

## Job profile

### Service and job specific context statement

<b>Directorate:</b>	Children and Young People's Service	
<b>Service:</b>	Inclusion	
<b>Post title:</b>	Principal Psychologist	Educational
<b>Grade:</b>	Soulbury B	
<b>Responsible to:</b>	Head of Inclusion	
<b>Staff managed:</b>	Manages a team of specialist professionals	
<b>Date of issue:</b>	March 2021	
<b>Job family:</b>	<b>SM - Senior Management</b>	

### Job context

- This post is pivotal in ensuring that the local authority complies with the SEND statutory requirements and performance requirements of the Children and Families Act 2014 and associated SEND Code of Practice.
- The Educational Psychology staff are embedded in the 4 SEND multi-disciplinary Hubs across North Yorkshire working alongside specialist teachers, therapists and specialist practitioners. This includes support and input to our network of Targeted Mainstream Provisions.
- The Service has a robust traded arm both in and out of the county area to attract funding to further diversify the scope of the work delivered by the team and accentuate the profile and reputation of the service

The main purpose of the role is to provide effective leadership and management of the Education Psychology Service and Strategic Projects by:

Ensuring compliance with special educational needs and disability code of practice: 0 to 25 years in the assessment and provision of education, health and care plans for children and young people.

Ensuring high quality educational psychology services which are valued by stakeholders and remain at cutting edge of practice

Proactively supporting workforce development across Children's Services to ensure a skilled and experienced workforce well equipped to meet the needs of children and young people with SEND

Leading on the negotiations of educational psychology services to schools/academies and other settings and to children and families as required.

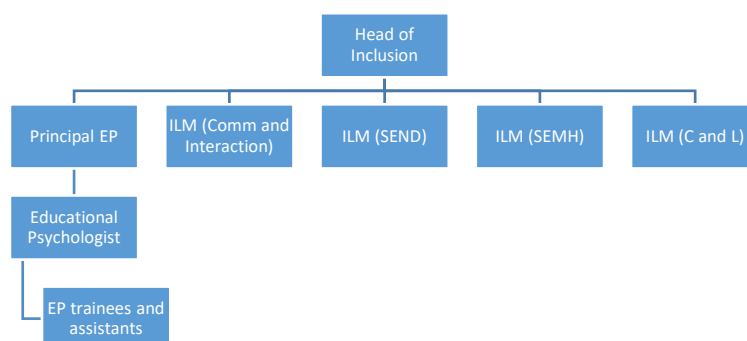
Promoting emotional and psychological well-being for service users and all stakeholders in times of crisis /trauma

Participating in strategic SEN developments with the SEND and Inclusion Head of services and other managers across the service and council as required.

Ensure a high level of service delivery and contribute to strategic developments within the wider children and young people service agenda

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### Structure



### Job Description

#### Job purpose

- The postholder will be responsible for working collaboratively with services across Inclusion and stakeholders to embed high quality approaches and practices to meet the needs of children and young people with SEND or additional needs ensuring a strong culture of inclusion
- As a senior manager, to actively embrace service improvement and multi-disciplinary approaches to meeting the needs of children with SEND and building capacity and expertise in settings
- Ensuring the service performs highly in accordance with a robust quality assurance framework and embraces a culture of continuous improvement
- Lead on the development of traded initiatives to support the development of inclusive practice providing high quality and valued support by schools , settings and local authorities
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### Operational management

- Ensuring visibility and a high profile of the service across all schools and settings and services in NY
- Professional supervision of EPS across locality based multi-disciplinary hubs ensuring up to date and informed practices to support children and young people.
- Ensuring the EP team is supported through appropriate CPD and professional development opportunities
- Ensure effective collaboration with key stakeholders to build capacity and maximise outcomes for children and young people.
- Embed a culture of high performance across the service, addressing areas of underperformance with rigor both internally and across commissioned suppliers
- Significant contribution to transformational change in provision and services in the locality managing relationships, culture, and people across agencies.
- Drive forward a dynamic model for sustainable income generation through traded services and development of new approaches to psychological support and interventions
- Lead on the analysis of performance of stakeholders within the designated locality in terms of SEND and Inclusion and the identification of need in the area.
- Responsible for the strategic leadership of a variety of aspects of SEND Strategic processes
- To ensure that Education Psychology Service and SEND hubs focus on outcomes for children, young people and their families and that service users are at the centre of service delivery
- To communicate effectively on a day to day basis, ensuring appropriate communication structures are in place and functioning
- Developing the Co-Production agenda to work effectively with children and young people, and parents and carers.
- To ensure that services maintain good collaborative relationships with parents, carers, schools and partners and to ensure co-production with parents and partners where needed

- Ensure regular audit of services take place and that services are compliant with national good practice, guidance, regulations, legislation including Ofsted frameworks.
- Significant contribution to self-assessment of the service area to highlight required improvements in delivery at local level.

