



Sheffield City Council Job Description

ASSISTANT EDUCATIONAL PSYCHOLOGIST

Portfolio:	CYPD
Service Area:	People - Inclusion and Learning
Grade:	Soulbury Asst EP grade 1-4
Responsible To:	EPS
Responsible For:	
Holidays and Sickness Relief:	BY ARRANGEMENT WITH THE AREA TEAM SENIOR AND OTHER MEMBERS OF THE TEAM

Job Purpose

To assist the Educational Psychology Service in the delivery of core services.

To undertake a range of assessment and intervention services related to special educational needs.

To enable the post-holder to develop a range of experience and skills in preparation for training as an Educational Psychologist.

Duties and Responsibilities

Specific Duties and Responsibilities

1. To work with an area team of Educational Psychologists.
2. To support school's interventions through undertaking assessment and consultation activities under the supervision of the school's EP.
3. To produce written feedback as necessary for the supervising EP.
4. To attend and contribute to professional group, team and service meetings.
5. To attend training and development sessions for Assistant EPs as required.
6. To keep up-to-date with developments in the field of Educational Psychology.
7. To undertake Continuing Professional Development to maintain effectiveness, and to increase and broaden competence and expertise.
8. To be subject to the Service's system of Performance Management.
9. To work within the Codes of Conduct of the Association of Educational Psychologists and the British Psychological Society.

Other activities might include:

10. Supporting special schools interventions with pupils through undertaking assessment and consultation activities under the supervision of the school's EP.
11. Contributing to designated Annual Reviews of children with Statements.
12. Undertaking work with children aged under 5 years.
13. Assisting in the delivery of in-service training, according to knowledge and skills.
14. Undertaking any other duties and responsibilities as may be determined after negotiation between the postholder, the Principal Educational Psychologist/Head of Service and the relevant trade union.

General Duties and Responsibilities

This Council is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates will be required to complete an enhanced Disclosure and Barred Service Check.

Should you be required as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English as required by The Immigration Act 2016.

Know your Service Business Continuity Plan and follow the Business Continuity Plan as required.

To undertake all duties and responsibilities in line with current Council Policies and Procedures, including those relating to health and safety; equalities, diversity and inclusion; safeguarding procedures; financial instructions; procurement and commissioning.

To undertake any other duties in agreement with the post holder and manager. Significant changes that may affect the role and responsibilities of the post or the job description would be managed through an agreed process in consultation with the Trade Unions.

Issue date: January 2019

Person Specification

Post Title: **ASSISTANT EDUCATIONAL PSYCHOLOGIST**

Minimum Essential Requirements	Assessment Method
Knowledge and Experience	
A good understanding of child development and principles of applied psychology	Application Interview References
Knowledge and understanding of current relevant legislation and government guidance	Application Interview References
Knowledge of relevant current trends in education	Application Interview References
Experience of working with children, including those with additional educational needs, in an educational or care setting	Application References
Experience of multi-agency working	Application Interview References
Skills and Abilities	
Good organisational skills and workload management	Application References
Ability to work collaboratively as part of a team	Application References
Good written and oral communication skills including the ability to compile and present reports	Application Interview References
Good interpersonal skills	Application Interview References
Ability to establish positive working relationship within a multi-agency context	Application Interview

	References
Ability to relate to children, young people and their families	Application References
Ability to work on own initiative and as part of a team	Interview References
Ability to be appropriately assertive	Interview References
Ability to recognise own professional competencies and boundaries seeking advice/support from experienced colleagues	Interview References
Qualifications	
Psychology graduate status (Honours)	Application
Behaviours – our ways of working	
Collaboration: working with others, both internally and through partners, harnessing different skills, experience and perspectives to achieved shared commitment to service delivery.	
Communication: Clear about priorities, communicates directly and honestly and promotes understanding, invites participation and seeks feedback.	
Innovation: Positively seeks to do things better. Leads on/Participates in opportunities, challenges and changes. Encourages creativity, stretches and develops others.	Interview References
Ensuring fairness: Understands and works to the values set out in the Corporate Plan, values people as individuals, show respect and positive regard for others	

Health Risks Specification

Key: AF- Application Form, AC - Assessment Centre Activities, I – Interview

Please see the tasks, where there are some potential, residual health risks for the job

Task	Potential Health Risk if X
ICT/Computer user	<input checked="" type="checkbox"/>
Moving and handling of clients	<input type="checkbox"/>
Regular manual handling objects/ furniture/equipment	<input type="checkbox"/>
Working at heights	<input type="checkbox"/>
Noise/Vibration exposure	<input type="checkbox"/>

Confined Spaces	<input type="checkbox"/>
LGV/PCV driving	<input type="checkbox"/>
Minibus driving	<input type="checkbox"/>
Fork Lift Truck driving	<input type="checkbox"/>
School Crossing Warden Work	<input type="checkbox"/>
Night Work	<input type="checkbox"/>
Substances covered by COSHH	<input type="checkbox"/>
Respiratory and Skin Sensitisers	<input type="checkbox"/>

