**Job Description**

# Section A: Job Profile

*The job profile outlines key information relating to the salary and working conditions e.g., location of a job, along with the current focus of the role and a brief description of the main duties.*

## Job Details

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| Job Title: | Principal Educational Psychologist |
| Salary: | £67,706 - £75,637 |
| Grade: | Soulbury B Scale point 11  |
| Hours: | *37 per week. We are open to discussions about flexible working*. |
| Team: | Educational Psychology Service  |
| Service Area: | Children, Education and Families |
| Primary Location: | *Countywide**Please note we are actively looking at our ways of working using everything we have learnt and heard from our people about the organisational and personal benefits of agile working.  What you can absolutely expect from working at Oxfordshire County Council (OCC) is that you will have the support to do your job and deliver great results, wherever you are based.  Each role at OCC is different and we know the needs of individuals are also varied, and so our approach to where and how often we would like to see you in person will be taken depending on the requirements of the role and in collaboration with you as part of the recruitment process.* |
| Budget responsibility: | Yes |
| Responsible to: | SEND Head of Service  |
| Responsible for: | Management of the Oxfordshire County Council Educational Psychology  |
| Political Restricted Post: | No |

## Job Purpose

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| * To provide operational leadership and management to the Educational Psychology Team to deliver a range of psychological services for children, young people, their families and schools.
* To improve learning and achievement for children and young people with SEND in the County as the strategic lead of the Educational Psychology (EP) Team, working with SEND Managers, wider Education colleagues and other service areas.
* Manage the work of an area team of educational psychologists including statutory work and traded work, to improve outcomes for children and young people with SEND and additional educational needs.
* Use family and child centred approaches to work in partnership with parents and children and young people with SEND, embracing the principles of Early Support to provide a high quality and flexible service responsive to service users.
* Promote and support the effective identification, assessment, appropriate interventions and ultimately good progress of children and young people with SEN and disabilities aged 0 – 25, linking with schools and settings.
* Work collaboratively with other agencies and support services, promoting and facilitating partnership working, early intervention and integrated local solutions.
* This post holder is responsible for ensuring that Safeguarding policies and procedures are adhered to and concerns are raised in accordance with these policies.
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## Job Responsibilities

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| * Be responsible for the operational leadership and management of the Educational Psychology Service, to secure the continuous professional development and supervision of the service, and thereby ensure the quality assurance of the contribution of the service to children, schools and settings.
* Ensure EP services are delivered and reviewed in an integrated way that facilitates access and maximises benefits to children and young people with SEND and their families, with high quality, measurable outcomes, embracing the principles of Early Support.
* Contribute to the strategic leadership for the local authority in relation to promoting learning and emotional wellbeing of children and young people in schools and settings.
* Participate as a member of the SEND management team supporting the Head of SEND in planning and reviewing the work of the Local Authority to ensure compliance with statutory responsibilities for children and young people aged 0 – 25 with SEND and make certain that County Council SEND and inclusion strategies, policies, procedures are consistently applied and service delivery is high quality.
* Collaborate with partners including Social Services and Health to support inclusive practice in schools.
* Contribute to strategic developments in line with national and local priorities.
* Co-ordinate and maintain the Educational Psychology service’s response to critical incidents.
* Be a member of SEND panels as required and contribute to timely and transparent decision making regarding holistic provision for children and young people with education, social care and health needs.
* Lead on complex casework as agreed, including ensuring representation at Tribunals where

 appropriate, and responding to complaints and enquiries from families, councillors, MPs and other members of the public.* Co-ordinate and manage the provision of statutory and traded educational psychology services across the area teams, ensuring an equitable distribution of work.
* Ensure up to date knowledge and compliance with legislation and provide or arrange appropriate representation at SEND tribunals and other court hearings to defend the Council's decisions against challenge.
* Ensure high quality monitoring of children and young people in out of county placements and contribute to the strategy to reduce reliance in such placements.
* Contribute to improving the transition for young people with SEND into education, employment, training and independent living.
* Line manage a group of educational psychologists (EPs), assistant EPs and trainee EPs.
* Undertake other relevant professional work as required by the Head of SEND.
* Be responsible for developing staff to support their personal and professional achievements, contributing to the Council’s and the service’s objectives, strengthening skills and competence and fostering a strong culture of standards, performance and accountability.
* Participate in initiatives agreed by the Head of SEND to develop the service for schools and local authority policy and practice.
* Contribute to LA self-evaluation and monitoring processes ensuring high quality outcomes.
* Carry out the duties appropriate to all educational psychologists as defined in the job description of educational psychologists (see additional duties).
* Manage the budget for the EP service (including income generation).
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| **For Managers** - you must ensure you all fully aware of your responsibilities for Health & Safety, and the relevant activities expected of you as a Manager including the need to ensure* All new employees, that you manage, are fully briefed at induction
* Your team are regularly reminded of key issues and responsibilities
* Your staff are set appropriate targets
* Your staff undertake appropriate health and safety training, including refresher training as necessary
* You carry out risk assessments, and implement them, for processes, operations and activities under your control
* Health & Safety is a regular topic at Team Meetings
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# Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes and guidance. In short, our values describe ‘the way we do things here’ so that we deliver great services for our residents. Our values are:

* Always learning
* Be kind and care
* Equality and integrity in all we do
* Taking responsibility
* Daring to do it differently

Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

# Section B: Selection Criteria/Person Specification

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (A) and optionally one or more of the following - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below.

