

## **BOROUGH OF ROCHDALE**

### **JOB DESCRIPTION**

**SERVICE:** CHILDREN'S SERVICE

**SECTION:** CHILD AND EDUCATIONAL PSYCHOLOGY SERVICE

**LOCATION:** NUMBER ONE RIVERSIDE, SMITH STREET,  
ROCHDALE, OL16 0HZ

**JOB TITLE:** Senior Educational Psychologist

**POST NUMBER:**

**Grade:** Soulbury Scale B 3-6

**Accountable to:** Principal Educational Psychologist

**Accountable for:** Specialist, Maingrade, Assistant and/or Trainee EP

**Hours of Duty:** 37 hours per week in accordance with the Service's Work Life Balance Scheme

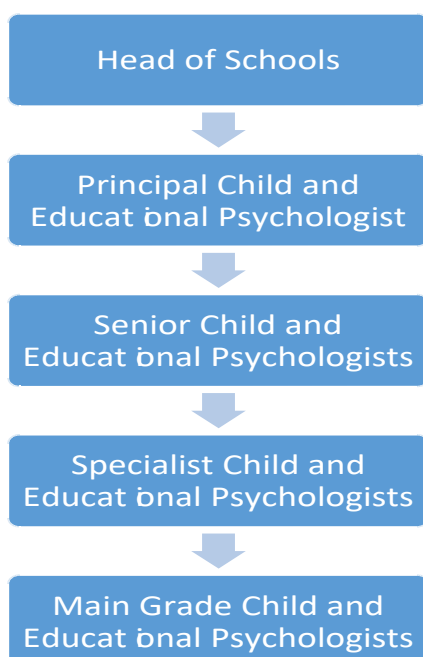
**Any Special Conditions of Service:** Willingness and ability to travel around the borough as part of the role.

Appointment to this post is subject to satisfactory enhanced DBS check

The Authority operates a smoke free policy for all its employees and applies to any building and associated grounds within the immediate vicinity of the building which is wholly owned, leased or operated and occupied by RBC

**This service is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.**

## Organisational Structure:



## **PURPOSE AND OBJECTIVES OF THE JOB**

To contribute to the promotional, preventative, assessment, advisory and training functions of the Child and Educational Psychology Service.

As a member of the Rochdale Metropolitan Borough Child and Psychological Educational Psychology Service team of Educational Psychologists to provide an efficient, accountable, responsive and courteous service in respect of:

- (i) an educational psychology service for children and young people aged 0 - 25 years in designated setting, within designated geographical areas.
- (ii) participation as an educational psychologist in the key functions of the council particularly with regard to meeting special educational needs, supporting school improvement and promoting inclusion.
- (iii) A consultation-based service grounded in social-constructionist principles
- (iv) Development and delivery of in-service training, intervention programmes and project work activities as negotiated by the Service.

## **Control of Resources**

Personnel Educational Psychologists and RANS/EPS Business support.

Financial None.

### Equipment/Materials

Responsible for care and safe-keeping of equipment/resources in use and for safe-keeping and confidentiality of records.

### Health/Safety/Welfare

To comply with Local Authority policy and procedures in respect of health and safety.

### **Relationships (Internal and External)**

**Internal** Staff of all educational establishments and organisations within the borough and those of other branches/sections of the Education Department. Staff of other Council Departments, including those of the Social Services Department. Staff of Rochdale Healthcare Trust. Voluntary agencies and groups within the borough.

**External** Staff of other Local Authorities, schools external to the borough, government departments, training organisations and public service agencies. Members of the Council. Clients and families of clients.

### **Responsibilities**

The Postholder must:

1. Perform their duties in accordance with Rochdale Metropolitan Borough Council's Equality and Diversity Policy.
2. Ensure that Rochdale Borough Council's commitment to public service orientation and care of our customer is provided.

### **Values and Behaviours**

Embedding the following Rochdale values into all the work we do:

- **Pioneering and Open** in our approach
- **Proud** of the difference we make
- **Passionate** about the diversity of the borough

### **Principal Duties**

- 1 To lead on Child and Educational Psychology Service contributions to school improvement across Rochdale.
- 2 To undertake supervision of main grade Child and Educational Psychologists, Trainee Educational Psychologists and Assistant Educational Psychologists.
- 3 To stand in for the Principal Educational Psychologist when required.
- 4 To provide a significant and on-going contribution to Child and Educational Psychology Service development.
- 5 To share with the Principal Educational Psychologist responsibility for Performance Management, Staff Development and Team Service Plans within the Child and Educational Psychology Service.
- 6 Attendance at meetings as representative of the Child and Educational Psychology Service as required.
- 7 To contribute to the development of joint working between the Child and Educational Psychology Service, the SEND teams and other teams across the LA.

