wellbeing and professional development.	
Championing the voice of children, young people and families in service design, delivery and improvement.	
Ensuring the service delivers high-quality psychological advice, consultation, assessment, intervention, training and research.	
Offering senior psychological advice to the Council, schools, settings and multi-agency partners.	
Developing service policies, procedures and practice guidance to support consistent, high-quality Educational Psychology delivery.	
Promoting ethical, inclusive and evidence-informed practice across the service and wider SEND system.	
Using service data, feedback and evidence to identify priorities, improve practice and demonstrate impact.	
Contributing to SEND strategy, reform and service improvement across education, health and care.	
Building effective partnerships with children, young people, families, schools, settings, health services and other agencies.	
Managing service resources effectively, including staffing, traded activity, priorities and demand.	
Representing the Educational Psychology Service at strategic boards, panels, working groups and professional networks.	
Maintaining professional standards, statutory compliance and safe practice, including safeguarding, data protection and equality duties.	

Key Relationships			
External:	Children, Young People and Families Staff in schools, EY and FE settings. Health professionals. Senior Leaders throughout the Education partnership. Other PEPs in the West Midlands	Internal:	Educational Psychologists Head of SEND Lead for Statutory Assessment and Review. SEND Support Team Leaders Social Care professionals

Standard Information

Post holders will be accountable for

- carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies. Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.
- attending any training and undertake any development activities that are identified as mandatory/beneficial to their role.
- any other duties and responsibilities within the range of the salary grade.

Responsible for

Assistant Principal, Senior Practitioner, Main Grade, Assistant and Trainee Educational Psychologists; Complex Communication Specialist Practitioners.

Person Specification

Requirements

Knowledge	Demonstrate expert knowledge of educational psychology, child development, and the application of psychological theory to improve outcomes for children and young people.
Knowledge	Demonstrate expert knowledge of SEND legislation, statutory guidance, and local authority responsibilities, including Education, Health and Care needs assessments.
Knowledge	Understand systems working, local authority practice, organisational change, and the role of Educational Psychology within the wider SEND system.
Skills And Ability	Provide effective service leadership, set strategic direction, manage priorities, and support continuous improvement across the Educational Psychology Service.
Skills And Ability	Communicate effectively, build trust, influence practice, and work collaboratively with children, young people, families and diverse stakeholders.
Skills And Ability	Apply a range of psychological models to solve problems at individual, group and systemic levels, including through supervision and consultation.
Experience	Apply substantial experience as a qualified Educational Psychologist to improve outcomes for children, young people and families.

Experience	Lead within a local authority or comparable setting, including complex service management, workforce leadership and organisational improvement.
Experience	Work effectively with children, young people, families, schools, settings and partners across education, health and care.
Qualification	Hold a professional qualification in Educational Psychology recognised for practice as an Educational Psychologist in the United Kingdom.
Special Requirements	Maintain registration with the Health and Care Professions Council as a Practitioner Psychologist.

Disclosure and Barring Service (DBS)			
Does the role require a DBS check? Find out which DBS check is right for your employee - GOV.UK			
And if so, which type?			
Basic Check ☐	Standard Check ☐	Enhanced Check ☐	Enhanced + barred list check ☒

Declaration			
Reviewed/created by:	James Gillum		
Job Title:	Head of SEND	Date:	August 2026