



Cyngor Bwrdeistref Sirol

## Blaenau Gwent Job Description

County Borough Council

### Education Directorate

<b>Post Title</b>	Assistant Educational Psychologist		
<b>Post Number</b>	BG NEW	<b>Grade</b>	Soulbury Assistant EP 1-4
<b>Base</b>	Agile Worker	<b>Hours of Work</b>	37 hours/week Fixed contract 01/02/25 (or as soon as possible after this date) to 31/07/25
<b>Car User Allowance</b>	Approved Casual	<b>Disclosure</b>	Enhanced
<b>Contact</b>	Dr Robert Smith Principal Educational Psychologist (robert.smith@blaenau-gwent.gov.uk)	<b>Updated</b>	December 2024

**Responsible to:** Senior & Principal Educational Psychologists

#### Principal Accountabilities

1. To support the team of educational psychologists in providing a professional applied psychological service to schools and other settings, in order to address the developmental, educational and psychological needs of children and young people in an holistic way.
2. To work within the framework of the 2018 Additional Learning Needs and Educational Tribunals Act.
3. Work within and comply with Welsh Government legislation and guidance such as All Wales Child Protection Procedures.
4. Developing and facilitating effective interventions to promote psychological wellbeing and social, emotional and behavioural development.

5. Assessing developmental, learning and social, emotional and behavioural needs by observing children and young people in schools and other educational settings, making use of recognised inventories and other appropriate assessment resources.
6. To maintain clear and thorough records in accordance with service guidelines.
7. To help organise, deliver and evaluate in-service training/staff development sessions for school staff.
8. To contribute to project work/research in identified areas of need.
9. To engage in such other activities as may reasonably be required by the Principal Educational Psychologist.
10. To comply with the relevant sections of the Authority's policy statement on Health, Safety and Welfare at Work.
11. To adhere to the principles of the Corporate Equality Policy and ensure commitment to anti-discriminatory practice.

# Person Specification – Non Managerial

## 1. Qualifications & experience

Qualifications/relevant experience	Assessment Method				
	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
<ul style="list-style-type: none"> <li>Honours degree (or equivalent) in psychology recognised by the British Psychological Society.</li> <li>Further training in psychology.</li> <li>Education based qualification / Teaching qualification.</li> <li>Experience of working with school age children or young people (somewhere within 3-19 range).</li> <li>Experience of working in an educational setting.</li> <li>Experience of organising workshops and providing training.</li> </ul>	Essential	√			
	Desirable	√			
	Desirable	√			
	Essential	√			
	Desirable	√			
	Desirable	√			
Other experience/knowledge					
<ul style="list-style-type: none"> <li>Knowledge of, and experience of applying, interventions known to support and improve the emotional and mental wellbeing of children and young people (e.g. ELSA, SEAL, Thrive, PALS, Emotion Coaching).</li> <li>Experience of project work/research.</li> </ul>	Essential	√	√		
	Essential	√	√		
Knowledge/Skills					
<ul style="list-style-type: none"> <li>Good interpersonal and presentation skills.</li> <li>Commitment to equality and diversity.</li> <li>Commitment to health and safety.</li> <li>Commitment to attendance at work.</li> </ul>	Essential		√		√
	Essential				√
	Essential				√
	Essential				√

## 2. Special Requirements

2. Special Requirements	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
<ul style="list-style-type: none"> <li>Full driving licence and access to a vehicle for work purposes.</li> </ul>	Essential	√			
<ul style="list-style-type: none"> <li>ICT literate, including experience of working via remote, virtual platforms such as Microsoft Teams.</li> </ul>	Essential	√	√		
<ul style="list-style-type: none"> <li>Ambition to apply for doctorate training to become an educational psychologist</li> </ul>	Essential	√	√		
<ul style="list-style-type: none"> <li>To be able to communicate through the medium of Welsh.</li> </ul>	Desirable	√	√		

### 3. Personal Competencies

All competencies are regarded as essential, although it is recognised that some may be achieved over a period of time. All employees are expected to continually develop their competencies in line with the appropriate framework.

In addition to those assessed as part of the recruitment process, competencies will be assessed during the probationary period and afterwards through the Authority's performance coaching scheme.

<b>Assessment Method</b>					
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Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Delivering the service</b>	Plans ahead, organises work in advance		✓		✓
	Involves line manager/colleagues in setting and meeting targets		✓		✓
	Reorganises work when necessary		✓		✓
	Sees tasks through to completion whenever possible				✓
	Seeks help if workload becomes unmanageable				✓
	Uses initiative to report issues that arise that impact on others				✓

<b>Assessment Method</b>					
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Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Improvement &amp; Change</b>	Is prepared to try new things & feed back results				✓
	Understands that changes are needed if things are to be improved				✓
	Finds new and creative ways of doing things better				✓
	Actively seeks to develop own skills and knowledge				✓
	Learns from mistakes & welcomes constructive feedback				✓

<b>Assessment Method</b>					
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Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Providing Excellent Customer Service</b>	Recognises the importance of high standards of customer service				✓
	Is committed to providing an excellent service to the all the citizens of Blaenau Gwent				✓
	Understands the links between own professionalism and the possible impact on the Authority's image				✓
	Has a professional attitude that sets an example to colleagues		✓		✓
	Takes pride in own work and that of colleagues				✓

	Is respectful, courteous and helpful at all times				✓
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Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Team Working</b>	Reacts constructively to others' suggestions and requests		✓		✓
	Recognises potential value of others' opinions and actively seeks their contributions		✓		✓
	Asks for help when necessary		✓		✓
	Actively seeks to help others		✓		✓
	Is aware of the impact of own behaviour on others				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Communicating</b>	Adapts content and style to help others understand		✓		✓
	Makes sure that people are regularly informed				✓
	Uses appropriate language, gestures and tone when talking with others				✓
	Checks others have understood & seeks advice when necessary				✓
	Actively seeks to improve all forms of communication with others				✓
	Communicates professionally by using formal channels appropriate to the situation			✓	