

**JOB DESCRIPTION**

<b>DIVISION:</b>	Education
<b>POST TITLE:</b>	Deputy Educational Psychology Service Manager
<b>GRADE:</b>	Soulbury Educational Psychologist Scale B Points B6 – B9 plus 3 SPAs where eligible
<b>RESPONSIBLE TO:</b>	Educational Psychology Service Manager
<b>JOB PURPOSE</b>	To support the Service Manager in the operation and management of the EPS, and work with children and young people (aged 0 to 25), their families and other professionals, through the application of educational psychology in order to contribute to improved outcomes.
<b>MAIN DUTIES:</b>	The following list is typical of the level of duties which the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

**Duties and Responsibilities**

1. To offer advice, support and challenge to the Service Manager on policy development, planning and review including stakeholder participation and operational planning;
2. To offer advice, support and challenge to the Service Manager on the management and support of staff including sufficiency, recruitment and retention of staff , staff deployment and teamwork and staff development;
3. To offer advice, support and challenge to the Service Manager on the management of resources including financial management and information systems;
4. To offer advice, support and challenge to the Service Manager in relation to leadership and direction including ethos, vision, values and aims, developing people and partnerships and the management of change and improvement;
5. Deputise for the Service Manager as required;
6. Take a service lead in relation to defined areas of Service performance and development, including time allocation, monitoring the use of time and CPD

7. Undertake a range of line managerial duties including undertaking supervision, appraisal and monitoring activities with a designated number of colleagues
8. Monitor a range of service systems relating to time recording, flexible working, sickness absence and other operational tasks
9. Offer advice, support and guidance in relation to a range of quality service standards including the preparation of statutory advices
10. Monitor and responding to issues associated with staff compliance with service policy, practice and protocol.
11. Act as the main service link with the University of Newcastle Doctoral EP training course, including the support and supervision of trainees
12. Carry responsibility for the delivery of a range of Psychological Service activities in a defined number of schools and settings;
13. Undertake any other reasonable duties consistent with the role of Deputy Educational Psychology Service Manager at the request of the Educational Psychology Service Manager or other appropriately designated and authorised manager.

### **Performance Standards**

- Appraisal objectives set and reviewed via Service and LA appraisal procedures with reference to the objectives the Educational Psychology Service Team plan
- Participate in formal supervision with the Educational Psychology Service Manager on a regular and defined basis
- Engage with agreed quality service standards and ensure defined performance indicators are achieved