**DURHAM COUNTY COUNCIL**

**CHILDREN AND YOUNG PEOPLE’S SERVICES**

**Job Description**

**Post**: **Assistant Psychologist**

**Pay Scale: Grade 6**

**PURPOSE OF POST**

All officers employed within Children and Young People’s Services (CYPS) have, as well as their specific post related responsibilities, a general responsibility to contribute to the successful operation of CYPS by recognising that the purpose of the Service is facilitating and supporting learning in the County and that doing so requires staff to work together in teams and co-operate to achieve this objective. The general responsibilities of the post therefore include:-

To contribute to improving the quality of education and learning opportunities for the people of the County of Durham by assisting:

1. Individual clients and service users
2. Headteachers and other heads of establishments and services of CYPS and other teaching and support staff on managerial, administrative, procedural, resource and other matters
3. Colleague officers and inspectors and, where appropriate, governors and Elected Members in supporting schools and other educational establishments in their work

This will involve working with colleagues and schools:

* To develop capacity building initiatives promoting the effective learning, inclusion and wellbeing of young people in Durham schools
* To raise awareness of the inclusive practice and how to promote it within schools and settings
* To evaluate and review interventions related to this work and the impact they have had
* To facilitate learning and support networks across schools involved in a range of initiatives

**Accountability and Management Climate**

The postholder will report to the Principal Educational Psychologist through a delegated management arrangement. Day to day line management and supervision will be provided by a Senior member of the SEND Support Service. The postholder will work closely with colleagues across the Children and Young People’s Service, and link to other agencies. The post is located within Durham’s SEND and Inclusion Service, as part of Countywide Services.

**Key Functions**

Under the direction of the PEP/Specialist or Senior EP, the postholder will:

* Support the planning and delivery of training to schools and other relevant professionals in regard to targeted programmes
* Take a lead role in co-ordinating and managing the organisational aspects of learning and support networks
* Carry out literature reviews and research associated with the Inclusion agenda in Durham
* Support the evaluation and reporting of programmes undertaken
* Produce and provide information as requested to key partners such as schools, other teams within the SEND and Inclusion Service, Early Help, and professionals in other agencies
* Provide consultation and advice where appropriate to schools in respect to the effective learning and emotional wellbeing of young people and evidence based programmes and approaches
* Undertake and model targeted intervention as part of school development capacity building initiatives

The postholder will undertake such other duties which may, from time to time, be allocated commensurate with the grade of the post.

**Variation in the Role**

Given the dynamic nature of the role and structure of CYPS at the present time, it must be accepted that, as work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the officer which may, if he/she so wishes, involve a union representative.

**DURHAM COUNTY COUNCIL – CHILDREN and YOUNG PEOPLE’S SERVICES**

**PERSON SPECIFICATION – ASSISTANT PYCHOLOGIST: LEARNING AND INCLUSION CO-ORDINATOR**

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| **Attributes** | **Essential** | **Desirable** | **How Identified** |
| Relevant experience | * Experience of having worked with young people within an educational or other relevant setting * Experience of having been involved in Education and inclusion related projects or agendas * Experience of undertaking research and evaluation | * Direct experience of applying psychology in educational settings * Evidence of having used problem solving approaches * Evidence of being able to learn through professional experience | Application Form  Interview  References |
| Education, qualifications and training | * 2:1 or above Honours Degree in Psychology | * Additional qualifications or training in working with young people, or within educational contexts | Application Form  Certificates |
| Skills, knowledge and aptitude | * An awareness of the importance of the inclusion agenda, and the role it can play in education * Knowledge and skills in how to undertake qualitative and quantitative research and evaluation * An understanding of child development * Able to work independently and under direction * Able to organise and run training and learning/support networks * Motivated to develop knowledge and skills in relation to the role undertaken * Good written and verbal communication skills * Willingness to work cooperatively with other members of the Service * A reasonable level of ICT competency in relation to e-mail, word processing, desktop publishing and use of databases and spreadsheets | * Awareness of a range of appropriate intervention approaches and willingness to develop them, particularly in the areas of cognition and learning and/or autism * Awareness of recent guidance on good educational practice in learning and child development, and/or autism for children and young people * Able to analyse and evaluate own performance * An interest in training as an applied psychologist in the future | Application form  References  Interview |
| Personal qualities | * Excellent interpersonal skills * Tactful, discreet and sensitive to the needs of others * Able to learn through professional experience * Flexible and adaptive | * Evidence of self-motivation * Excellent organisation and time keeping skills * Motivated and enthusiastic | References  Interview |
| Additional factors | * Own transport arrangements to enable cross-county and peripatetic working * Committed to safeguarding and promoting the welfare of children and young people * Supportive references * Enhanced CRB check | * Knowledge and awareness of safeguarding issues * Willingness to work within LA policies and procedures | Application form  References  Interview |