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### Strategic management

- Lead on the transformation of educational psychology services to ensure it remains adaptive and responsive to changing demands and practice remains at cutting edge and provides value for money
- Contribute to the development of a county wide workforce development framework for SEND and Inclusion
- Proactively build multi disciplinary approaches via the hubs and other LA services to meet the needs of children with SEND in educational settings
- Lead on the development and implementation of strategic planning for educational psychology and ensure that the strategy is kept under ongoing review in accordance with legislative requirements and performance
- Responsibility for the analysis of performance of SEND statutory KPIs and ensuring further development of practice and quality
- To contribute to full compliance with the standards and regulations through analysis of inspections and the development of strategic plans to deliver responsive service change.
- Create and maintain effective networks with senior professionals across agencies to promote effective working practice and strategic planning.
- Develop and maintain an effective communication strategy in order to report on service delivery.
- Develop services to ensure they maintain relevance in a changing political context.
- Contribute to the development and delivery of relevant training programmes and development initiatives that seek to meet known and anticipated needs
- To continue together with the Head of service and other key managers to innovate developments and ensure an effective SEND provision across the county

### Commercial

- Responsibility for the development and delivery of a robust and innovative trading offer to educational settings and services enabling further development of practices and approaches
- Ensuring effective marketing and communication with potential custome

### Communications

- Significant contribution to the communication strategy at both local and countywide level to ensure stakeholders are fully informed of performance and priorities for SEND and Inclusion.
- Establish strong working relationships and communication with managers of local multi-disciplinary teams across SEND and social care.
- Establish high profile and presence as the lead officer for SEND and Inclusion performance in the locality providing support and challenge as appropriate.

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- Ensure strong communication framework at locality level for parents/carers and children and young people to ensure feedback influences practice and development of services and provision via the Locality Board.
- In collaboration with the Head of Inclusion, ensure there is an effective flow of information with senior leadership, elected members, health, parents/carers and children and young people.
- Effective co-ordinated communication and support to SENCos and equivalents in early years and post 16 settings.
- Ensure services establish rapport and respectful, trusting relationships with children, young people, their families and carers.
- To ensure there are good communication systems, including that teams are supervised, appraised and effective team meetings/away days take place.
- Ensure critical issues, media interest, complex complaints, FOI's and interest from MP's is dealt with in a timely and appropriate manner.
- Provide high standards of verbal and written communication across all levels including senior professionals, inspectorates, members, parents and local community forums.

### **Partnership / corporate working**

- Lead on the development of strong collaboration and an agreed ethos and culture in localities engaging all stakeholders in priorities for SEND and Inclusion.
- Develop and maintain multi-agency networks, ensuring they keep abreast of strategic developments and priorities in other agencies in a regional, national and political context.
- Ensure interagency collaboration is achieved in order to ensure high aspirations and achievements for children and young people.
- Work closely with parents/carers, children and young people to maximise opportunities for co –production in the transformation of services
- Drive the development of a cohesive training plan equipping staff with the knowledge and resources needed to fulfil their roles.

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### Resource

- Effective budget management of the EPS budgetary allocation and Locality Board funding
- Forecast of traded income levels to sustain staffing levels and achieve traded growth targets
- Provide clear oversight, management control of financial resources service and management locality based level.
- To manage the recruitment, monitoring, appraisal and performance management of staff
- To ensure that staff in the EP Service are working smartly and using their work time efficiently to achieve deadlines and targets
- To ensure that all staff receive regular effective, reflective supervision and appraisals.
- Significant contribution to the training and induction plan for the SEND specialist team, SENCos, governors to ensure confidence in SEND and Inclusion.
- To lead on the confidence and capacity of local stakeholders to build capacity and resilience in the local area.
- To address issues of staff welfare, offering support, at times of stress, praising work completed and monitoring performance, including sickness absence.
- Forward plan to ensure resources are effectively managed and risks identified early.
- To support auditors with their work and provide them with the necessary information.

