



APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to recruitment@xentrall.org.uk or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

Educational Psychologist

Vacancy ID: 010882

Salary: £40,949 - £50,159 Annually

Closing Date: 23/02/2020

Benefits & Grade

Soulbury 3 – 8 (plus up to 3 SPAs as per LA policy)
Salary on appointment will be dependent on experience

Contract Details

Permanent

Contract Hours

37 hours per week

Disclosure

The successful applicant will be subject to an enhanced DBS check

Job Description

Stockton's EPS continues to expand and you will be joining a friendly, high quality and committed team. The team is trained in Emotion Coaching and Human Givens principles. We are looking for EPs who perhaps share an interest in these but also want to contribute to ongoing restructuring and delivery of psychology across the full spectrum of EP activities.

Consultation is embedded fully and our recent PATH is looking at ways in which we can impact across all Children's Services.

We want creative, forward thinking candidates with the knowledge, skills and enthusiasm to use psychological frameworks to facilitate change through preventative, early intervention and systemic work with schools and agencies, as well as statutory work.

You will need to be a fully qualified and HCPC registered psychologist, or due to complete your training this year and eligible to register.

We will provide you with:

- LA wide work life/flexible working policy including flexi time, mobile working (applications from those who wish to work part time/job share will be welcomed)
- Up to 31 days' leave per year
- Opportunities for you to determine which psychological framework is most appropriate to effect change and outcomes in a proactive manner
- Opportunities to develop areas of interest to the benefit of CYP and the LA alongside the generic EP role
- A committed and supportive team of colleagues, including admin
- Opportunities to develop supervision skills
- Free on-site parking
- Office facilities including a wide range of resources and assessment tools
- Regular team meetings, peer supervision, a commitment to ongoing, high quality CPD opportunities and individual supervision

- Mileage and HCPC fees paid
- Links with the university training course

We look forward to hearing from you if you:

- Enjoy applying and using evidence-based psychology in a range of settings to improve outcomes
- Have a desire to work collaboratively with the team and other partners to develop innovative service delivery models
- Enjoy working with a level of independence expected of all EPs
- Are optimistic, reliable, energetic, resilient and reflective and able to respond flexibly to the needs of the team, LA priorities, schools and settings
- Have a desire to use therapeutic methods of working with children and young people

An online application form and further information is available from www.stockton.gov.uk/jobs.

Please refer to the Job Description and the essential and desirable criteria in the Person Specification when completing the Personal Statement on the application form, as this information is used to select candidates for interview.

If you would like an informal discussion about the post, please contact Judith Garbutt, Senior Educational Psychologist on 01642 527110 or email Judith.garbutt@stockton.gov.uk

The application form is available in alternative formats from Xentrall Recruitment Services, tel: 01642 526992 or email recruitment@xentrall.org.uk

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.

| | | | |
|--|---|---|--|
|  Stockton-on-Tees BOROUGH COUNCIL | | JOB DESCRIPTION | |
| Directorate: Children's Services | | Service Area: SEN & Engagement | |
| JOB TITLE: Educational Psychologist | | | |
| GRADE: Soulbury 3-8 (plus up to 3 SPAs) | | | |
| REPORTING TO: Senior Educational Psychologist | | | |
| 1. | JOB SUMMARY: Delivery of psychological services to schools, academies, educational and other settings, specialist placements, children and young people, their parents/carers and other service users Working with children and young people aged 0 – 25 years old who are at SEN Support broad areas of needs; communication and interaction, cognition and learning, social, emotional and mental health and sensory and physical, and those within vulnerable groups, e.g. new arrivals, BME, LAC, CiN, CP, young carers and those monitored through Case Solution Planning To undertake project work and research, as required, to inform the practice of the EPS and support Local Authority (LA) developments Providing advice to the LA in line with policies, procedures, and legislation and DfE documentation for the Statutory Assessment of children and young people To contribute in meetings, assessment, planning and review, in line with LA policies, procedures, and legislation, including the Special Educational Needs and Disability Code of Practice: 0 to 25 years Deliver traded services arranged through Partnership Agreements as per the Services for School Prospectus and/or by other arrangements | | |
| 2. | MAIN RESPONSIBILITIES AND REQUIREMENTS | | |
| 1. | To promote and safeguard the welfare of children, young people and/or vulnerable adults | | |
| 2. | To offer consultation to schools, academies and educational settings regarding the management of special needs provision and policy development in line with the LA guidelines | | |
| 3. | To manage a generic caseload and case file management as appropriate | | |
| 4. | To develop a range of interventions for children and young people with schools, academies and educational settings, families and carers | | |
| 5. | To provide psychological advice to the LA and schools/academies and educational settings in relation to relevant legislation | | |
| 6. | To contribute to the Authority's CPD and staff development programmes as appropriate | | |

