



Job description	
Job title	Principal Education Psychologist
Pay Band	Soulbury (B) points [10-13]
Directorate	Children's Services
Section/team	Inclusion Department Educational Psychology Service
Accountable to	Head of Service Inclusion
Responsible for	The Educational Psychology Service
Date reviewed	July 2019

Purpose of the Job

To take responsibility for the vision, development and delivery of Educational Psychology and ensure that practice standards are maintained. Ensure the delivery of Educational Psychology adapts and develops to support the changes as a result of the SEND reforms. To make a strategic contribution to the work of the Children's Services with respect to the development of inclusion, specialist provision and approaches to meeting SEND.

1. To lead, manage and take responsibility for the Educational Psychology Service (EPS) ensuring that services are of the highest quality and are continuously monitored and reviewed.
2. To ensure the continued development of a dynamic and responsive EPS as part of the wider Education Improvement Team.
3. To support raising achievement in Knowsley by working with all partners to promote and embed the best inclusive practice.
4. To ensure the LA fulfils its statutory duties and responsibilities for the timely identification, assessment and review of children and young people with SEND.
5. Contribute to the high quality delivery of SEND and Inclusion services to provide best value for money in a person centred culture.
6. To play an active role in Senior Management Teams.
7. To manage the Educational Psychology Service Budget effectively and efficiently.
8. Contribute to the strategic development and delivery of services within Knowsley in line with local and national priorities
9. Play a leading role in the delivery of the shared SEND strategy, Ofsted inspection preparation and action planning.
10. This post may include a small allocation of schools and delivery of statutory work as appropriate.

Duties and Responsibilities



Duties and responsibilities

1. To develop a resilient Educational Psychology Service (EPS) : to lead and manage all matters contributing to effective planning, delivery, quality assurance and review of the EPS, including:
2. Production of service plans and strategies and performance monitoring systems in line with the Children and Young People's Plan (CYPP) and wider directorate strategies.
3. Lead responses to local and national developments and initiatives
4. Contribute to risk assessments and ongoing monitoring of practice and outcomes for children and young people with SEND
5. Maintain and develop professional standards for the EPS; providing training, supervision and performance management. Ensure that team members continue to develop professionally, are professionally supported and encouraged to develop specialisms.
6. Maintain high professional standards and work within the HCPC Standards of conduct, performance and ethics; and BPS Code of Ethics and Conduct.
7. Develop and review traded services and service level agreements as required.
8. Provide supportive induction; and appropriate levels of supervision to team members, particularly those who are newly qualified or trainee EPs and other professionals as required.
9. To ensure the EPS is outcome focused and able to demonstrate effectively that it makes a positive difference to the lives of children, young people and their families.
10. Coordinate staffing processes in line with Knowsley Council procedures.
11. To promote collaborative working with other agencies to support inclusion and wellbeing; ensuring the needs of vulnerable children young people are met
12. To work at all times within the Knowsley Local Safeguarding Children's Board procedures to promote the welfare and safety of children and young people at all times.
13. Contribute to creative teaching and learning strategies and initiatives where required as part of a shared approach to education effectiveness.
14. Provide support to the Virtual School for Children Looked After as required.
15. Provide advice and support to senior Council leaders and Elected Members when required.



16. To be a collaborative member of senior leadership teams as required and contribute to LA strategy across a range of services and functions.
17. Deputise for the Head of Service when required.
18. Chair relevant groups and panels when required.
19. Ensure support and timely responses to tribunals and other dispute resolution or complaints procedures.
20. To have responsibility for the service budgets.
21. To promote the voice and participation of children and young people in all aspects of the role and to engage fully with young people and their families.
22. To support and contribute to the professional development and the delivery of training within the service and to service users.
23. Provide written and verbal feedback, as appropriately, to parents, relevant professionals as required.
24. To provide line management and professional supervision of Educational Psychologists. Ensure that the professional development process operates effectively within your team and within local authority timescales.
25. To actively participate in professional networks, peer supervision and professional development opportunities with colleagues in other local authority educational psychology services, National Association of Principal Educational Psychologists; EP Training Providers.
26. Manage your team in line with all the Council's policies and procedures, including Code of Conduct processes, and ensure that employees are aware of their obligations and responsibilities.
27. To work at all times within the local authority's Equal Opportunities Policy and seek to eliminate discrimination in all aspects of work.
28. To fulfil your health and safety management role as detailed in corporate Health and Safety policies and procedures to ensure a safe working environment for yourself, members of your team and others who may be affected by your team's activities.
29. To undertake other duties and responsibilities commensurate with the grade and level of the post as required.



- To ensure suitable and sufficient risk assessments are carried out taking into account employees capabilities

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy,
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference,
- Report actual or potential security incidents.

Knowsley Better Together – Staff Qualities

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities. Your line manager will discuss your behaviour with you, during your My Time and My Time Extra meetings.

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.