### Systems and Information

- To ensure case files are up to date and administer case audits as part of the performance framework
- To ensure compliance with Freedom of Information Requests by collating, analysing, information and releasing appropriate information.
- To collate, analyse and report on performance information to members and senior managers.
- To analyse and present information from performance dashboards for the locality.
- To ensure there are robust effective systems in place that provide suitable evidence to Ofsted in regulatory inspections.
- Ensure effective use of IT systems to review performance, set targets and develop improvement plans.



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### Safeguarding

- Be responsible for promoting and safeguarding the welfare of children and young people.
- To ensure services are appropriate and sensitive to the needs of children with additional needs.
- Maintain oversight of safeguarding practices in settings across the locality.
- To ensure issues are reported appropriately using the Local Area Designated Officer to advise and ensure the appropriate inspectorate are kept informed.
- Ensure services are safeguarding compliant, making effective use of support services including legal, insurance and HR.

### Person Specification

#### Essential upon appointment

#### Desirable on appointment

#### Knowledge

- Knowledge of Legislative framework for SEND
- Detailed knowledge of SEND practices and protocols and inclusion in education including tribunal
- Knowledge of the SEN Code of Practice and statutory duties associated with educational psychologists and local authorities
- Knowledge of current best practice and practice developments in educational psychology

- Knowledge of relevant research

- Detailed awareness of current national developments in terms of SEND and Inclusion and High Needs funding
- Knowledge of performance outcomes for LAs and education settings )
- Knowledge of regulatory frameworks including Ofsted and CQC
- High degree of understanding around the latest research and evidenced based interventions

#### Experience

- Experience of leading effective change management and transformation
- Experience of commercial traded services
- Experience of quality assurance frameworks to ensure value for money and highly effective service delivery
- Substantial and relevant experience of working with children and young people in education
- Significant experience of multi disciplinary approaches to supporting children and young people with SEND
- Significant experience of collaborative and partnership working across a wide of stakeholders including schools, settings, partner organisations, parent and carers and children and young people
- In depth experience of people and budget management
- Experience of intra and inter-agency work.
- Experience of supervising a range of staff
- Experience of analysis of quantitative and qualitative data, report writing and delivery of high quality presentations to a variety of audiences

- Experience of responding to media enquiries.
- Experience of working with academic research.
- Experience of trading and commercialisation
- Experience of providing witness testimony and involvement in SEN Tribunals

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<b>Occupational Skills</b> <ul style="list-style-type: none"> <li>• Ability to demonstrate effective leadership skills and to motivate teams and partnerships</li> <li>• Strong performance management with ability to audit and evaluate.</li> <li>• Ability to plan for and lead the implementation of change effectively to improve services</li> <li>• Planning and project management skills</li> <li>• Excellent organisation skills and the ability to organise and prioritise the work of the team effectively to agreed national and local standards.</li> <li>• Ability to work at a strategic level to develop, manage and sustain innovative service approaches.</li> <li>• Ability to horizon scan at a national level to predict policy direction and ensure services are planned ahead of policy implementation</li> <li>• Highly effective communicator able to influence relations with partners</li> <li>• Strong commitment to Anti Discriminatory Practice</li> <li>• Considerable understanding of prudent Budget Management within a context of complex budgets.</li> <li>• Good Presentation skills (written and oral)</li> <li>• Proficient IT skills, e.g. email, word etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working across different aspects of SEND and Inclusion</li> </ul>
<b>Professional Qualifications/Training/Registrations required by law, and/or essential for the performance of the role</b> <ul style="list-style-type: none"> <li>• Degree level qualification and relevant doctorate qualification in educational psychology</li> </ul>	
<b>Other Requirements</b> <ul style="list-style-type: none"> <li>• To be available and prepared to work evenings and weekends as required on rare occasions</li> <li>• Ability to meet the travel needs of the post.</li> </ul>	
<b>Behaviours</b>	<a href="#">Link</a>

NB – Assessment criteria for recruitment will be notified separately.

Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.