



Candidate Information Pack

Deputy Principal Educational Psychologist

Children's Services - Education and Services for Young People

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Foreword

Dear Candidate,

Thank you for your interest in this post. It's a good time to be joining our Service which consists of a Principal EP, 4 EP Lead/Team Managers, Senior EPs, Educational Psychologists, Psychology Assistants and Trainee EPs (this year we will have 7 trainees across year 2 and 3 of training) and we additionally support Year 1 TEPs through a Fieldwork tutor post, and through Spring and Summer Term placements.

The EPS is part of Integrated Services for Learning (ISL). ISL is a large multi-professional service with a focus on achieving excellent outcomes for children and young people with special educational and additional needs.

The EPS, and ISL more broadly, is highly valued by schools, settings and families and we are at the forefront of driving many local developments. We are playing a key role in embedding the SEND reforms and developing new ways of working with schools, parents, young people and partners. We have established local partnership arrangements with schools and settings, and have innovative ways of working together, across ISL and with our many partners, to get the best out of the system and the available resources.

In this role as Deputy Principal Educational Psychologist you will support and extend the above, whilst supporting your area team to make the most of their educational and psychological excellence. You will be based in one of our four Educational Psychology Service area teams. These teams include educational psychologists, attendance officers, special educational needs officers, specialist teaching and advisory staff, and Support Officers. You will play a key role in supporting the EP Senior Management Team and colleagues within ISL to develop effective integrated service delivery, quality assured EPS practice and impact analysis, support supervision and continual professional development whilst contributing to Educational Psychology service delivery.

You will be joining a strong, supportive EPS team. The role is varied and allows you numerous opportunities to apply and develop your psychological skills. You will have opportunities to develop both your operational and strategic leadership skills, as you become an integral part of Hertfordshire, the 'Council of Opportunity'. The EPS has adopted, as part of ISL, 'smart working' principles, including the flexible use of accommodation and facilities to work most effectively throughout Hertfordshire.

We look forward to receiving your application.

Naina Cowell & Melanie Flay
Co-Principal Educational Psychologists

About Integrated Services for Learning (ISL)

A service which consists of integrated area teams across the County to provide support for children and young people with additional and special educational needs, or who are vulnerable.

Through our focus, 'working together locally', we aim to provide high quality services to support schools and settings to improve outcomes for children and young people with difficulties that affect their access to learning, to their development, and to their life outcomes. With a wide range of expertise within ISL our work includes direct intervention with individuals and systemic support to schools/settings.

We work closely with schools, settings, and parents/carers in local partnerships to develop a joint understanding of local needs, shape service provision to meet those needs and enable the most efficient use of resources. Working together with local partners, ISL contributes to Hertfordshire's aims to deliver services locally, according to need, and, in a truly integrated way.

Developing Special Provision Locally (DSPL)

There is a consensus among stakeholders in Hertfordshire that more localised and flexible approaches should be developed across support services, and provision including schools, so the needs of children and young people with SEND are, to the greatest extent possible, met in local mainstream settings. As an EP in Hertfordshire you will actively engage in the local planning processes that aim to achieve improved outcomes for Hertfordshire's children and young people, their families and settings.

The Educational Psychology Service

Service Overview

The Educational Psychology Service (EPS) is part of ISL. The EPS provides a specialist psychological resource to Hertfordshire's children and young people aged 0-25 years, with the key aim of promoting emotional health, well-being, development and achievement. As part of the local ISL Area Team, the EPS delivers a range of services to schools, settings, parents/carers, the community and the local authority across a spectrum from universal services and early intervention, to targeted and specialist work.

Hertfordshire EPs carry out an extensive range of work. They work in partnership with children and young people aged 0-25 years, parents, educational and other establishments, managers and management systems and a range of agencies. Their work covers both mainstream and special school sectors in relation to learning, resilience and emotional wellbeing, behaviour and development.

Service Delivery

Hertfordshire operate a consultative approach to supporting settings. We review our service delivery model on a regular basis to consider the changes needed within schools, communities and the Local Authority. We place a high value on identifying and reviewing the impact of our work and encourage all EPs to be reflective in their practice.

Hertfordshire EPs are in a pivotal position to assist a range of provisions or settings, including schools, in the development and implementation of policies to support children, young people and families, and in promoting social inclusion.

