

JOB DESCRIPTION	
SCHOOL	Trust Central Team
JOB TITLE	Assistant Educational Psychologist
GRADE	APLd (£30,937 – £39,444 FTE) please note this role is term time only
REPORTS TO	Educational Psychologist
DATE	June 2025

JOB PURPOSE

- To support the delivery of educational psychology services in the Trust under the supervision and guidance of a qualified educational psychologist.
- To work collaboratively with staff in the Trust including teaching assistants, teachers and senior leaders and with families.
- To support Trust-wide initiatives to support inclusive practices in schools, supporting the social, emotional and academic development of children.

MAIN DUTIES AND RESPONSIBILITIES

- In collaboration with the Educational Psychologist, support and contribute to Trust-wide policies on inclusion, SEN, and wellbeing.
- Using evidenced-informed frameworks, to plan, deliver and monitor the outcomes of training programmes.
- Undertake direct work with children, families, and teachers under the supervision of the Trust's Educational Psychologist
- Write reports under the guidance of the Educational Psychologist
- Keep records of all work in line with Trust policies
- Take part in supervision with the Trust's Educational Psychologist
- Undertake other work as identified by the line manager
- Work with the Trust's ELSAs to organise and plan supervision and training and collect outcome measures
- Support the psychological needs of children, families, teachers and senior leaders through evidence-informed practices.

The employee is expected to undertake any other duties which from time to time may be required and be relevant and commensurate with the post, as deemed necessary by the CEO.

The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment and work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.

The employee is expected to show a commitment to promoting the ethos and values of the trust.

This job description may be amended at any time following discussion between the line manager and member of staff and will be reviewed annually.

Person Specification: Assistant Educational Psychologist

CRITERIA	QUALITIES	ESSENTIAL OR DESIRABLE
Qualifications and training	<ul style="list-style-type: none">An honours degree in psychology recognised as conferring to the graduate basis of registration with the British Psychological Society	Essential
Experience	<ul style="list-style-type: none">Relevant experience working with children in educational or community settingsApplication of psychology in work, with young children and adultsExperience of working as part of a team	Essential Essential Essential
Skills and knowledge	<ul style="list-style-type: none">Excellent interpersonal skills to develop effective relationships with children, parents and teachersHigh level of oral and written communication skillsExcellent personal organisational skillsWell-developed self-motivational skillsExcellent planning skillsAbility to work to deadlines and prioritise workload	Essential Essential Essential Essential Essential
Personal qualities	<ul style="list-style-type: none">A relevant and up to date knowledge of psychological theory and its application in educational and community settingsAn understanding of inclusive practice in schoolsA knowledge of how psychological services are delivered in educational and community settings	Essential Essential Essential

Print name (Employee)

Signed (Employee):

Dated:

Signed (Headteacher):

Dated: