

Job Description

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

GUIDANCE NOTES FOR JOB APPLICANTS

This advice note is designed to assist you with your application and to explain the process that we will use to select the most suitable applicant for the post.

Completing the application form

The decision to invite applicants to attend for an interview is based entirely on what is written on the application form. It is therefore important for you to give as much information as you can about yourself and relate this to the job you are applying for.

Warwickshire County Council aims to be an Equal Opportunities employer and requires the same range of information for all candidates submitted on an application form. Please complete the application form in full.

Addressing the selection criteria

The person specification will state the skills, knowledge and experience we think a candidate needs to have to do the job and will be used in determining whether you are shortlisted. It is important that you address the person specification and show how you are able to satisfy each of the stated criteria. Similarly, do not leave out any relevant experience or skills/knowledge gained, whenever or however it was gained – for example, voluntary or unpaid work should be included. Any reasons for gaps in employment should also be recorded on your application form.

If there are a large number of applicants we may not be able to shortlist everyone who meets the essential criteria in the person specification, therefore, the quality and style of your application will also be important.

In addition to explaining why you think you can do the job you should give your reasons for applying.

References

References are requested for shortlisted candidates, so you will need to indicate on your application form if you do not wish referees to be contacted prior to interview. No appointment will be confirmed without satisfactory references.

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Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Educational Psychologist	JEID	
Salary Grade:	Soulbury EP Scale 3 - 8 (plus up to 3 SPA points)		
Team:	Educational Psychology Service		
Division / Service:	Education and Learning		
Directorate:	Communities Group		
Primary Location:	To be confirmed		
Political Restriction	This position is not politically restricted.		
Responsible to:	Senior Educational Psychologist		
Responsible for:	Not applicable		

Role Purpose

To deliver an educational psychology service to the children, young people and families of Warwickshire.

To work in partnership with a range of educational settings in support of children and young people with special educational needs and disabilities

To support Warwickshire Local Authority's agenda of raising educational outcomes for all, building capacity within educational settings and maximising inclusion.

Role Responsibilities

- To implement the policies of the LA and the EPS working within appropriate legislative frameworks.
- To deliver a responsive consultation service for children and young people (birth to 25), families and a group of educational establishments, working within the established service delivery model, to facilitate the support of positive outcomes for vulnerable pupils and those with special educational needs.
- To contribute to the development and management of school improvement and inclusion within the LA.
- To work as part of an area service delivery team to develop an area of specialist work.
- To work collaboratively with other agencies to deliver integrated support and services, coordinated and built around the needs of children, young people and their families.
- To participate in continuing professional development (including professional supervision) at least to the level required by appropriate professional associations, and as required by service managers, sharing information learned with colleagues.
- To initiate, undertake, support and report on relevant research as required, reporting this appropriately.
- To work within and promote equal opportunities in terms of ethical, moral and legislative

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frameworks

- To work within the codes of conduct of the Health & Care Professions Council (HCPC) and the Division of Educational and Child Psychology of the British Psychological Society (BPS).
- To carry out such other duties as may be allocated commensurate with the grade of the post.
- To provide psychological advice as part of a needs assessment under the SEND Code of Practice and to contribute where necessary to Annual Reviews of EHC Plans.
- To contribute to the development and delivery of a range of interventions for educational settings and centres promoting evidence based practice to improve outcomes for all.
- To attend and participate in a range of service meetings, professionals training events and appraisals

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Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria	Assessed By:
<ul style="list-style-type: none">• Full registration with the Health & Care Professions Council to practise as an Educational Psychologist or the realistic expectation of such registration within three months of taking up the post.	D
<ul style="list-style-type: none">• A commitment to promoting equal opportunities	A, I, P
<ul style="list-style-type: none">• Skilled in the assessment of children and young people using a range of psychological tools and approaches and with a good knowledge of appropriate interventions to address their needs	A, I, P
<ul style="list-style-type: none">• Demonstrable ability to engage with educational setting staff, parents and carers; engendering their confidence in the professional skills brought to the role and strengthening their role in supporting children.	A, I
<ul style="list-style-type: none">• Demonstrable belief in evidence based, hypothesis testing approach to psychological intervention and creative constructive solution-focused approaches to problem solving	A, I
<ul style="list-style-type: none">• The ability to identify appropriate market opportunities and negotiate packages of work for the Educational Psychology Service	A, I, P
<ul style="list-style-type: none">• Good communication skills, both oral and written, for a range of purposes and audiences	A, I, P
<ul style="list-style-type: none">• Ability to work independently and to organise time / workload efficiently, meeting deadlines where required.	A, I
<ul style="list-style-type: none">• Commitment to working productively with other agencies, team work, sharing and developing ideas and practice	A, I
<ul style="list-style-type: none">• Basic IT competence, e.g. MS Word, Excel, PowerPoint, Google docs etc.	A, I, P
<ul style="list-style-type: none">• There is a requirement to travel to a range of schools, settings and centres across the county.	A, D

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Desirable Criteria	Assessed By:
<ul style="list-style-type: none"> Specialist knowledge and experience in a particular area 	A, P, I
<ul style="list-style-type: none"> Specialist skills and expertise in therapeutic interventions, Cognitive Behavioural Therapy or recognised training packages to build capacity among children & young people, parents & carers or school & other setting staff. 	A,P, I
<ul style="list-style-type: none"> Ability to offer leadership in an area of professional work 	A, I
<ul style="list-style-type: none"> A commitment to further training and development at a high level 	A,D
<ul style="list-style-type: none"> Experience of working in a traded setting 	A, I, P
<ul style="list-style-type: none"> Teaching qualification or equivalent practitioner experience and / or experience within the health service or social care of working with children and young people. 	A,D
<ul style="list-style-type: none"> Advanced IT skills 	A
<ul style="list-style-type: none"> Experience within a wide range of educational provision 	A, I
<ul style="list-style-type: none"> Experience of work with different agencies 	A

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The main conditions of service applicable to this post

You will be subject to the conditions of service agreed by the National Joint Council for Local Government employees and Soulbury Staff and those agreed locally by the County Council.

Working Hours

You will be required to devote your whole time service to this post and shall not engage in any other business or take up any other additional appointment without the express consent of the Council.

Using a flexible working system, you will normally work thirty-seven hours per week. This allows some choice over starting and finishing times of work and also when lunch breaks are taken. 'Flexitime' should, however, be operated in such a way that sections are adequately staffed throughout normal office hours: normally 9.00 a.m. - 5.30 p.m. (Monday to Thursday) and 9.00 a.m. - 5.00 p.m. (Friday).

Annual Leave

The annual leave entitlement (which is dependent on salary and length of service) will be 27 days rising to 30 days in the year following completion of 5 years' continuous local authority service, plus one extra day after 10 years' service

You will also be entitled to 8 Bank Holidays/Extra Statutory days plus an additional day at Christmas which is allocated by the Council each year.

Annual Leave will be agreed in negotiation with your line manager. It is normally taken during school holidays.

Notice Period

The period of notice required to terminate the appointment will be three calendar months.

Retirement Age

We recognise the guidance in relation to age discrimination and are committed to Equal Opportunity for people of all ages within the accepted span of a working life. However, the County Council operates a policy of normal retirement at age 65. Applicants aged 65 and over, therefore, will not normally be considered for a vacancy. Only in exceptional circumstances will such appointments be permitted.

Travelling and Subsistence

You will need to be able to travel effectively throughout the County and travelling/subsistence incurred on official business will be reimbursed according to the scales laid down by the NJC for Local Government Staff Scheme. If you use your own car for this purpose you should ensure that your insurance policy covers you for business use.