Crisis Work

Advice and input from the EP Service is given to support schools and settings in their management of crises and sad events, including sudden death, bereavements, and accidents. Contact is swift following an initial request. EPs offer short-term support to grieving or traumatised adults and children in settings, and signpost/refer on to other key agencies and support services for medium- and longer-term support.

Working specifically with SEN colleagues/processes

The local authority has a range of duties under the special educational need's legislation and the SEN Code of Practice. A key role of EPs is to support the local authority in fulfilling its statutory duties and to assist in the continuing development of improved provision and systems for children and young people with special educational needs.

Rewards and Conditions of Service

Flexible Employment Initiatives

Hertfordshire County Council is an enlightened, modern employer, conscious of the need to provide a work-life balance, and our flexible employment initiatives will ensure that we achieve just that through three strands concentrating on Life, Health and Care.

We have a range of flexible working options and benefits to enable you to lead a flexible lifestyle. We want you to work smarter not longer, making the most of the flexible working options on offer.

We offer generous maternity and parental leave, childcare advice and crèche facilities, emergency and dependency leave, trauma counselling and support for carers to enable employees to balance their parenting, caring and work commitments.

We encourage our employees to adopt healthier lifestyles and will consider the wellbeing of our employees, offering guidance on occupational health, physical fitness and stress management, along with preventative health advice. Health also assures employees of our support in long-term ill health and goes hand-in-hand with our Workplace Wellness Programme.

Annual Leave

A job in local government entitles you to generous annual leave entitlements, which are transferable from one Local Authority to another.

The annual leave period runs from 1st April to 31st March each year. Annual leave is based on continuous service and accrues from the first day of employment on a pro rata basis.

Grade	Less than 5 years continuous service	Anniversary of 5 years continuous service*	Anniversary of 10 years continuous service*
Soulbury (All grades)	28 days	28 days	31 days

Educational Psychologists receive an additional 5 days annual leave (pro-rata). This is subject to review.

* Increases in leave will be calculated on a pro rata basis where an employee reaches 5 years or 10 years' service part way through the annual leave year.

Arrangements can also be made for employees who are caring for relatives or who have domestic or family problems to take special unpaid leave.

Public Holidays

There are normally eight public holidays each year. Part time staff are entitled to a pro rata entitlement to these holidays.

The formula for calculating the pro rata entitlement to public holidays in hours is:

Number Public Holidays x Number of hours worked per week / 5
= Public holiday leave in hours

Leave for part time employees and leaving/joining part way through the year

The formula used to calculate the number of day's annual leave to which a part time employee is entitled is:

Full time equivalent annual leave entitlement x Number of hours worked per week / 5
= Annual leave in hours

The same calculation can be used for those with longer working days (i.e. more than 7.24 hours per day or shift).

Annual Leave is accrued from the first day of employment on a pro rata basis.

Market Forces Payment

A market forces payment of £3,000 (pa pro rata) paid in two instalments over the financial year.

Superannuation

Membership of the Local Government Pension Scheme is automatic as a new starter. This is a contributory scheme and your employee contributions are based on your salary. Further details will be provided upon joining.

Probation

New entrants to the local government service are subject to the completion of a satisfactory probationary period of six months.

Herts Rewards

Working for Hertfordshire entitles you to a large variety of rewards and benefits. All non schools employees of Hertfordshire County Council have access to the Herts Rewards scheme, which can be accessed from any computer or smart phone or via a telephone helpline. Employees also benefit from free on-site parking at all of Hertfordshire's main sites.

Relocation Package

We offer a shortage skills relocation package for those who may be relocating to take up these positions. If you are eligible for a relocation allowance you can be reimbursed for up to an agreed total limit of £6,000.

Equal Opportunity Policy

The County Council actively promotes equality of opportunity in employment and service delivery.

Continuous Service

Continuous service between authorities will only be broken where an individual has not worked in local government for over a week. A "week" is the period of seven consecutive days that begins on a Sunday and ends at midnight on the following Saturday. This means that continuity may be preserved even if the gap between the two periods of employment is longer than one week.

Where an employee takes a second job with HCC (and does not leave the other job) then continuous service will be counted for each job separately.

The Opportunity

JOB TITLE:	Deputy Principal Educational Psychologist (one of four)
GRADE:	Soulbury Scale B Point 5-7 (+ up to 3 SPAs)
REPORTS TO:	Principal Educational Psychologist
TEAM:	Integrated Services for Learning
DEPARTMENT:	Children's Services

Purpose of the Job

To be a full and active member of the EPS Senior Management Team (SMT) within Children's Services.

