

Job Description

Post title	Assistant Psychologist
Job Evaluation	13357
Grade	Grade 8
Service	Children and Young Peoples Service
Service area	Early Help Inclusion and Vulnerable Children, Specialist Inclusion Support
Reporting to	The post holder will be accountable day to day to a Team Leader, usually a Specialist or Senior Educational Psychologist, working as part of the Educational Psychology Service. The Educational Psychology Management Team have overall responsibility for the service. Because of the nature of the post, the post holder will work closely with senior colleagues throughout Children and Young People Services (CYPS) and in other departments. The service is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.
Location	Your normal place of work will be Education Development Centre, Spennymoor, but you may be required to work at any Council workplace within County Durham
Disclosure and Barring Service (DBS)	This post is subject to an Enhanced Disclosure
Flexitime	This post is eligible for flexitime
Politically restricted	This post is not designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State

Description of role

All officers employed within the Children and Young People's Service (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:

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

This will involve supporting the senior management team of CYPS and the wider group of officers in:

- Implementing the policies of CYPS as they bear on the individual's post and responsibilities
- Providing direct advice and support to clients of CYPS
- Responding to requests for advice from head teachers and heads of other educational establishments or services
- Assisting in the organisation of, and taking part in, County Council in-service training and personal development programmes
- Assisting in the implementation of special projects as appropriate to the post holder's sphere of work
- Contributing to regular review processes
- Maintaining an effective and up to date expertise and ongoing involvement in policy implementation, specifically in relation to the duties of the post but also more generally

Duties and Responsibilities

The focus for the Educational Psychology Service is to work with schools to improve the wellbeing, achievement and resilience of vulnerable young people; and to develop the capacity of schools to effectively meet the needs of all their learners. The service is multi-disciplinary and includes Educational Psychologists, Advisory and Inclusion Teachers, Counsellors and Support Staff. This post will support and provide:

- Assessment, screening and consultation in relation to the social, emotional and mental health needs; and/or the cognition and learning or communication and interaction needs of children within school contexts
- Advice and consultation in relation to how these needs impact on learning and inclusion
- Intervention at individual, group and whole class levels; and school development support
- Training and network support for a range of evidence based programmes
- Research and development support aimed at developing evidence based practice

Under the direction of the Team Leader and the Management Team, the postholder will:

1. Support the planning and delivery of training to schools and other relevant professionals in regard to targeted emotional wellbeing programmes
2. Work in full collaboration with professionals across the service, and in relation to a range of projects and initiatives
3. Take a lead role in co-ordinating and managing the organisational aspects of learning and support networks
4. Carry out literature reviews and research associated within the relevant areas of need
5. Support the evaluation and reporting of impact on programmes undertaken
6. Produce and provide information and reports as requested to key partners such as schools, One Point colleagues, and professionals in other agencies
7. Provide consultation and advice where appropriate to schools in respect to evidence based programmes and approaches
8. Undertake targeted intervention as part of school development capacity building initiatives

Organisational Responsibilities

Values and behaviours

To demonstrate and be a role model for the council's values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

Smarter working, transformation, and design principles

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

Communication

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

Health, Safety and Wellbeing

To take responsibility for health, safety, and wellbeing in accordance with the council's Health and Safety policy and procedures.

Equality and diversity

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

Confidentiality

To work in a way that does not divulge personal and/or confidential information and follow the council's policies and procedures in relation to data protection and security of information.

Climate Change

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

Performance management

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council's Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

Quality assurance (for applicable posts)

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

Management and leadership (for applicable posts)

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council's values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

Financial management (for applicable posts)

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.

Person Specification

Attributes	Essential	Desirable
Qualifications	• 2:1 or above Honours Degree in Psychology	• Additional qualifications or training in working with young people, or within educational contexts
Experience	• Experience of having worked with young people within an educational or other relevant setting • Experience of having been involved in emotional wellbeing related projects or agendas, and/or in relation to cognition and learning, and/or communication and interaction 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
Skills and Knowledge	• An awareness of the impact wellbeing, learning and developmental needs can have on inclusion • Knowledge and skills in how to undertake qualitative and quantitative research and evaluation • An understanding of child development • Able to organise and run training and learning/support networks • 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 • Awareness of recent guidance on mental health for children and young people; and/or cognition and learning; and/or communication and interaction • Able to analyse and evaluate own performance • An interest in training as an applied psychologist in the future • Knowledge and awareness of safeguarding issues
Personal Qualities	• Excellent interpersonal skills • Tactful, discreet, and sensitive to the needs of others • Able to work independently and under direction • Able to learn through professional experience • Motivated to develop knowledge and skills in relation to the role undertaken • Flexible and adaptive approach to work • Committed to safeguarding and promoting the welfare of children and young people	• Evidence of self-motivation • Good organisation and time keeping skills • Motivated and enthusiastic attitude

	• Access to a car or means of mobility support (if driving then must have a current valid driving licence and appropriate insurance). • Positive and supportive references	
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