

**Assistant Psychologist  
Job Description and Person Specification**

**Salary:** Full-time equivalent in the range £23,949 - £29,180 (NHS Band 4-5 equivalent) per annum (pro rata).

Please note, this job is advertised on a full-time basis (37 hours per week) but part-time can be discussed and agreed on a pro-rata basis.

**Annual Leave:** 30-days (pro-rata)

**Responsible to:** Dr Gary Lavan, Lead Educational Psychologist

**Job Description**

We are seeking to appoint a pro-active and creative Assistant Psychologist to work in our expanding and creative team. The main purpose of the role is to support the work of Educational & Child Psychologists in specified schools on a day-to-day basis, working directly with children, school staff, and parents under the overall guidance and supervision of an Educational Psychologist.

Main duties will involve:

- supporting and contributing to the role of Educational Psychologists in providing a high quality and sustainable educational and child psychology service to schools in the West Midlands;
- working with teachers and other school staff to implement the advice provided through educational psychology assessments;
- planning and delivering outcome-focused interventions for individual children or groups of children who may be vulnerable and/or have additional needs in primary schools, secondary schools and alternative provision settings;
- writing summary reports and intervention impact assessments;
- assisting, from time to time, in research and evaluation work including the development of evaluation methods and data collection, and contributing to summary reports;
- planning project work or development work in schools and other educational settings;
- assisting in the preparation and delivery of training in areas of psychology relevant to educational and child psychology;
- leading in the development of educational and psychological resources and materials and the sharing of these via social media channels;
- contributing to service evaluation work including the development of evaluation methods, data collection and reporting mechanisms.
- other ad hoc administrative duties related to the efficient running of the organisation.



The  
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Society

Chartered Psychologist

**The School Psychology Service Ltd**

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[www.hcpc-uk.org](http://www.hcpc-uk.org)

## **Person Specification**

### *Essential*

- a degree in Psychology (2:2 minimum)
- Psychology degree must provide Graduate Basis for Registration with the British Psychological Society;
- GCSE in English and Maths, minimum Grade C;
- substantial experience of working within an educational setting;
- a strong, developed interest in applied educational psychology;
- a strong knowledge of psychology and its relevant application in an educational setting;
- excellent inter-personal skills, and the ability to develop and maintain positive relationships with a range of stakeholders;
- the ability to work flexibly and creatively;
- ability to adapt to the demands of independent work, working under professional supervision and as part of a team, as required;
- experience and skills in undertaking research, using quantitative and qualitative research methods;
- strong Microsoft Office and IT skills;
- ability to produce reports to deadlines.

### **Additional Information**

The successful candidate will be required to consent to an enhanced DBS disclosure check.

There is a requirement to travel to a range of schools and settings across the West Midlands and Staffordshire. An independent means of transport will be necessary and a travel/mileage allowance will be paid.

We will ensure, so far as is reasonably practicable, that no disabled applicant is placed at a disadvantage. Provided that the selection criteria unconnected with the disability are met, we will make all reasonable adjustments in order that someone with a disability can undertake the duties involved.

*We require that all Assistant Psychologists act in accordance with the Code of Ethics and Conduct of the British Psychological Society.*



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