



LONDON BOROUGH OF MERTON

Children, Schools and Families DEPARTMENT

JOB DESCRIPTION

POST TITLE: Educational Psychologist

Grade: Associate EP

DIVISION/SECTION: SEN & Inclusion Service

Location: 1st Floor, Civic Centre

Responsible to: Manager EPS / Principal EP

Post number:

Date: 12th Sept 2013

1. MAIN PURPOSE

- To provide an educational psychology service.
- To contribute to the Council's strategic aims for pupils with assessed special educational needs within the legislative framework.
- To work with schools, other professionals and parents to find more effective ways of supporting the learning and development of children and young people both at home and at school.
- To work as part of the SEN & Inclusion Service to contribute to the raising of attainment for all Children & Young People in Merton Schools and settings through inclusive education.

2. MAIN DUTIES AND RESPONSIBILITIES

1. To provide a consultative service to teachers, parents and other professionals concerning the needs of individual children. The focus of this work is on enabling those with frequent contact with the child to be more effective in their work.
2. To undertake individual casework in schools and early year's settings, as required, with children within the framework of the SEN Code of Practice. This will include psychological assessment of children in order to provide advice and support to teachers and parents.
3. To provide psychological advice for statutory assessments, as appropriate, within the relevant legislation and meets the required performance indicators for the Educational Psychology Service.
4. To provide consultation and individual casework for young children, to parents, early years settings and other professionals, which includes other member of SENDIS.
5. To liaise with other Local Authority services and voluntary bodies as necessary.
6. To provide advice, support & guidance to parents about the needs of their children, facilities & resources available to them and their entitlements during the course of consultation and casework.
7. To plan and deliver CPD at a school, LA and community level (as commissioned).
8. To represent the SIS and EPS at meetings with partners within the LA and also with outside agencies.
9. To negotiate, contract, plan, deliver and evaluate work commissioned from the EPS, which improve outcomes for children and young people.
10. In association with the School Standards and Quality, to contribute to the professional development needs of staff of the education department in relation to learning difficulties, pupils with special educational needs and the contribution of psychology to the education service.
11. To contribute to the development of inclusive educational practice in Merton.
12. To contribute to the development of professional practice within the service and Children Schools and Families.
13. To work as part of the Educational Psychology Service supporting the Manager to deliver a range of key priorities.

GENERAL

1. To support specific service development priorities in line with the SEN & Inclusion Strategy.
2. To undertake all duties and interactions with employees, partner providers and customers fairly, without unlawful discrimination and with due regard to the Council's Diversity and Equality in Employment and Service Delivery policies.
3. To carry out duties and responsibilities in accordance with the Council's Core Values, Equal Opportunities Policy, Health and Safety Policy and all other borough and departmental policies and procedures, in particular the non-smoking policy and confidentiality in line with the Data Protection Act.
4. To maintain a working environment in which diversity is respected and responded to and equality of opportunity is promoted.
5. To ensure complaints are responded to in accordance with the Customer Complaints Procedure.
6. To use computers and other ICT in the normal performance of the duties of the post. To be aware of the high standard of quality data expected in the Council and to maintain an accurate and full written record of activity as required by the Manager EPS, passing records on for data recording/input within the agreed timescales.
7. To be a full member of the team and work in collaboration with all other agencies to ensure co-ordination of services and best use of resources.
8. To brief the Manager EPS on all matters which are likely to be subject to publicity whether positive or negative.
9. To contribute to the development of effective teamwork establishing good communication systems, including team training and regular team meetings.
10. To keep up to date with new developments in appropriate fields, continue post-qualification professional development and training within the framework of the Educational Psychology Service and contribute to workshops, seminars and conferences.
11. To work flexibly and to undertake any other duties commensurate with the post as required by the Manager EPS.

FUNCTIONAL LINKS

- Parents and Carers

- Schools, Settings, Children's Centres
- Children, Schools and Families Team
- Health service (including CAMHS, Paediatricians, speech and language and other therapists)
- Voluntary Sector

OTHER RELEVANT MATTERS

The Officer appointed may be asked to work during some evenings for which time off in lieu will be negotiated.

LONDON BOROUGH OF MERTON

Children, Schools and Families DEPARTMENT

PERSON SPECIFICATION

POST TITLE: Educational Psychologist

Grade: Temporary Associate EP

DIVISION/SECTION: SEN & Inclusion Service

Location: 1st Floor, Civic Centre

Responsible to: Manager EPS

Post number: 10/01/2018

Date:

Experience / Qualifications / Skills / Knowledge:

1. A good honours degree in psychology (or British Psychological Society recognised equivalent qualification).
2. Post-graduate qualifying experience confirming eligibility for recognition as an Education Psychologist by the BPS and registration with the Health and Care Professional Council (HCPC).
3. Understanding of and skills in the principles and techniques of educational psychology.
4. Ability to select and use a range of observation and educational and psychological assessment techniques with individual children.
5. In-depth knowledge of learning difficulties and special educational needs.
6. The ability to contribute to the professional development needs of other officers in the teaching service in respect of learning difficulties and pupils with special educational needs.
7. Ability to undertake educational psychology casework.
8. Knowledge of and responsiveness to parental and community needs.
9. Understanding of and commitment to Equal Opportunities policies, social inclusion and anti-discriminatory practice.
10. Excellent communication and interpersonal skills, good negotiation, persuasion and organisational skills.

11. A high standard of written communication. The ability to present complex information in a comprehensible manner. The ability to organise a programme of work and to maintain records to a high standard.
12. Good time management skills.
13. Ability to work under pressure and meet tight deadlines.
14. Ability to travel around the borough.

10th January 2018