

CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL JOB PROFILE

DEPARTMENT: Children's Services	SERVICE GROUP: Educational Psychology Team
POST TITLE: Educational Psychologist	REPORTS TO: Principal Educational Psychologist
GRADE: Soulbury EP A Scale 3 - 8 plus up to 3 SPAs	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:
<ul style="list-style-type: none">• To provide psychological assessment and support for children and young people.• To work with a group of schools, other educational settings and partner agencies as specified by the Educational Psychology Team's Senior Managers• To contribute to the income generation targets of the Educational Psychology Team promoting traded work with schools, educational settings and partner agencies.

Main Responsibilities of Post: Max 15

- Implement and have regard to Bradford’s policies and procedures, including promoting Bradford MDC’s values and vision.
- Be accountable to the Principal Educational Psychologist or their designate whilst exercising initiative in areas of defined responsibility.
- To provide assessment and intervention services to children and young people 0-25 and their families.
- Assume professional responsibility for decisions in own casework and other work 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, computers etc.
- To participate in the Educational Psychology Team’s supervision and performance management programme.
- To provide advice in relation to the various statutory duties, to address the individual of children, under the Children and Families Act 2014.
- To provide advisory and consultative services to BMDC’s central services relating to and practice concerning the psychological well-being of children and young people the adults responsible for their education and care.
- To provide advisory and consultative services to other agencies in the local network services for children and families.
- To participate in Educational Psychology Team projects.

Structure:

Principal EP			
1.0			
Senior EPs			
4.42			
Assistant EPs	Trainee EPs	EPs	Specialist Senior EPs
5	8	17	6

Special Knowledge Requirement: Will be used for shortlisting. Max 10

Competency Based Job Profile

Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column.	
	Essential
Able to demonstrate an understanding of the role of psychology in children's learning and education systems	X
Understands and uses knowledge of physical, intellectual, linguistic, social and emotional development to assess and intervene in children's learning	X
Able to set challenging targets in all areas of development to ensure good progress for children with additional needs	X
Can effectively communicate and engage with children, young people and their families	X
Experience of operating in a commercial environment and delivering traded services	
Able to commission, develop, deliver or co-ordinate effective learning and development courses or programmes	X
Able to demonstrate excellent written skills, write reports and draft documents in a logical and accurate manner	X
Can gather and share information appropriately to ensure the safety and wellbeing of children and young people	X
Has used a wide range of basic computer applications including Excel and Word and able to maintain and manage electronic data management systems	X
Can plan prioritise and manage workload from a variety of sources while maintaining a high standard of quality and working under time constraints	X

Relevant experience requirement: Will be used for shortlisting
Experience of working with children and young people as an Educational Psychologist
Relevant professional qualifications requirement: Will be used for shortlisting
Professional qualification in Educational Psychology; HCPC registration. Or currently enrolled on a recognised training route to achieve this qualification.
Core Employee competencies at manager level to be used at the interview stage.
Carries Out Performance Management – covers the employees capacity to manage their workload and carry out a number of specific tasks accurately and at 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.

Competency Based Job Profile

Operates with Dignity and Respect - covers treating everyone with respect and dignity, 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:

You will be informed outline if there is a requirement for the post to have recruitment check such as DBS, Warner Process.

Compiled by: Deborah Page Date: 01.05.2025	Grade Assessment Date:	Post Grade:
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