

Job Description and Person Specification

Assistant Educational Psychologist (AEP)

A Lambeth to be proud of



Job Title: Assistant Educational Psychologist (AEP) – 2 year fixed term contract (Full-Time)

Department: Children, Families and Education

Division: Education and Learning

Business Unit: D13172 EPS - STATUTORY WORK

Grade: ASSISTANT ED PSYCHO

Reports to: Senior Educational Psychologist

Responsible for: N/A

Context

The government's White paper 'Every Child Achieving and Thriving' sets out a vision of high quality and inclusive education for all children and young people, creating a system in which most children and young people with additional needs can be supported effectively in mainstream settings. The AEP post is designed to assist in the delivery of the borough's Experts at Hand model.

Note: This is a fixed term post suitable for psychology graduates. It is an ideal opportunity for those who are intending to or have aspirations to apply for an approved course of post-graduate training leading to a doctorate level qualification in the professional practice of educational psychology, or wish to contribute to psychological and systemic practice in Lambeth schools.

Job Purpose

- To assist in the delivery of Lambeth's Experts at Hand model under the direction and supervision of qualified Educational Psychologists. A central part of the role is to contribute to staff development to promote inclusive practice in mainstream settings.
- The postholder will work under the supervision of a qualified Educational Psychologist (EP) to contribute to early intervention, training, consultation and systemic work. They will promote a capacity-building approach, which empowers school staff.

Responsibilities

- 1) Delivery of training and evidence informed service initiatives, projects and interventions (particularly for SEMH and learning needs) to promote inclusive practice and early intervention. This includes implementation support via approaches such as modelling and coaching to help effect change within schools and settings.
- 2) Act as a first point of contact for settings accessing the Experts at Hand model.
- 3) Contribute to whole-school and setting-level work (e.g., audits, policy development, graduated response frameworks).
- 4) Work collaboratively within multi-agency networks.

- 5) Support the development of resources that enable schools to access EP advice independently (e.g., guidance packs, toolkits).
- 6) Help maintain communication systems (e.g., drop-ins, helplines, online platforms).
- 7) Monitor and evaluate the impact of interventions and staff development.
- 8) Contribute to evidence-informed practice by reviewing research and summarising findings for practical use.
- 9) Engage in regular supervision with a qualified EP.
- 10) Work within professional, ethical, and confidentiality guidelines.
- 11) To undertake such other duties appropriate to an AEP, as may be required.

PERSON SPECIFICATION

<p>It is essential that in you can meet the following requirements for the role and be able to give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A).</p> <p>You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.</p> <p>If you are applying under the Disability Confident scheme, you will need to give evidence or examples of your proven experience in the areas marked with “Ticks” (✓) on the person specification when you complete the application form.</p>			Shortlisting Criteria
<p><i>For link/career graded post, please mark knowledge, experience, and behaviours clearly for each grade.</i></p>			
Qualification	Q1	<ul style="list-style-type: none"> A degree in Psychology, conferring Graduate Basis for Chartered Membership (GBC) with the British Psychological Society. 	✓A
Key Knowledge	K1	<ul style="list-style-type: none"> Understanding of SEND, inclusion, and barriers to learning, including knowledge of the recent White Paper ‘Every Child Achieving and Thriving’ 	✓A
	K2	<ul style="list-style-type: none"> Knowledge of psychological frameworks that support the wellbeing and achievement of children and young people 	
Relevant Experience	E1	<ul style="list-style-type: none"> Experience working with children and young people (e.g., schools, SEND, mental health) for a minimum of 2 years. 	✓A
	E2	<ul style="list-style-type: none"> The ability to engage, communicate and work in partnership with others, showing both an ability to work both independently and to be an active cooperative team player. 	✓A
	E3	<ul style="list-style-type: none"> Strong interpersonal and communication skills. 	
	E4	<ul style="list-style-type: none"> Experience supporting children with SEMH needs, autism, or complex needs 	
	E5	<p>Professional experience of working in an inner-city area within an education context.</p> <p>Or:</p> <p>Understanding of the challenges and opportunities of living and growing up in a diverse inner-city context and the impact this can have on children’s educational outcomes.</p>	

	E6	<ul style="list-style-type: none"> • Experience in training/facilitating professional development 	
	E7	<ul style="list-style-type: none"> • Organised, reflective, and able to manage workload effectively 	
	E8	<ul style="list-style-type: none"> • Strong written and spoken English (at or above IELTS-7) 	
Core Values and Behaviours		<p>Equity</p> <ul style="list-style-type: none"> • Listen to the views of others and ask for their opinions making sure that everyone in my team inputs into the things that matter. • Ensure fairness and justice is at the heart of my decision making and support to my team and others. • Take time to build trust, building the respect of our stakeholders and ensuring as a team we take accountability for doing what we agree to do. • Develop others and ensure we work as one team for Lambeth, encouraging everyone to play their part • Take positive action to ensure everyone in my team has opportunities to learn and grow at work • Encourage everyone to be themselves at work and value who they are • I am inclusive and actively celebrate diversity, recognising everyone in my team as individuals. 	
		<p>Kindness</p> <ul style="list-style-type: none"> • Treat each member of my team with respect and dignity just as I would want for myself. • Encourage each member of my team to do their very best work and am available to them to provide support and guidance. • Personalise my support to each team members and look out for them, lending a hand wherever I can • Encourage everyone to try and learn from mistakes and use integrity to take action with my team to put things right together • Work with empathy seeking to understand each and every member of team, their unique perspective and circumstances and ensure everyone is heard • Take the time to communicate, being honest, open and genuine and taking the time to get to know team members as individuals. • Show compassion and patience recognising that everyone in the team has unique 	

		<p>experience and celebrating the great work they do for Lambeth.</p> <ul style="list-style-type: none"> • Look after the health and wellbeing of my team members and encourage open and regular discussions about the issues that impact on them, working together to find solutions. 	
		<p>Accountability</p> <ul style="list-style-type: none"> • I encourage and support my team to do the right thing even when it's tough and we communicate our decisions in a timely way • I ensure my team and employees take individual and collective accountability for performance and delivery, making sure that they have clear plans and performance objectives. • I ensure my team plan ahead, getting the basics right and take swift action when problems arise • I encourage my team to be risk aware and ensuring that our decisions and actions are informed and understood and communicated to others. • I provide regular, timely and constructive feedback to my team members on their performance and behaviours and act quickly when performance is not on track. • I share my learning, knowledge and skills with others through coaching and mentoring and encourage others to do the same. • I ensure that my team and I put residents, communities, customers and their needs at the centre of everything we do. • I encourage my team to learn and grow and ask questions to find the information they need to do their jobs 	
		<p>Ambition</p> <ul style="list-style-type: none"> • Am proud of our borough and my team and encourage everyone in the team to aim for the highest possible standards of excellence in everything we do. • Encourage my team to be flexible and try new things when it's appropriate to do so and tell me what could be improved. • Promote a one team for Lambeth approach reaching out to our stakeholders to face our challenges together • Encourage and support my team to be courageous for our residents and communities and stop at nothing to ensure they have the best possible outcomes • I make time for the team to Innovate and look for creative ways to do things better, being curious about possibilities. 	

		<ul style="list-style-type: none">• Positively challenge and encourage the team to collaborate and look for solutions together across service and team boundaries.• Make time for my team to grow and develop taking advantage of opportunities to learn from each other and others. We plan our learning and career growth.	
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