

# Job Description and Person Specification



## Job Description

<b>Job Title</b>	Educational Psychologist
<b>Grade</b>	Soulbury Scale A, Pts 4 – 7 (plus possible 3 SPA points and 1 responsibility point)
<b>Service</b>	SEND Service
<b>Reports to</b>	Principal Educational Psychologist
<b>Location</b>	Cannon Park Annex
<b>Job Evaluation Code</b>	



# About Coventry City Council

**Who we are:** At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

**Our aim is simple** – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

**Our 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:



## About the Service your team will provide

Through the application of Psychology, improve outcomes for all children and young people, especially those with special educational needs, by working in partnership with families, education providers and professionals from Coventry City Council and partner organisations. .

## Main Duties & Key Accountabilities

- Promote the educational and personal development of children and young people, by using a consultative framework of service delivery in working with:
  - children and young people
  - key people in their lives (e.g. parents/carers, teachers, learning support assistants)
  - other children's services in Coventry (e.g. schools, SEND and Inclusion Services, CAMHS, Speech and Language Therapy).
- Work closely with other staff within Coventry's SEND and Inclusion Service to provide a multi-disciplinary service for children and young people
- Promote effective inclusive outcomes for the concerns expressed by adults working with, or caring for, children and young people.
- Ensure that written records of involvement are shared with those who have actively contributed to the consultative process.
- Provide Psychological Advice for children and young people undergoing a Education, Health and Care Needs Assessment to enable the LA to comply with its responsibilities currently under the 2014 Children and Families Act, and do so within the agreed timescales.
- Contribute to the training and development of children's services' staff (e.g. teachers, teaching assistants), parents and carers.
- Contribute to the further development of Council policy and practice on Inclusion and SEND.
- Help evaluate the Service's impact on outcomes for children and young people.
- Contribute to the training and supervision of Trainee Educational Psychologists<sup>1</sup>.
- Liaise with, and maintain positive working relationships with Parents' Groups, Headteachers, SENCOs/Inclusion Co-ordinators, plus colleagues in allied services.
- Carry out all activities to a high standard of professional practice and in accordance with the substantive HCPC and Service Standards.
- Carry out all activities in accordance with council policy (e.g. Equal Opportunities, Inclusion).
- Undertake other duties required by the Principal Educational Psychologist, commensurate with the scope and nature of the post.
- Recognise the signs that may suggest a child or vulnerable adult is being abused or neglected and report immediately to the Principal EP, or other appropriate manager, any concerns they that suggest a child or vulnerable adult may be being abused or neglected.

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<sup>1</sup> Once the post holder has achieved 2 years post qualification experience.

## Key relationships

External	Internal
<ul style="list-style-type: none"><li>• Children and young people with SEND and Disabilities and their families.</li><li>• Staff in educational settings, including schools, early years and further education providers.</li><li>• Colleagues in the NHS and third sector organisations with a responsibility for supporting children with SEND.</li></ul>	<ul style="list-style-type: none"><li>• Other members of the Educational Psychology Team</li><li>• Other members of the SEND Service</li><li>• Early Help and Social Care professionals.</li></ul>

## 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.

### Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

### Training

The postholder must attend any training that is identified as mandatory to their role.

## Responsible for:

Staff managed by postholder:

N/A

## Person specification

<b>Job Evaluation Code</b>	
<b>Knowledge</b>	
Understanding of the British Education system and the impact of recent legislation, especially the Children and Families Act 2014 and accompanying SEND Code of Practice.	
Understanding of a range of research findings and theories in education and psychology.	
Understanding of normal child development and the effects of disability on learning.	
Understanding of a range of provisions and services which might meet the special needs of children and young people.	
Understanding of a range of educational and psychological assessment materials and interventions that can be used when working with children and young people from birth onwards.	
<b>Skills and Abilities</b>	
Ability to organise and prioritise own workload within the framework of service policies and procedures.	
Ability to work collaboratively with other psychologists to deliver, develop and improve educational psychology services	
Ability to foster and maintain good working relationships with parents, carers and children and young people and professionals.	
Ability to communicate effectively in person and in writing for a variety of audiences and purposes.	
Ability to formulate hypotheses about the learning and behavioural development of children/young people and to collect and analyse data in relation to such hypotheses.	
<b>Experience</b>	
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 and young people.	
To have some recent experience of working within a Local Authority Educational Psychology Service or school setting as an educational psychologist.	
If above point is not relevant, to be part of the 2014-17 cohort enrolled on the doctoral educational psychology training course at a recognised British university.	
<b>Qualifications</b>	
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**

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).

<b>Date Created</b>	18 <sup>th</sup> April 2023	<b>Date Reviewed</b>	18 <sup>th</sup> April 2023
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