- 8 To lead on an area of specialist practice within Educational Psychology Service priorities.

**In addition, to carry out the full range of duties required of a main grade Child and Educational Psychologist within this Service which are:**

- 9 To provide an educational psychology service to schools, mainstream and special and other establishments, to include:
  - (a) assessing the psychological and educational needs of pupils and pre-school children and providing advice, support and other interventions in collaboration with teachers, parents and other appropriate workers.
  - (b) providing advice and consultative support on appropriate general matters involving the application of psychology to education, broadly defined.
- 10 In accordance with statutory requirements to complete assessments with children and young people who have or are likely to have special needs and provide written advice.
- 11 To participate in statutory reviews and reassessments in accordance with statutory requirements.
- 12 To respond effectively and promptly to other requests for psychological advice, support from core LA services as directed by the Principal Educational Psychologist.
- 13 To be aware of and work within relevant legislation and to bring to the attention of the Principal Educational Psychologist perceived weaknesses, anomalies and failure to meet needs and to make suggestions for improvement.
- 14 To comply with the Service monitoring and evaluation procedures to achieve individual and service level agreement targets.
- 15 To comply with Service and Local Authority performance management arrangements.

**Secondary Duties**

**Regular**

- 1 To provide a confidential counselling, intervention and advisory service direct to children with educational, personal and social difficulties and for their families.
- 2 To develop and foster effective working links at appropriate levels with members of Rochdale Healthcare NHS Trust, Social Services Department and of other statutory and voluntary services involved in the education, welfare and development of children.
- 3 To contribute to in-service training for teachers and other Local Authority staff and as appropriate, the initiation, organisation, operation and evaluation of specific projects.
- 4 To participate when required in action-orientated research, Service development and programmes of further professional development to meet Local Authority as well as personal needs.

N.B. Child and Educational Psychologists discharging their professional functions as opposed to administrative/executive functions, are guided by codes of professional

conduct and ethics laid down by the HCPC, Association of Educational Psychologists and the British Psychological Society.

**Occasional**

- 1 To undertake such other duties as may be determined from time to time within the general scope of the post.

Job Description prepared by: Dr Heidi McDermott  
Principal Educational Psychologist

Date: 06.06.26

**Rochdale Borough Council  
Person Specification**

<b>Service :</b>	<b>Children's Service</b>	<b>Post:</b>	<b>Senior Educational Psychologist</b>
<b>Section :</b>	<b>Senior Educational Psychologist</b>	<b>Post no:</b>	
<b>Job ref:</b>		<b>Grade:</b>	<b>Soulbury Scale B 3-6</b>

**Note to Applicants:**

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criterion* you **MUST** include in your application enough information to show **how** you meet this criterion. You should include examples from your paid or voluntary work.

**The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.**

<b>Criteria</b>	<b>How Identified: AF Application Form I Interview A Assessment</b>
<b>Filter Questions</b>	
<b>(a) Qualifications and Experience</b>	
1 Do you have an Honours Degree in Psychology (or British Psychological Society recognised equivalent)?	<b>AF and check at interview</b>
2 Do you have a Post-Graduate Qualification in Educational Psychology (recognised by the BPS as required to be a professional Child and Educational Psychologist)?	<b>AF and check at interview</b>
<b>(c) Skills and Knowledge</b>	
3 Are you willing to travel to undertake your duties for which appropriate expenses will be paid?	<b>AF and I</b>
4 Please demonstrate your understanding of social constructionist psychology and the importance of context on outcomes for young people.	<b>AF and I</b>
5 Please describe your skills as a Child and Educational Psychologist, and your ability to apply a range of up-to-date psychological models within a consultation framework.	<b>AF and I</b>
6 You should demonstrate the ability to contribute to school improvement at a systemic level, including the delivery of training.	<b>AF and I</b>
7 Describe how you can contribute to the development of the CEPS and the traded service model.	<b>AF and I</b>
8 You should be able to evidence having undertaken appropriate ongoing CPD relevant to your interests and those of the service in which you work.	<b>AF and I</b>
9 Please describe your interpersonal skills and ability to relate well to children, young people and their families, colleagues and other professionals.	<b>AF and I</b>
10 Describe your knowledge of national initiatives and legislation.	<b>AF and I</b>

11	Please demonstrate your good communication skills, both orally and written.	<b>AF and I</b>
12	Describe how you manage workloads and time constraints effectively.	<b>AF and I</b>
<b>(d) Values and Behaviours</b>		
13	<p>Our Rochdale values are to be:</p> <ul style="list-style-type: none"> <li>• Pioneering and Open in our approach</li> <li>• Proud of the difference we make</li> <li>• Passionate about the diversity of the borough</li> </ul> <p>Please give examples of how your practice adheres to these values and behaviours.</p>	<b>AF/I</b>