| | |
|-----|---|
| 7. | To assist schools, academies and educational settings in the implementation of LA SEN policies, in line with the Code of Practice/Children and Families Act 2014 - Special Educational Needs and Disability Code of Practice: 0 to 25 years |
| 8. | To develop initiatives aimed at providing good professional practice |
| 9. | To work with other LA, Health and voluntary agencies to promote the psychological welfare of children and young people |
| 10. | To assist in promoting and implementing relevant business unit plans to support the children and young people |
| 11. | To participate in EPS team meetings and service development days as appropriate |
| 12. | To use and follow all LA and EPS Team policies and procedures to maintain high quality services and systems |
| 13. | To participate in CPD activities, annual appraisal and regular supervision to support professional development, as appropriate |
| 14. | Liaise with administrative and clerical staff as appropriate |
| 15. | To support, guide and supervise Assistant Educational Psychologist and Trainee Educational Psychologist, as requested |
| 16. | To form effective working relationships with schools, academies and educational settings, parents/carers, other LA officers and colleagues from external agencies as appropriate |
| 17. | Promote models of applied psychology and good practice that will enable the optimal psychological development of children and young people |
| 18. | Provide consultation led psychological services to schools, academies and educational settings and establishments in Stockton-on-Tees |
| 19. | To encourage schools, academies and educational settings to incorporate applied psychological theory and practice to address areas identified for school improvement and capacity building with staff |
| 20. | To meet the psychological needs of such children/young people in the wider community serviced by the range of schools, academies and educational settings, as appropriate |
| 21. | To will manage an ongoing generic case load, including statutory work |
| 22. | To manage and organise the input into Partnership Agreements with schools, academies and educational settings in response to the settings' needs and requirements |
| 23. | To contribute to the development and delivery of training for colleagues across services and settings, as appropriate |

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

Shaping a Brighter Future – The post holder will embrace the Council's "Shaping a Brighter Future" programme.

Personal Development – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

PERSON SPECIFICATION

| | | |
|-----------------------------------|---------------------------------|---|
| Job Title/Grade | Educational Psychologist | Soulbury 3-8 (plus up to 3 SPAs) |
| Directorate / Service Area | Children's Services | SEN & Engagement |
| Post Ref: | POS004158 | |

| | ESSENTIAL | DESIRABLE | MEANS OF ASSESSMENT |
|--------------------|--|---|----------------------------|
| Qualifications | Honours degree in Psychology or equivalent Postgraduate training in Educational Psychology | Relevant additional courses associated with Educational Psychology, such as special needs or other child development/relevant specialist discipline | Application form |
| Experience | Experience relevant to the practice | Additional experience in related areas | Application / Interview |
| Knowledge & Skills | Motivation to work with children and young people and/or vulnerable adults Ability to form and maintain appropriate relationships and personal boundaries with children and young people and/or vulnerable adults Ability to combine complex information to inform planning/decision making Ability to support and work effectively with a wide range of professionals, families and children Effective time management skills | Ability to contribute to training for teachers/tutors, other LA colleagues and service users Willingness and ability to undertake research and project work Ability to contribute substantially to the development of innovative practice | Application / Interview |

| | | | |
|--|--|--|--|
| | <p>Effective casework management, using own initiative but able to act upon guidance</p> <p>Effective administrative skills</p> <p>Ability to set and maintain high standards of professional practice</p> <p>Evidence of ongoing CPD</p> <p>A knowledge and commitment to safeguarding and promoting the welfare of children, young people and/or vulnerable adults</p> <p>A sound knowledge of psychological theory and practice</p> <p>Special Educational Needs and Disability Code of Practice: 0 to 25 years</p> <p>Ability to establish professional, effective working relationships with a range of partners/colleagues and children & young people and/or adults</p> <p>Ability to use tact and clearly articulate views and ideas. Highly developed influencing, caring, advocacy and negotiation skills are required</p> <p>Ability to work collaboratively as part of a team</p> <p>Ability to compose written reports/email correspondence conveying clearly articulated advice, guidance or information</p> <p>Ability to exchange in writing wide-ranging, complex and contentious information and submission of complex reports to others for decisions on key issues</p> | | |
|--|--|--|--|

| | | | |
|--|--|--|-------------------------|
| Specific behaviours relevant to the post | Demonstrate the Council's Behaviours which underpin the Culture Statement | | Application / Interview |
| Other requirements | <p>Is positive and enthusiastic in delivering work</p> <p>Strong customer care ethos</p> <p>Able to manage difficult situations effectively</p> <p>Actively listens to the concerns of others creating a safe environment for an honest discussion</p> <p>Registered with the Health & Care Professions Council (HCPC)</p> | | Application / Interview |

Conditions of Service

General

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

Office Hours

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

Annual Leave

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

Sick Pay

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

Pension

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

Medical Examination

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

Probation

New entrants to Local Government will be required to complete a six month probationary period.

Equal Opportunities

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

Job Sharing

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

Payment of Salaries

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

Smoking Policy

The Council operates a No Smoking Policy.

Politically Restricted Posts

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

Rehabilitation of Offenders Act 1974

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.