**OXFORDSHIRE COUNTY COUNCIL**

**Children, Education & Families Directorate**

**JOB DESCRIPTION**

**Job Title:** Senior Educational Psychologist

## Service: Children Education and Families

**Team:**  Children with Special Educational Needs and Disabilities (SEND)

**Grade:**  Soulbury Grade B, SCP 3 – 6 (plus up to 3 discretionary SPA points previously awarded SPA points will be recognised) (Pay Review Pending)

**Hours:**  37 hours per week

**Job Type:** Permanent

**Responsible to:** Educational Psychology Service

**Responsible for:** An Educational Psychology Area Team in the North of the County

**Budget responsibilities:** None

**MAIN PURPOSE(S) OF THE JOB:**

1. 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.

2. Use family and child centred approaches to work in partnership with parents and children with SEND, embracing the principles of Early Support to provide a high quality and flexible service responsive to service users.

3. Responsibility for identification, assessment, monitoring and tracking progress of children and young people with SEN and disabilities aged 0 – 25, linking with the schools and settings.

4. 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.

**MAIN DUTIES:**

1. Line manage a group of educational psychologists (EPs), assistant EPs and trainee EPs based in the north of the county. This includes responsibility for:

* Induction, line management/supervision and professional support
* Identification of professional development needs of individuals and the team and the development of training and activities to meet identified needs in collaboration with other managers
* Quality assurance processes

2. Co-ordinate and manage the provision of statutory and traded educational psychology services to a local area (north, central or south)

3. Promote and facilitate partnership working, early intervention and integrated local solutions, applying psychology to enhance the learning and development of children

5. Ensure compliance with statutory responsibilities for children and young people aged 0 – 25 with SEND and that County Council SEND and inclusion strategies, policies, procedures are consistently applied, and that service delivery is high quality.

6. Ensure that family and child centred approaches are applied to working in partnership with parents and children with SEND embracing the principles of Early Support.

7. Ensure that team members have up to date knowledge and skills in assessment, monitoring and tracking progress of children and young people with SEND 0 – 25 years of age, including knowledge of evidence informed best practice.

8 . 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.

9. 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.

10. Contribute to improving the transition for young people with SEND into education, employment, training and independent living.

11. Support the team in working creatively with schools, other agencies and services to research and develop individually tailored solutions at an organisational level based on an understanding of evidence informed best practice

12. Deputise, as required, for the EP Service Manager.

13 Senior Educational Psychologists will also provide Educational Psychology support for a group of schools.

**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

**For all staff** - You have specific responsibilities under Health & Safety legislation to ensure that you:

* Take reasonable care for your own health and safety, and that of others affected by what you do, or do not do
* Cooperate on all issues involving health and safety
* Use work items provided for you correctly, in accordance with training and instructions
* Do not interfere with or misuse anything provided for your health, safety or welfare
* Report any health and safety concerns to your line manager as soon as practicable

Oxfordshire County Council is re-organising office accommodation across the county, and the location of this post may change. The successful applicant for this position will be kept informed by his/her line manager of any proposed change in location.

have a psychology degree (2:1 (‘upper second’) or above) **or** have completed an approved conversion course **or** a Master’s degree, ***AND*** be eligible for the British Psychological Society (BPS) Graduate Basis for Chartered Membership (GBC).

**Selection Criteria**

**Directorate: Children Education & Families**

**Job Title: Senior Educational Psychologist Team Leader**                                    

**Job Ref:**

**Grade:**

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| **Educational achievements, Qualifications, Training and Knowledge:** |
| ***Essential***  • An honours degree in Psychology  • Registration as an EP with the Health and Care Professions Council  Either  • Post graduate qualification in Educational Psychology  • Qualified teacher status  • A minimum of two years successful teaching experience  Or  • Doctorate in Educational Psychology  • 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 of monitoring, tracking and target settings for pupils with SEND to improve outcomes.  • Knowledge and understanding of the issues relating to vulnerable children and families |
| **Experience:** |
| ***Essential***  • Substantial experience of working as an Educational Psychologist.  • Experience of successfully working in a multi-agency setting  • Experience of contributing to policy development for vulnerable pupils |
| **Job related aptitude and skills:** |
| ***Essential***  • Active Communication – effective leadership to promote active consultation and support the flow of communication through the organisation, providing a compelling vision to others  • Analytical skills – must be able to understand, collect and analyse data  • Improving Performance – ability to manage staff towards high performance, offering flexible and positive leadership which encourages excellent results  • Motivating and influencing – ability to influence and motivate others to achieve goals and embrace change  • Decision-making – ability to make clear management and financial decisions that take full account of cost management, efficiency and risk  • Delivering results – ability to deliver stretching objectives through effective prioritisation, and efficient use of resources  • Customer focus – demonstrates child and family focused practice and decision-making, ability to retain responsibility for high levels of  external and internal customer service through active feedback and strong understanding of diverse customers  • Strategic awareness – ability to develop effective internal and external relationships and networks that enable the understanding and delivery of broad organisational goals  • Personal effectiveness – demonstrable ability to act with high levels of trust and personal accountability and respond positively personal development  • ICT skills to support own administration and effective communication |
| **Personal qualities:** |
| ***Essential***  • Ability to work in a child and family centred way.  • Strong role model, who leads by example and has the ability to work  under pressure  • Commitment to inclusion and targeted support for young people at risk  • Resilience and an ability to manage own work load effectively |
| **Special Requirements:** |
| ***Essential***  • Satisfactory Enhanced Disclosure and Barring Service check.  • Ability to travel to various locations across Oxfordshire. |
| **Equal Opportunities:** |
| ***Essential***  \* Commitment to, and understanding of, the principles of Equal Opportunities for all, in employment and the delivery of services. |

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| **Educational achievements, Qualifications, Training and Knowledge:** |
| ***Desirable***  • Relevant management qualification  • Understanding of the range of services available for children,  young people with SEND, their parents and carers. |
| **Job related aptitude and skills:** |
| ***Desirable***  • High level ICT skills |
| **Special Requirements:** |
| ***Desirable***  Willingness to attend evening meetings, regional and national events |