

Assistant Educational Psychologist

Role Profile

Service: Educational Psychology Service – Children’s Directorate
Band: Soulbury AEP Pay Scale (Points 2-5)
Reporting to: Principal Educational Psychologist
Responsible for: No direct reports



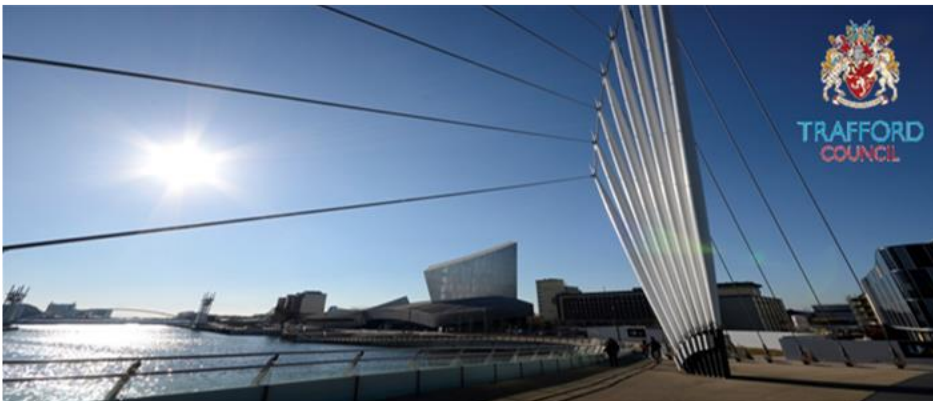
About Us

Trafford is a great place to live, work, learn and visit. From its leafy suburbs to its more urban areas, the borough takes pride in its strong, diverse communities, its cultural and sporting heritage and its position at the heart of the region’s economic powerhouse.

Trafford Council and its partners in the public, private and third sectors have a Vision which sees us working together to close inequality gaps and maximise Trafford’s huge potential.

Our vision: Trafford – where all our residents, businesses and communities thrive

At the heart of our vision is a common cause – we want to make Trafford a better borough. We want to make it a place where everyone has a chance to succeed and where everybody has a voice. Through our new vision, we are making a commitment to work together across different services and agencies to make the best use of our resources.



Our Culture

Trafford Council employs around 2300 non-school members of staff and as one of the biggest employers in the borough, we work hard to make Trafford Council an employer of choice. We care what you think and believe you are more than just a job role. We have a great benefits’ package and a real focus on your health and wellbeing, as well as, extensive learning, succession and development opportunities.

For us, it’s not just about *what* we achieve as an organisation, but *how* we do it. Therefore, all employees are expected to display our **EPIC** values.

At Trafford Council we are EPIC

We EMPOWER – We inspire and trust our people to deliver the best outcomes for our customers, communities and colleagues.

We are PEOPLE CENTRED – We value all people, within and external to the organisation and give those around us respect. We will act with honesty and integrity in all that we do, and create an environment that enables everyone we work with to thrive and succeed.

We are INCLUSIVE – We are committed to creating an environment that values and respects the diversity and richness differences bring.

We COLLABORATE – We build relationships, collaborate; treat people as equal partners and work together to make things happen.

About the Role

This Role Profile outlines the key tasks you will be expected to perform to give you an understanding of a typical day and the key activities that you will be expected to deliver or contribute to the delivery of.

The 'About You' section explores what qualifications, experience, skills and knowledge you will need for the role.

We are a values-based organisation and you will need to reflect our values, as well as the requirements in 'About You' in your application.

Overview

Trafford Educational Psychology Service operates a traded model of service delivery; schools and other commissioners purchase time from the service to deliver agreed work. The service is well regarded within the local authority and the majority of Trafford schools purchase time, as do partner agencies such as CAMHS (Child and Adolescents Mental Health Service), Virtual School, Integrated Care Board (ICB) commissioners and the Early Years Service.

As part of the Government's SEND Reforms, Trafford EPS is recruiting Assistant Educational Psychologists to support our Experts at Hand offer to mainstream schools and settings within Trafford.

