



## JOB DESCRIPTION

<b>Scale/Salary</b>	NJC 46 - 50
<b>Hours</b>	37.5 hours
<b>Section</b>	Education
<b>Location</b>	Flexible
<b>Responsible to</b>	Regional Education Director
<b>Responsible for</b>	N/A

<b>Role Purpose:</b>	To provide a professional Educational Psychology service to children, families and staff in the E-ACT South Academies.
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<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>▪ To work with academies, providing pupils and staff with an educational psychology service.</li> <li>▪ To work directly with children and families using consultation and assessment to support understanding of needs, strengths and strategies for support.</li> <li>▪ To apply psychological principles as part of best practice in supporting academies, children and families.</li> <li>▪ To deliver relevant training across the region, building capacity of staff.</li> <li>▪ To advise on the special educational needs of individual children.</li> <li>▪ To contribute to systemic approaches to meeting the needs of vulnerable pupils.</li> <li>▪ To liaise and consult with other agencies.</li> <li>▪ To keep accurate and up to date records of contacts and work with children and families.</li> <li>▪ To continually invest in your own development, with support from the trust, so that you are up-to-date with your practice.</li> </ul>
<b>Main Activities</b>	<ul style="list-style-type: none"> <li>▪ Use of dynamic psychological approaches to improve outcomes and emotional wellbeing of children.</li> <li>▪ Individual pupil work, using a consultation model.</li> <li>▪ Assessment of individual pupil need using a range of assessment tools and approaches.</li> <li>▪ Design, develop and support therapeutic and behavioural social and emotional support programmes.</li> <li>▪ Support and help teachers, SENDCos, parents, carers and others to identify and help to meet additional needs, and to prevent or resolve difficulties with children and young people's learning, behaviour, social and emotional development.</li> <li>▪ Formulate interventions that focus on applying knowledge, skills and expertise to support local and national initiatives</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Develop and apply effective interventions to promote psychological wellbeing, social, emotional and behavioural development, and to raise educational standards.</li> <li>▪ Contribute to INSET, supervision and other training and development opportunities for academy and regional staff.</li> <li>▪ Contribute to the graduated response of the academies, including statutory assessment processes, in line with the 2014 SEND Code of Practice.</li> <li>▪ Work with academy SENDCOs to prioritise intervention and action.</li> <li>▪ Conduct active research</li> <li>▪ Contribute to effective practice for multi-agency working.</li> </ul>
<b>Additional Duties</b>	<ul style="list-style-type: none"> <li>▪ Maintain strict confidentiality in respect of employees' personal data in accordance with the General Data Protection Regulation and the trusts' Data Protection policy</li> <li>▪ Be aware of and support difference and ensure equal opportunities for all</li> <li>▪ Contribute to the overall ethos/work/aims of the region</li> <li>▪ Develop constructive relationships and communicate with other agencies/professionals</li> <li>▪ Participate in training and other learning activities and performance development as required</li> <li>▪ To comply with all academy policies and procedures</li> </ul> <p>Work across all academies in the South region.</p>

**Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.**

**Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.**

**E-ACT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.  
This post is subject to an Enhanced DBS Disclosure.**

## E-ACT VALUES

Whether you're a 3-year-old in nursery learning to explore the world around you, an 18-year-old preparing to go to university, a new teacher understanding the demands of the job, a Head Teacher leading the learning in your academy, a member of the regional team ensuring efficient and effective operations or a trustee scrutinising and challenging the CEO, we want every single person within E-ACT to be driven by three core values:

- We want everyone to **think big** for yourselves and for the world around you;
- We want everyone to **do the right thing** in everything you do, even when this means doing something that's hard, not popular or takes a lot of time;
- We want everyone to show strong **team spirit**, always supporting and driving your team forward

We really believe that if we all do the right thing, support our teams and we all think big, believe big, act big, then the results will be big too! This means that if you want to be part of E-ACT, you need to be able to embrace and embody these values in all that you do.

