

ROLE DESCRIPTION

Role description:	Educational Psychologist
Role profile family:	Soulbury
Role profile number and grade:	EP-01 Soulbury Educational Psychologist Main Grade Scale 3-8
Number of posts:	
Service/Team:	Educational Psychology
Reports to:	Lead Professional Educational Psychology

Service / function Context
The overall responsibilities of the service/function are: To support schools, parents and partners in one or more of Wiltshire's community areas to improve outcomes for vulnerable children and young people, through the use of educational psychology. To provide consultation, assessment and training to improve outcomes for Wiltshire's vulnerable children and young people, within a context of supervision from their line manager and peers. Wiltshire Educational Psychology Service works within Targeted Schools and Learning Support alongside other services offering support to vulnerable children and young people

Job Purpose
Specific duties and responsibilities include: • To support schools, early years settings, families and children and young people through assessment and consultation to facilitate positive outcomes for vulnerable children and young people and those with special educational needs. • To work collaboratively alongside other support services to deliver integrated and co-ordinated support which is built around the needs of children and young people. • To attend and participate in whole service, team meetings, peer supervision sessions and professional training events as required by the line manager. • To contribute to the delivery of effective training and interventions for professionals and others across a range of settings. • To provide Psychological Advice under the 1996 Education Act and to contribute where

necessary to Annual Reviews of Education, Health, and Care Plans (EHCPs).

- To carry out other duties as may be allocated commensurate with the grade of the post.
- To work within the codes of conduct and ethics of the Health and Care Professions Council (HCPC) and the Division of Educational and Child Psychology of the British Psychological Society (BPS).

Specific requirements for this post:

- Wiltshire is a large rural authority and this requires frequent use of private transport.
- The post requires the ability to work remotely from direct line management.
- The postholder may occasionally take part in meetings when the participants are very anxious and hold conflicting views.
- Wiltshire staff have access to hubs which operate a hot-desking system.
- Some assessment materials may require care as they are cumbersome or heavy

Person Specification

Specific qualifications, knowledge, and skills required for this role include:

Essential

- A doctoral or masters level professional qualification in Educational Psychology, or is expected by the accrediting university to complete this professional qualification by the end of the year.
- Will be registered with the HCPC, or will be eligible for registration on completion of the professional qualification
- Excellent communication skills, both oral and written, for a range of purposes and audiences.
- Ability to work independently and to organise time/workload efficiently, meeting deadlines where required.
- Basic IT competence, in Microsoft Office suite, word processing, entering spreadsheet data, and a willingness to learn other IT skills as required by developments in IT communications.
- Demonstrate ability to engage with school staff and parents and to engender their confidence in the professional skills brought to the role.
- A commitment to promoting equal opportunities and to ensuring that the voice of the child and parents are clearly heard

- Has up to date knowledge of relevant legislation and guidance in relation to working with and the safeguarding of children/vulnerable adults

Desirable

- Ability to deliver training programmes to a range of audiences; professionals, parents and carers
- Specialist knowledge or experience in a relevant area of educational psychology

Structured Professional Assessments (SPAs)

Staff on Soulbury terms and conditions are provided with the opportunity to apply for pay progression under the SPA points arrangements (up to a maximum of 3 points) based on the assessment of contribution against nationally agreed criteria over the relevant period.

The application and assessment process takes place on an annual basis and staff are able to apply for the following:

SPA 1 & 2

Requires at least 4 years continuous Soulbury service with one or more local authorities with at least 2 years in the current role.

SPA 3

Requires at least 2 years after the award of SPA 2

Where staff on Soulbury terms and conditions are assessed as meeting the SPA criteria, each individual's pay scale will be extended by up to three further points. SPA points can be awarded before staff have reached the top of their normal grade.

Career graded posts

This post does not form part of a career grade.

Supporting information

Driving classification	
Occasional driver A valid UK driving licence is not required. Occasionally may need to travel to different locations in order to undertake the duties of the role.	☐
Regular Driver Must hold a valid UK driving licence and have access to either their own car or a pool car in order to undertake the duties of the role, unless other forms of transport are available and viable to perform the role, including public transport, or unless a reasonable adjustment has been agreed.	☒
Required Driver Must hold a valid UK driving licence and will drive a vehicle supplied by the Council in order to undertake the duties of the role.	☐
Employees should refer to the Corporate Driving at Work policy for further information.	