Your Main Priorities

- Supporting the delivery of psychological services to children and young people attending mainstream educational settings in Trafford.
- Working under the supervision of a qualified Educational Psychologist to contribute to the understanding of learning, emotional and social needs, and promote inclusive and evidence-informed practices.
- Working in a locality-based model alongside professionals from other disciplines such as Speech and Language Therapy, Mental Health Support Teams (MHST) and Children's Therapy Services (Occupational Therapy and Physiotherapy).

Key duties

1. Direct Support and Intervention

- Assisting in the delivery of targeted psychological interventions with individual pupils or small groups in mainstream education settings.
- Observing pupils and gathering relevant information to support psychological formulation and planning.
- Supporting the implementation and review of individual education, behaviour or reintegration plans.
- Working directly with young people to promote emotional wellbeing, resilience, and engagement with learning.

2. Assessment and Consultation

- Contributing to the psychological assessment process under the direction of a qualified Educational Psychologist.
- Supporting consultation with staff, parents/carers, and other professionals to co-develop strategies for pupils' support.
- Gathering pupil, parent/carer, and staff views using structured interviews, questionnaires and observations.

3. Research and Evidence-Informed Practice

- Supporting the development and evaluation of evidence-informed projects.
- Assisting with data collection, analysis and reporting related to interventions and wider service delivery.
- Staying informed of relevant research and policy developments in education and psychology.

4. Training and Capacity Building

- Assisting in the design and delivery of training sessions for school staff and families.
- Contributing to reflective practice sessions with support staff and teaching teams.

5. Multi-Agency Working

- Collaborating with a range of professionals.
- Participating in multi-agency planning meetings and reviews where appropriate.
- Ensuring safeguarding procedures are adhered to and concerns escalated appropriately.
- Maintaining links and developing professional relationships with the core Educational Psychology Service and other Assistant Educational Psychologists employed by the service and partner agencies.

6. Personal development and safety to practice

- Engaging productively with regular line management and psychological supervision with relevant Educational Psychology colleagues.
- Responsibility for managing and arranging appropriate continuing professional development activities with guidance from colleagues.

About You

Qualifications and Professional Development

- MSc/MEd or Degree in Psychology (attaining 1st or 2:1 degree level)
- Eligibility and commitment to apply for the Doctorate in Child and Educational Psychology
- Evidence of continued personal and professional development relevant to this position

Experience and Knowledge

- Significant experience of working supportively and collaboratively with children, young people and their families either in an employed or voluntary capacity (e.g. experience of teaching, youth work, mental health support, etc.)
- A thorough understanding of how psychology has influenced and informed your practice to date
- Experience of applying your knowledge of child development and psychology in practice
- Experience of devising and delivering training and presentations
- Previous experience of working in or with educational settings
- Experience of working independently and demonstrating good time management and organisational skills

Skills and abilities

- Excellent communication and interpersonal skills: engage, communicate and work effectively with a wide range of stakeholders including schools, Educational Psychology Service, CAMHS, Mental Health Support Teams, Youth Justice Team and other teams within Education Services (e.g. Virtual School)
- Excellent ICT skills and ability to use relevant software such as power point, excel, Microsoft teams etc.
- Report writing skills: producing accurate written work to an agreed quality standard
- Ability to work independently and as part of a team
- Analytical skills: gather, interpret and evaluate complex information from a variety of sources and settings
- Excellent presenting and facilitation skills
- Able to quickly establish and maintain positive professional relationships and work within multidisciplinary contexts
- Ability to think creatively and flexibly in professional contexts

Special Conditions

- Car user and willingness to travel to sites across the Trafford borough
- Enhanced DBS required

Date prepared/revised	27/08/2026
Prepared/revised by	Alison Gurney
Job Evaluation	N/A – Soulbury

Health and Safety

To operate safely within the workplace with regard to the Council's health and safety policies, procedures and safe working practices. To be responsible for your own Health and Safety and that of other employees.

Equalities & Diversity

To work within the Council's Equalities and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications.

Customer Care

To continually review, develop and improve systems, processes and services in support of the Council's pursuit of excellence in service delivery.

To recognise the value of its people as a resource