<b>Thinking Big</b>	<ul style="list-style-type: none"> <li>▪ Show energy, enthusiasm and passion for what you do</li> <li>▪ Demand the highest quality in all that you do, and in the work of your team</li> <li>▪ Willing to champion new ideas and think beyond the status quo</li> <li>▪ Show an ability to think creatively and 'outside of the box' in your area of expertise, continually seeking improvements in what you do to make the organisation better</li> <li>▪ Be open to new ideas and change where it will have a positive impact on the organisation</li> <li>▪ Show a willingness to embrace different ideas and ways of thinking to improve E-ACT</li> <li>▪ Ability to 'look outside' – to continually learn about innovations in your field, new ways of doing things, and bring that learning into your work</li> <li>▪ Commitment to self-development, and developing your wider Team</li> <li>▪ Ability to self-reflect on yourself, your performance, and to think about how this could be improved further</li> <li>▪ Ability to encourage ideas from others in order to improve the organisation and build your team's confidence</li> </ul>
<b>Doing the Right Thing</b>	<ul style="list-style-type: none"> <li>▪ Have integrity and honesty in all that you do</li> <li>▪ Make decisions that are based on doing the right thing, even when this means that they're unpopular or will lead to more work</li> <li>▪ Take responsibility and ownership for your area of work</li> <li>▪ Have difficult conversations or deliver difficult messages if that's what's required to do the right thing by our pupils</li> <li>▪ Be transparent and open</li> <li>▪ Be resilient and trustworthy</li> <li>▪ Stand firm and stay true to our mission</li> </ul>
<b>Showing Team Spirit</b>	<ul style="list-style-type: none"> <li>▪ Understand how you can have a greater impact as a team than you can as an individual</li> <li>▪ Understand how you are part of your immediate team but also a much wider organisational team, in working towards our mission</li> <li>▪ Recognise that everyone is important within E-ACT, and show an ability to build strong working relationships at every level</li> <li>▪ Recognise and celebrate the success and achievements, no matter how small, of your colleagues</li> <li>▪ Be generous with sharing your knowledge to help to develop others</li> <li>▪ Understand and be willing to receive suggestions and input on your area of work from others</li> <li>▪ Support your colleagues, even when this means staying a little later, or re-prioritising some of your work</li> <li>▪ Be aware of other peoples' needs and show an ability to offer genuine support</li> <li>▪ Show an awareness and respect for peoples' differences, and recognise how different characteristics and personal strengths build dynamic and great teams.</li> </ul>

## PERSON SPECIFICATION

### Requirement

**E** – Essential

**D** – Desirable

### Assessed at

**A** – Application Stage

**I** – Interview Stage

**P** – During the probationary period

		<b>E</b>	<b>D</b>	<b>A</b>	<b>I</b>	<b>P</b>
<b>Organisational Fit</b>	Thinking Big	X		X	X	X
	Doing the Right Thing	X		X	X	X
	Showing Team Spirit	X		X	X	X
<b>Qualifications</b>	Health & Care Professions Council registration	X		X		
	Post-graduate qualification in Educational Psychology to at least Masters level (if qualified prior to 2007) or doctoral qualification in educational psychology (if qualified post 2007)	X		X		
<b>Knowledge</b>	Knowledge of a range of psychological assessment techniques and tools appropriate to children and young people	X		X	X	X
	A good understanding of legislation, national guidelines and other recent and ongoing developments and their impact on the work and direction of educational psychology, including the Equality Act 2010, Children and Families Act 2014, and the SEND Code of Practice 2014.	X		X	X	X
	Knowledge of applied psychology relevant to children and young people and educational settings	X		X	X	X
	Understanding of recent movements in psychology and an ability to apply these in practice such as consultation and strengths and values-based practice		X	X	X	X
<b>Experience</b>	Successful application of psychological knowledge and skills to promote the inclusion and development of children and young people	X		X	X	X
	Evidence of continued training and development		X	X	X	X
	Experience of working in a range of different educational settings for children and young people	X		X	X	
	Experience of planning programmes or interventions for pupils with special educational needs	X		X	X	X
	Teaching experience working in a school or early years setting		X	X		
<b>Skills</b>	Able to work as part of a Team	X		X	X	X
	Ability to plan evidence-based intervention and effective training	X		X		X
	Excellent communication skills at all levels both orally and in writing	X		X	X	X
	Excellent interpersonal skills	X			X	X

	Excellent negotiation skills and the ability to influence	X			X	X
	Able to work without direct supervision	X			X	X
	Excellent IT Skills – Office 365, Microsoft Word, Excel	X				
	Able to work to tight deadlines and prioritise workload	X				
	Ability to plan, prioritise and manage a complex workload effectively	X				