

**CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL
JOB PROFILE**

DEPARTMENT: Children’s Services	SERVICE GROUP: Educational Psychology
POST TITLE: Assistant Educational Psychologist	REPORTS TO: Principal Educational Psychologist
GRADE: Soulbury Assistant EP scale, ASSEDPSY 2 - 4	SAP POSITION NUMBER :

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the general work content of their post and the role they are to play in the organisation. The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

As a candidate you will be expected to demonstrate your ability to meet the special knowledge, experience and qualifications required for the role by providing evidence in the application form for the purpose of shortlisting. Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column of this section.

The employee competencies are the minimum standard of behaviour expected by the Council of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation.

Both sets of competencies will be used at interview stage and will not be used for short listing purposes. **Please see the separate guidance information on how to complete the form located on Bradnet.**

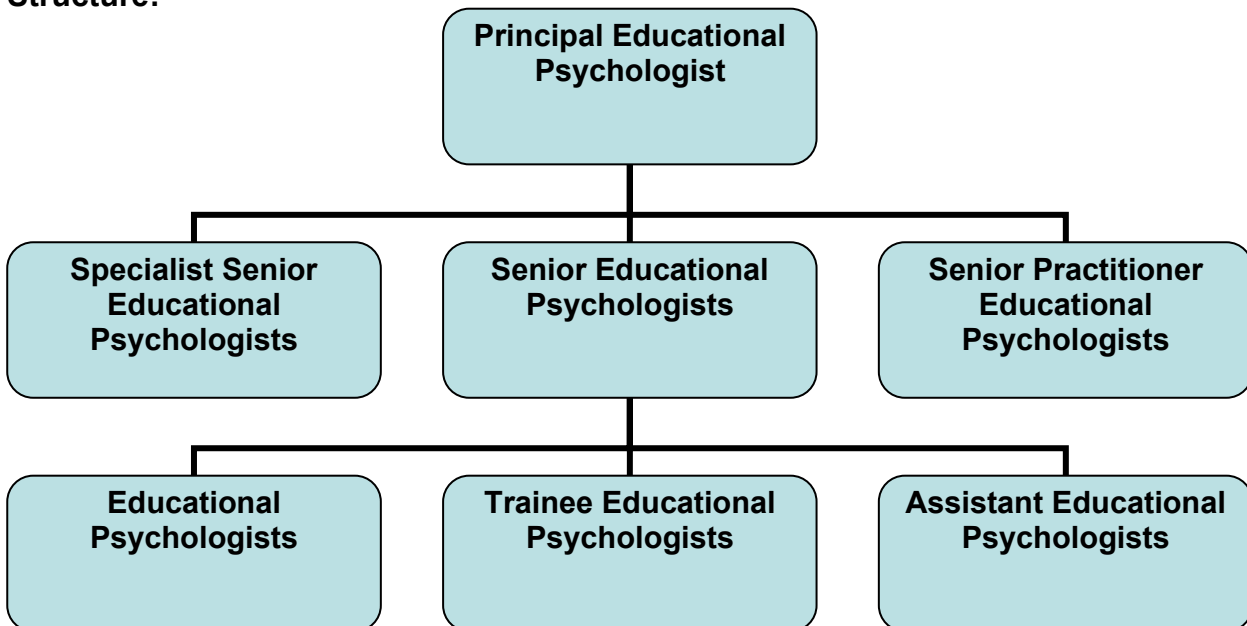
Key Purpose of Post: Max 3 sentences
<p>Working under the supervision of a fully qualified Educational Psychologist, the Assistant EP will:</p> <ul style="list-style-type: none"> • Support the promotion of child development and learning through the application of psychology; • Work with individuals and groups of children and young people to improve educational progress and emotional wellbeing; • Work with families, staff in educational settings and colleagues from other agencies to improve outcomes for children and young people.

Main Responsibilities of Post: Max 15 Bullet points

The Assistant Educational Psychologist will:

- Apply knowledge and understanding of a range of psychological theories and models in learning and child care settings
- Use their knowledge of child and adolescent development to assess the educational needs of children and young people;
- Use their knowledge of child and adolescent development to plan interventions for children and young people;
- Be accountable to the Principal Educational psychologist or their designate.
- Work under the direction and supervision of a qualified Educational Psychologist on tasks agreed within Educational Psychology Team policies and priorities
- Be responsible for maintaining confidential records on children and young people, families, and work settings, and for confidential information disclosed by other agencies.
- Be responsible for Team materials when working away from the main base, e.g. confidential files, assessment materials, laptops etc.
- Participate in the Educational Psychology Team’s supervision and performance management programme.
- Contribute to Educational Psychology Team projects

Structure:



Special Knowledge Requirement. Will be used for shortlisting. Max 10	
	Essential
Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column.	
Uses knowledge of Health, Safety and Environmental policies, procedures and regulations including risks in own area of work	X
Uses a range of complex IT packages relating to area of work	X
Shows ability to adopt a process of continual improvement and suggests ways of working more efficiently and effectively to improve service delivery.	X
Knows and understands how to use, interpret, handle and communicate information	X
Demonstrates knowledge and understanding of a range of psychological theories and models in education	X
Demonstrates knowledge of child and adolescent development of children and young people;	X
Experience of maintaining confidential records on children and young people, families, and work settings, and working within child protection protocols.	X
Demonstrates high quality interpersonal skills and an ability to communicate effectively in both written and spoken language.	X
Has experience of working independently and using own initiative as well as following instructions and directions.	X
Relevant experience of working in an educational setting with children and young people	X

Relevant experience requirement: Will be used for shortlisting
<ul style="list-style-type: none"> • At least 12 months full time paid experience of working in an educational setting with children and young people. • Experience of working with children with additional needs
Relevant professional qualifications requirement: Will be used for shortlisting
<ul style="list-style-type: none"> • 2:1 or higher Honours degree in Psychology (or equivalent) giving eligibility for Graduate Basis for Chartered Membership (GBC) with the British Psychological Society (see http://www.bps.org.uk) • Intention to apply for training as an Educational Psychologist in 2023-24 • Desire to make a difference to children and young people in the Bradford District
Core Employee competencies to be used at the interview stage.
Carries Out Performance Management
Covers the employee's capacity to manage their workload and carry out a number of specific tasks accurately and to a high standard.
Communicates Effectively
Covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information/building relationships; giving advice and guidance; counselling, negotiating and persuading and handling private, confidential and

sensitive information.		
Carries Out Effective Decision Making		
Covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, self effectiveness and any requirements to quality check work.		
Undertakes Structured Problem Solving Activity		
Covers a range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. It includes creative and critical thinking; developing practical solutions; applying problem solving strategies and managing interpersonal relationships.		
Operates with Dignity and Respect		
Covers promoting equality, treating all people fairly and with dignity and respect, maintains impartiality/fairness with all people, is aware of the barriers people face.		
Working Conditions:		
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions.		
Special Conditions:		
Enhanced DBS is required for this post.		
Compiled by: Lynda Hitchen	Grade Assessment Date:	Post Grade: Soulbury Assistant Educational Psychologist 2-4
Date: 17.04.26		