



SWINDON
BOROUGH COUNCIL

Role Profile

Job Title: Senior Educational Psychologist	Role Profile Number: P/A
Grade: Soulbury B, 5-8 Salary: £53488-£56869 (plus up to 3 SPA points honoured)	Date Prepared: March 2020
Directorate/Group: Education: Children, Families and Community Health	Reporting to: Principal Educational Psychologist or Deputy Principal Educational Psychologist.
Structure Chart attached:	

Job Purpose

- To support the Principal Educational Psychologist (PEP) and Deputy Principal Educational Psychologist (DPEP), with the operation, management and development of the Educational Psychology Service (EPS).
- To support the PEP and DPEP, Education and SEND managers with the strategic development of Children, Families and Community Health services.
- To co-ordinate and manage agreed systems/protocols to ensure that the EPS supports the Local Authority (LA) in meeting its statutory responsibilities for pupils with Special Educational Needs and Disability (SEND).
- To provide support for and deputise for the PEP and DPEP as required.

Key Accountabilities

- To deputise for the PEP and DPEP as required and at times representing the service at SEND and Education strategy and development meetings.
- To represent the service at SEND forums and panel meetings as required.
- To liaise with and promote the EPS within the Local Authority, other agencies and stakeholders.
- To model and promote effective coproduction, integrated working and EPS participation in the common processes for meeting the needs of children and young people with additional needs.

- To co-lead with the PEP and DPEP on the delivery and further development of traded and commissioned services.
- To co-ordinate and deliver training for schools, Local Authority staff, other agencies and parents/carers.
- In collaboration with the PEP and DPEP to provide a timely critical incident response to schools and settings.
- To support the PEP and DPEP to ensure that a high quality EPS is delivered to children and young people 0-25 years aimed at optimising teaching and learning and the social and emotional development of children and young people.
- To support the PEP and DPEP to ensure that EPs carry out high quality, varied and appropriate assessments and interventions with individual children and young people experiencing barriers to learning.
- To support the PEP and DPEP to ensure that an effective educational psychology service is provided to the LA, ensuring the completion of high quality EP advice to statutory assessments within given timescales and contributing, as required, to the Annual Reviews of pupils with Education, Health and Care plans both in and out Borough.
- To fulfil the role of an educational psychologist to children, undertaking direct work with schools and settings, children, young people and their families.
- To provide high quality statutory psychological advice in accordance with the Children and Families Act 2014.
- To support the DPEP to maintain a register of equipment and request additional resources as appropriate.
- To develop an area of specialism within the EPS.
- To participate in and co-ordinate research carried out by the EPS to inform and improve practice.
- To provide management, induction support and supervision to Educational Psychologists and Trainee Educational Psychologists to ensure high quality and effective service delivery.
- To take an active role in HR processes including appraisal, attendance, leave, recruitment and performance management of EPs.

- To be jointly responsible for ensuring all staff are compliant with agreed recording procedures (e.g. Capita One recording, time recording and service evaluation protocols).
- To be jointly responsible for the quality and improvement of service delivery and practice through participating in quality assurance, audits and direct supervision of EPs.
- Together with the PEP, DPEP and the EP Team, plan and co-ordinate the professional development of EPs and the service.
- To actively plan personal professional development and maintain registration with Health & Care Professionals Council and other relevant professional bodies.
- To manage complaints and queries from service users effectively, sensitively and in a timely manner.
- To ensure that the EPS complies with the procedures and protocols of Swindon Borough Council (SBC) and contributes to and implements corporate plans.
- Respond promptly to requests from the Board Director, Heads of Service and other LA staff for information on the work of EPS.

Supplementary Accountabilities

- Because of the nature of the work and in accordance with the demands of the service, he/she will be required from time to time to work outside normal office hours, including evening and weekend work, for which time off in lieu of payment should be taken at a time agreed with the Head of Inclusion/PEP. Overtime will not be paid.
- This role profile is intended as a general guide to the responsibilities attached to the post.

Knowledge & Experience

Candidates must have substantial knowledge and experience in the following areas and will be required to provide evidence of this:

- Practitioner having successfully delivered educational psychology services to colleges, schools and early years settings.
- Working collaboratively in a multi-disciplinary context.
- Training delivered to schools, settings or others with evidence of impact.
- Experience of leading systemic work across schools and settings with evidence of impact.
- Knowledge of educational systems, SEND Code of Practice, recent legislation in relation to vulnerable pupils and multi-agency working.
- Knowledge of solution-focused, strength based practice, a range of assessment tools and interventions to support change in children, young people and families.

Qualifications

- Professional qualification in Educational Psychology at Masters/Doctoral Level.
- Registered with the Health & Care Professions Council.
- Good Honours degree in psychology or equivalent recognised by the British Psychological Society.

Decision Making

- Ability to organise service demands and achieve targets within agreed timescales.
- Effective organisational and time management skills, including managing stress.
- Support EPs to deliver best practice by making professional supervision effective and valued.
- Advise the Education management on issues relating to EP practice, schools and SEND.

Creativity and Innovation

- To enable, empower and encourage staff to find creative solutions.

<u>Job Scope</u> A key requirement of this role will be to line manage a number of main grade Educational Psychologists.	Budget Holder Responsibility Asset Responsibility:	No Materials and equipment
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Contacts and Relationships

The post holder will have regular contact with other officers in Swindon Borough Council, head teachers, SENCOs, school staff in maintained schools, academies & colleges; early years practitioners, practitioners in the integrated service and partner agencies, parents and parent groups, officers in other Local Authorities.

Values and Behaviours

We strive to underpin our culture through strong management and authentic leadership, this means getting the management basics right, and ensuring what we commit to individually and collectively, we own and demonstrate accountability aiming to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, this means in our work we are:

Connected: We put Swindon and its people at the heart of everything we do.

We display a communication and behaviour style that promotes a positive Council identity in connecting with residents, customers, colleagues and other stakeholders ensuring a partnership approach to delivering our vision. Always asking, "is what I am doing in the best interests of Swindon and its people,"?

Resilient: We are forward thinking and work smart

We seek to identify where things can be improved, ensuring this learning is embedded, evaluated and built upon through a strong approach to continuous organisational development.

Brave: We respect and work together with our colleagues and customers to achieve success

We act in an emotionally intelligent way, setting positive examples around accountability, risk and governance. This will be delivered through developing ourselves and our teams to achieve the highest possible levels of productivity and performance.

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 in the region and the country as required.
- Applicants must demonstrate an ability to work to promote equality of opportunity and outcomes for the council’s target groups.

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