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| Essential Criteria | Assessed By: |
| • An honours degree in PsychologyEither• Post graduate qualification in Educational Psychology• Qualified teacher status• A minimum of two years successful teaching experienceOr* Doctorate in Educational Psychology
* Registration as an EP with the Health and Care Professions Council
 | ADAD |
| * Knowledge of all aspects of professional Educational Psychology and its application to the changing role of the LA
* Knowledge and understanding of legislation, guidance and policy

relating to SEND and the wider inclusion agenda* Extensive knowledge of evidence based best practice in SEND.
* Knowledge and understanding of the issues relating to vulnerable children and families
 | AIP |
| * Substantial experience of working as a Senior manager within an Educational Psychologist Service.
* Experience of successfully working in a multi-agency setting
* Experience of contributing to policy development for vulnerable pupils
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| * Demonstrate child and family focused practice and decision making
* Able to provide effective leadership to promote active consultation and support the flow of communication, providing a compelling vision to others
* Ability to manage staff towards high performance, offering flexible , supportive and positive leadership
* Ability to deliver objectives through effective prioritisation, and efficient use of resources
* Able to understand , collect and analyse data

Ability to retain responsibility for high levels of external and internal service through active feedback and strong understanding of diversity.* Commitment to inclusion and targeted support for young people at risk
* Resilience and an ability to manage own work load effectively
 | AIP |
| * Satisfactory Enhanced Disclosure and Barring Service check.
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| Ability to travel to various locations across Oxfordshire. | AI |
| Commitment to, and understanding of, the principles of Equal Opportunities for all, in employment and the delivery of services.  | AI |
| Desirable Criteria | Assessed By: |
| * Relevant management qualification
 | AI |
| * High Level ICT skills
 | AI |

# Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](https://www2.oxfordshire.gov.uk/cms/content/support-attending-interviews)

Additional pre employment checks specific to this role are identified below (those ticked).

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| --- | --- | --- | --- |
| [x]  | Enhanced Disclosure and Barring Service check with Children’s and Adults Barred List | [ ]  | Enhanced Disclosure and Barring Service check without [an Adult/Children’s barred list check](https://intranet.oxfordshire.gov.uk/cms/content/safer-recruitment-and-disclosure-and-barring-service-checks#enhanced-dbs-check-without-an-adult-childrens-barred-list-check) |
| [ ]  | Enhanced Disclosure and Barring Service check with Children’s Barred List | [ ]  | Enhanced Disclosure and Barring Service check with Adults Barred List |
| [ ]  | Standard Disclosure and Barring Service check | [ ]  | Basic Disclosure |
| [ ]  | Disqualification for Caring for Children (Education) | [ ]  | Overseas Criminal Record Checks |
| [ ]  | Prohibition from Teaching | [x]  | Professional Registration |
| [ ]  | Non police personnel vetting | [ ]  | Disqualification from Caring |

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| [ ]  | Other (please specify):       |

# Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

## Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

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| --- | --- | --- | --- |
| [ ]  | Provision of personal care on a regular basis | [ ]  | Driving HGV or LGV for work |
| [ ]  | Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects | [x]  | Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes) |
| [ ]  | Working at height/ using ladders on a regular/ repetitive basis | [ ]  | Restricted postural change – prolonged sitting |
| [ ]  | Lone working on a regular basis | [ ]  | Restricted postural change – prolonged standing |
| [ ]  | Night work | [ ]  | Regular/repetitive bending/ squatting/ kneeling/crouching |
| [ ]  | Rotating shift work | [ ]  | Manual cleaning/ domestic duties |
| [ ]  | Working on/ or near a road | [ ]  | Regular work outdoors |
| [x]  | Significant use of computers (display screen equipment) | [x]  | Work with vulnerable children or vulnerable adults |
| [ ]  | Undertaking repetitive tasks | [ ]  | Working with challenging behaviours |
| [ ]  | Continual telephone use (call centres) | [ ]  | Regular work with skin irritants/ allergens |
| [ ]  | Work requiring hearing protection (exposure to noise above action levels) | [ ]  | Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
| [ ]  | Work requiring respirators or masks | [ ]  | Work with vibrating tools/ machinery |
| [ ]  | Work involving food handling | [ ]  | Work with waste, refuse |
| [ ]  | Potential exposure to blood or bodily fluids | [x]  | Face-to-face contact with members of the public |

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| [ ]  | Other (please specify):  |

April 2022