Driving trigger points			
The trigger points set out below, regarding driving licence points and at-fault accidents, apply to all staff who drive on council business.			
Trigger Points	Corrective Driver Training Course or further action	Additional corrective training if appropriate or further action	
Points on driving licence	6	9	
Trigger Points	Discussion and advice on expected driving standards	Corrective Driver Training Course or further action	Additional corrective training if appropriate or further action
At fault accidents within a two-year period (whether work or personal)	1	2	3
Job applicants who drive must have 9 or less points on their driving licence, and must have less than 4 at fault accidents within a two-year period. If they meet the trigger points, they will be subject to the actions outlined in the table above.			
If holding a valid licence, occasional drivers will need to declare penalty points and no-fault accidents as requested. Depending on the role, decisions as to whether this might either affect appointment or require corrective driver training, will be made case by case.			

Political restriction	
This role is politically restricted. The job holder is not permitted to undertake political activity involving standing for election as a member of parliament, as an MEP, as a member of the Scottish or Welsh Parliaments, or a local councillor. The job holder is furthermore not permitted to canvass on behalf of a political party or a person who is already, or who seeks to be, a candidate. In addition, they may not speak to the public or publish any written or artistic work that could give the impression they are advocating support for a political party	☐

This role is not politically restricted	☒
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Professional fees and related occupational costs	
As part of this role, or to support professional development, the job holder is required to be a member of a professional body or association. The job holder is responsible for payment of all professional fees, memberships, registrations or subscriptions and no reimbursement or contribution towards these will be provided by the council	☒
This role does not have any professional or occupational membership requirements	☐

Clearances – Disclosure & Barring Service (DBS)	
This role will be engaged in 'regulated activity' providing specific services relating to children or vulnerable adults and is subject to a Disclosure from the Disclosure and Barring Service.	☐
This role is exempt from the Rehabilitation of Offenders Act 1974 and will require an Enhanced DBS check before appointment can be confirmed.	☒
This role is exempt from the Rehabilitation of Offenders Act 1974 and will require a Standard DBS check	☐
The role requires a Basic DBS check to check for convictions and cautions that are considered to be unspent under the terms of the Rehabilitation of Offenders Act 1974.	☐
This role is not subject to a Disclosure from the Disclosure and Barring Service in order to undertake the duties of the role.	☐

Clearances – Baseline Personnel Security Standard (BPSS)	
This role requires access to the UK government Public Services Network (PSN) and is subject to a BPSS check	☐
This role is not subject to a BPSS check	☒

Clearances – Non-Police Personnel Vetting (NPPV)	
This role requires working in partnership with the police, and/or having access to Police related systems and is subject to a NPPV check at level 2* . (*regular access to police premises and police information, intelligence and financial or operational assets. Occasional access to those deemed 'secret').	☐
This role requires working in partnership with the police, and/or having access to Police related systems and is subject to a NPPV check at level 3* (*regular unsupervised access to police premises and/or access to police information and/or information systems and/or hard copy material either on police premises or by remote access up to "secret" level. A level 3 includes a check on you, your spouse/partner, co-residents, and all family members).	☐
This role is not subject to a NPPV check	☒

Safeguarding	
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For all roles within Children's Services. Wiltshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and all staff are expected to share this commitment. You will be expected to report any concerns relating to the safeguarding of children, young people or vulnerable adults in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children, young people or vulnerable adults gives cause for concern, the council's agreed child protection/vulnerable adults protection procedures will be followed.	☒
For all roles within Adult Social Services. Wiltshire Council is committed to safeguarding and promoting the welfare of vulnerable adults and all staff working for the council are expected to share a commitment to this. You will be expected to report any concerns relating to the possible abuse of a vulnerable adult in accordance with the agreed interagency safeguarding adults' procedures. If your own conduct in relation to the safeguarding of vulnerable adults gives cause for concern, the council's agreed interagency safeguarding adults' procedures will be followed, alongside implementation of the council's disciplinary procedure. The job holder is accountable for their safeguarding of vulnerable adult responsibilities to their line manager.	☐
For all other roles within the council. Wiltshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and all staff are expected to share this commitment. You will be expected to report any concerns relating to the safeguarding of children, young people or vulnerable adults in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children, young people or vulnerable adults gives cause for concern, the council's agreed child protection/vulnerable adults protection procedures will be followed.	☐