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## Your job

**Job Title: Assistant Educational Psychologist**

**Service: Educational Psychology Service**

**Grade: Soulbury Assistant EP Scale 2-5**

**Reporting to: Deputy Principal EP**

You will work as a member of the Wigan Educational Psychology Service in partnership with the Mental Health Support Team, supporting the implementation of the Whole School and College Approach (WCSA) to Mental Health through the Emotionally Friendly Schools (EFS) programme. You will support the delivery of the programme across Wigan educational settings with current access to a Mental Health Support Team. You will have excellent communication, presentation and organisational skills and be able to apply psychology to support programme implementation to improve outcomes for children and young people. This role will involve delivering training and supporting schools in auditing practice, action planning and planning intervention.

### **Mandatory Statement**

The Council is committed to complying with European General Data Protection regulations (GDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection regulations.

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## In this job you will:

- Apply psychology and use evidence-based practice to improve outcomes for children and young people

- Provide a quality Assistant Educational Psychology service to designated schools and settings, focusing on the implementation of a Whole School and College Approach to Mental Health
- Support schools and colleges in auditing practice, action planning and planning intervention
- Gather and record data accurately from a variety of sources and work with others to use data for action planning
- Support schools and colleges to elicit the views of children and encourage them to participate in bringing about change
- Complete written reports, summaries and action plans
- Contribute to the planning, delivery and evaluation of training for parents, teachers and other professionals
- Work as a member of a multi-disciplinary team supporting groups of schools and colleges
- Participating in personal professional development activities to develop knowledge and skills relating to specific areas of expertise
- Ensure you follow all relevant Council procedures
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules

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## **In this job you will need:**

You must be able to demonstrate the following essential requirements:

- Honours degree in Psychology or recognised equivalent
- Excellent written and verbal communication skills, enabling you to work effectively with parents, children and other professionals
- The ability to apply psychology to make a difference at an individual, group, systemic and strategic level
- Experience of working with children and young people in a variety of settings
- Excellent social interaction skills
- The ability to use research skills
- A high level of organisational skills and the ability to manage schedules and deadlines
- An ability to analyse complex information and plan ways forward
- Excellent awareness of legislation, policies and procedures specific to the service area
- A commitment to and evidence of continuous professional development
- Knowledge of preventative approaches towards mental health
- Experience of joint working with other professionals
- Experience of delivering successful in service training

- Knowledge and skills in being able to promote inclusive outcomes and promote system change

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## Our Culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **TeamWigan** behaviours.

|                       |                                                                                          |
|-----------------------|------------------------------------------------------------------------------------------|
| <b>Be Positive</b>    | “ Take pride in all that you do and support and develop yourself and others. ”           |
| <b>Be Accountable</b> | “ Be responsible for making things better, enabling change and supporting improvement. ” |
| <b>Be Courageous</b>  | “ Be open to doing things differently and working collaboratively with others. ”         |
| <b>Be Kind</b>        | “ Be helpful, generous and thoughtful towards yourself and others. ”                     |