

Job Title: Assistant Educational Psychologist	Role Profile Number: SBC_11999
Grade: Soulbury Assistant Scale 2-5 Salary:	Date Prepared: Reviewed April 2025
Directorate/Group: Education, Inclusion & Skills	Reporting to: Maingrade, Senior or Deputy Principal Educational Psychologist

Job Purpose

- To assist the Educational Psychology Service (EPS) in providing an efficient, responsive and professional service for children and young people with SEND aged 0–25 years.
- To assist the EPS in supporting the inclusion of groups of children and young people with social, emotional and mental health difficulties and their families.
- To assist the EPS to work with schools, families and other agencies in supporting pupils at risk of suspension or permanent exclusion to achieve or maintain a school placement.
- To undertake a range of psychological assessment and intervention activities within educational settings and the community under supervision.
- To assist the EPS in carrying out service evaluation activities and completing reports to underpin improvement plans.
- To assist the EPS in delivering and evaluating training packages to educational settings.
- To carry out identified pieces of action research under the supervision of an Educational Psychologist.
- To enable the post-holder to acquire a range of skills and experience in preparation for professional training as an Educational Psychologist.

Key Accountabilities

- To work alongside and under the supervision of Educational Psychologists registered with the HCPC.
- To support colleagues in the completion of a wide range of service tasks.
- To undertake a range of information gathering, observations, assessments, and interventions pertinent to the services' work with children/ young people and their families.
- To support the inclusion and reintegration of children and young people at risk of permanent exclusion and their families.

- To collect data and undertake research to advise on more effectively meeting the needs of Swindon's children and young people with SEND.
- To deliver and evaluate psychology-based, therapeutic educational interventions to promote inclusion.
- To assist in developing and delivering training packages for schools and settings.
- To provide clear and accurate reports and written feedback as required.
- To comply with the EPS data recording processes and protocols.
- To take part in service meetings and internal working groups.
- To represent the EPS at multi-agency meetings, panels and strategy groups as required.
- To be compliant with and take an active role in the HR processes including attendance, leave, and performance.
- To actively plan and undertake continuing professional development activities.
- To undertake such other duties as may be reasonably be required within the general scope of the post.

Qualifications

Required by law, and/or essential to the performance of the role:

- Good degree in psychology or equivalent recognised by the British Psychological Society.
- Graduate Basis for Registration with the British Psychological Society (must have this at time of application)

Desirable:

- Any qualifications relevant to the delivery of Children's Services; eg youth work, social work, teaching.

Knowledge, Skills & Experience

It is essential for candidates to have knowledge, skills and experience in the following areas:

Knowledge

- Knowledge of current psychological theory and research and how it can be applied to improve outcomes for children and young people.
- Knowledge of evidence-based interventions/approaches which can be used to support children and young people with social, emotional and mental health difficulties.
- Knowledge of educational systems, SEND Code of Practice and recent DfE legislation.
- Knowledge of solution-focused, strength-based practice to support change in children, young people and families.

Skills

- Ability to undertake direct assessment and intervention work with groups and individual children to support them with, for example, anxiety, self-esteem, social skills, friendships.
- Ability to support school staff and families working within challenging situations.

- Ability to build and maintain constructive working relationships with a wide range of people including children and young people, parents/carers and professionals.
- Ability to work collaboratively and show a commitment to supporting colleagues.
- Ability to organise service demands, personal workload and achieve targets within agreed timescales.
- Enthusiastic and flexible in approach to work.
- Ability to respond positively to change and maximise opportunities for personal development.
- Highly effective oral and written communication skills.
- Highly effective listening and creative problem-solving skills.

Experience of:

- Supporting children and young people aged 5-18 years (or families and settings) with social, emotional and mental health difficulties.
- Applying psychology to promote positive outcomes for children and young people and their families.
- Working collaboratively with other professionals within Children's Services such as teachers, youth workers and social workers.
- Carrying out direct assessment and intervention work with individual and/or groups of children and young people.
- Using solution-focused, strength-based practice to support change in children, young people and families.

It is desirable for candidates to have knowledge, skills and experience in the following areas:

Knowledge

- Understanding of the role of an Educational Psychologist within a local authority.

Skills

- Ability to use quantitative and qualitative measures to evaluate the impact of educational interventions.
- Ability to plan and deliver training to educational settings and other community groups.
- Good ICT skills to support own administration and effective communication.

Experience

- Planning and delivering training to educational settings and/or other professional or community groups.

Other Key Features of the role

- Flexible working hours with the ability to attend some evening meetings.
- Requirement to travel around the Borough and other locations within the region.
- Applicants must demonstrate an ability to work to promote equality of opportunity and outcomes for the council's target groups.
- Enhanced DBS disclosure required.

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name:
Date:	