Lead for the Service on specific areas of priority agreed with the EPS SMT.

To contribute to strategic overview of local data and to complete impact evaluations of the local EP team.

To achieve effective and consistent Educational Psychology service delivery within a defined geographical area team in line with service expectations.

To provide professional advice, leadership, management, supervision, and support to a team of EPs.

To inform, engage with, and implement EPS, HCC and National policy and practice. To work collaboratively with other service managers to ensure effective service delivery.

Main Areas of Responsibility

1. To be a leading Educational Psychologist able to apply psychology across work at systemic, decision making, and casework levels. This includes remaining informed about contemporary professional developments and promoting evidence and research-based knowledge across individuals, team and service practice.
2. To lead and manage Educational Psychology service delivery within a defined geographical area and to contribute to service wide developments.
3. To ensure Educational Psychology services are delivered in accordance with agreed quality standards, and to develop robust local quality assurance mechanisms consistent with EPS policy and practice.
4. To ensure appropriate support and challenge is provided to schools and settings on meeting the needs of children and young people.
5. To provide a timely crisis/critical incidence response including debriefing for staff.

6. To achieve partnership working and, extend local capacity to respond appropriately and efficiently to a broad range of complex SEND and other psychological needs.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Person Specification

Please provide a supporting statement which includes examples and evidence of when you have demonstrated the attributes listed below.

Please address each point separately and, in the order listed to assist us with shortlisting.

If you do not complete a full supporting statement your application may be rejected.

1. Postgraduate qualification in Educational Psychology (MSc or Doctorate), and evidence of registration with the Health and Care Professions Council.
2. Proven experience in applying professionally relevant [current] legislation, and national guidance in own practice and across a team context.
3. A minimum of three years successful practice as an Educational Psychologist providing a broad range of educational psychology activity including school improvement, capacity building, professional mentoring/coaching and casework with demonstrable outcomes.
4. Able to use knowledge of psychological theory and research and a demonstrable commitment to keeping self and others informed of new developments and initiatives.
5. Experience of working with children and young people 0-25 across a range of settings or experiences, with particular emphasis on experience relevant to a senior post.
6. Able to build and maintain constructive working relationships with Head teachers/Principals, teachers, parents/carers, children & young people, ISL services/teams and outside agencies.
7. Able to work on own initiative, managing and prioritising workload and team support when demands increase.
8. Willingness and confidence in, providing support in response to a crisis/critical incident. Experience desirable.
9. Have knowledge and experience of psychological supervision approaches and ability to work successfully in enabling professional standards to be met.
10. Proven experience of successfully undertaking educational psychology leadership/management tasks.
11. Driving licence and access to a car.

Criminal Background Check

Safeguarding children and adults is of utmost importance to Hertfordshire County Council. The Council requires employees to abide by legislation and best practice to enable Hertfordshire to achieve this. This role has been identified as requiring a Disclosure & Barring Service (DBS) check or Basic Disclosure. You must therefore ensure that any relevant criminal record check application is completed and returned as requested by the Council, as this is deemed a

contractual requirement of employment. In addition, you consent to allow the Council to retain a copy of the disclosure certificate within your personal file.

It is a contractual obligation to disclose any cautions, reprimands or convictions and to update your manager of any changes to your status whilst in employment. Enhanced DBS roles will be reviewed periodically during employment, by means of DBS Dip Sample or three yearly rechecks. Failure to disclose changes to your status may be detrimental to your employment and you may be subject to disciplinary action.

Please note that additional information referring to the check is in the guidance notes to the application form. If you are invited to interview you will receive more information.

Equality and Diversity

Hertfordshire County Council is determined to take action to ensure that our belief in diversity and equality of opportunity is integral to everything we do. It will inform every area of activity; from the way we provide services to the way we employ our staff. It is a central responsibility of all councillors, managers, staff and partners. The council's equality policy 'Putting People First' is available on hertfordshire.gov.uk, on the internal intranet or from your line manager.

Health and Safety

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

Additional Information: Code of Practice on the English Language Requirements for Public Sector Workers

Public Authorities must ensure that all members of staff in customer facing roles, whatever their nationality or origins, are able to communicate the English language fluently with the general public, verbally and in written format.