

City of Edinburgh Council Job Description

Post title	PRINCIPAL EDUCATIONAL PSYCHOLOGIST
Directorate	CHILDREN, EDUCATION AND COMMUNITIES
Service	INCLUSION & WELLBEING SERVICE
Responsible To	HEAD OF EDUCATION (INCLUSION)
Number of post holders	1

PURPOSE OF JOB

The Principal Educational Psychologist is responsible for the effective leadership, strategic direction and quality assurance of the Educational Psychology Service. The post holder is a member of the Education Senior Leadership Team and will provide advice, guidance and support in order to assist with the promotion, delivery and integration of key objectives in the Education Service Improvement Plan and Edinburgh Learns Inclusion Framework.

THE WHAT - MAJOR TASKS/JOB ACTIVITIES

- Oversee the functions of the Educational Psychology Service which are: consultation, assessment, intervention, training and research; including fulfilling obligations that the council may require for implementation of its statutory duties.
- Provide advice, guidance and support to colleagues across Children, Education and Communities directorate and present clear reports and strategies as required.
- Member of the Education Senior Leadership team taking responsibility for delivering high quality service delivery, positive outcomes for children and families, and high performance against key objectives in the Education Service Improvement Plan and Edinburgh Learns Inclusion Framework.
- Work collaboratively with the Head of Education (inclusion) and Service Manager (Inclusion Services) and other relevant multi-agency partners on key strategies and frameworks to support pupils who require additionality to maximise their learning in line with the Getting it Right for Every Child framework.
- Participate in the selection and appointment of staff, providing supervision, advice and promoting Career Long Professional Learning as required.
- Promote the health and safety of employees at work and of service users through the implementation of the Council and departmental Health and Safety Policies in accordance with all relevant statutory requirements.
- Promote the City of Edinburgh's behaviours of respect, integrity and flexibility as the foundation for driving positive change for all.
- Ensure all members of staff maintain their registration and operate within Professional Standards of the Health and Care Professions Council (HCPC).

- Ensure that all members of staff operate within City of Edinburgh Council and Education Directorate policies and guidelines.
- Work collaboratively with key partners to develop and enhance the support for and increase the attainment and achievement of our care experienced children and young people as part of the Corporate Parenting Strategy.
- Senior member of the Education Resource Group and responsibility for the quality assurance of education placements out-with the City of Edinburgh.
- Maintain an up-to-date knowledge of best practice within Educational Psychology and related disciplines.

THE HOW - KNOWLEDGE AND SKILLS

- Registration as an Educational Psychologist with the Health and Care Professions Council (HCPC) and PVG (Protecting Vulnerable Groups) scheme membership.
- Experience of working at a management/leadership level within a Local Authority Educational Psychology Service.
- Significant knowledge and understanding of national and local policy in relation to Inclusion, Equity and Equality and an understanding of how this should inform practice in an education context.
- High degree of interpersonal skills and demonstrable skills and experience in leading change; consider others in all actions and decisions.
- Ability to work to time and within budget constraints; embrace opportunities for shared working and learning.
- Expertise in using data to inform service improvements and interventions.
- Ability to analyse and present findings on complex situations clearly and concisely and to think creatively in order to develop innovative solutions to complex problems.
- Excellent time management, organisational and communication skills (oral and written).
- Demonstratable skills in promoting collective leadership to improve outcomes and ability to motivate others to achieve shared goals and objectives.
- Ability to establish and sustain positive relationships and partnerships that generate confidence, respect, credibility and trust to achieve required outcomes.
- Ability to make decisions and prioritise planning based on need. This should be informed by robust monitoring and tracking of data in relation to children and young people with Additional Support Needs and Disability and improvement planning, ensuring all stakeholders are included in the shaping of the vision for the Service.
- Ability to be flexible and adapt to challenges as they arise and ensure decisions are made based on evidence of impact and the best interests of children and young people.

ENVIRONMENT

- The post holder will require skills to manage competing deadlines whilst maintaining effective management of the Educational Psychology Service.
- The post holder will be expected to travel within the city and beyond, when required. A large proportion of the week may be office- or school-based with meetings taking place in-person or remotely. Although the post may be

exposed to some adverse working conditions, these will be predominantly within the range of normal office-based activities.

- At times, the post may need to demonstrate emotional resilience in potentially upsetting circumstances and must be able to support a positive outcome for a colleague, staff or family members.
- The post-holder is required to work from any appropriate location within the Council area. There may also be an element of home-working.

SUPERVISION AND MANAGEMENT OF PEOPLE

The post holder will be responsible for 4 FTE Depute Principal Educational Psychologists, 24 FTE main grade Educational Psychologists and a Research Assistant.

RESOURCES

This post holder will be responsible for managing the budgets and resources aligned to the Educational Psychology Service.

Additional information - Health and Safety

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.

All employees' responsibilities:

1. Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions.
2. Co-operating with management and following instructions, safe systems and procedures.
3. Reporting any hazards, damage or defects immediately to their line manager;
4. Reporting any personal injury and work-related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Line managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed.

Additional information can be found in the [Council Health and Safety Policy](#).