

September 2022

Dear Applicant,

Thank you for your interest in working with The School Psychology Service. Please read the notes below before completing your application form. We want to try and make sure that everyone applying for a role with The School Psychology Service has a fair chance. Completing an application form is the first stage in the recruitment process that may lead to an interview and possible offer of a role.

- It is important that you complete all sections of the application form as clearly and fully as possible.
- We will only take account of the information on our application form when shortlisting candidates for interview.
- We are interested in your experience and any skills or training that show you meet the requirements for the job for which you may be applying. Include non-work activities that are relevant.
- We do not ask for many personal details for use in the selection process. This is because we do not take into account such things as gender, race and marital status.

Remember – we can only decide who we should interview based on what is written on your application form. If you do not have enough space on the application form you can attach additional sheets. If you use additional sheets please put your name and the post title at the top of each page.

Closing date: Tuesday 27th September 2022

Interviews: Thursday 29th September 2022

Start date: January 2023

Company information

The School Psychology Service is one of a very small number of Social Enterprises offering Educational Psychology support to schools and local authorities.

Our team

You will find information about the company and our team on our website at <https://www.theschoolpsychologyservice.com/team/> and further information is provided below.

Working with children

Since all jobs with The School Psychology Service involve substantial opportunity for access to children, your application will be subject to rigorous pre-employment checks. This is in order to ensure the safety of children and young people. These checks will include a check by the Disclosure and Barring Service or Police records for all criminal convictions, cautions and any pending cases.

Work undertaken

We have been commissioned by a number of primary schools, secondary schools and alternative provisions to provide their 'core' educational psychology support. We are currently working with around 45 primary and secondary schools. Some of these schools have commissioned services as part of formal or informal networks and partnerships. We



Chartered Psychologist

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are therefore able to offer a wide range of casework, training, research and development opportunities.

Quality Assurance

We take our responsibility to provide a safe and accountable service to children and schools very seriously and quality assurance is undertaken through formal supervision and line management processes.

Safeguarding – All staff hold enhanced DBS clearance and undertake safeguarding training annually. Our recruitment procedures meet Local Authority standards for safer recruitment.

Supervision – All work is supervised by qualified and experienced educational psychologists who work to guidance and professional codes of conduct as required by the Health and Care Professions Council and the British Psychological Society.

Health and Safety – Our Health and Safety Policy meets standards set out by the Health and Safety Executive and we undertake risk assessments that ensure safe working conditions for all our staff.

Insurance – We hold Employers Liability Insurance, Public Liability Insurance and Professional Indemnity Insurance for all our employees.

Working arrangements

We use a small office base in Wolverhampton with the use of meeting facilities and training/conference facilities when required. Otherwise, staff are free to work from home or from partner school premises, depending on required duties (e.g. assessment or report writing). We have a number of systems in place to ensure adequate support for all members of our team, including the use of secure cloud storage for files and email, and regular individual supervision for every member of the team.

The recruitment process – what will happen next?

Due to the high number of applications received, we may not be able to acknowledge or reply individually to every applicant. We will contact all applicants by email if they are being invited for interview.

We will provide feedback on applications, where individuals request this. If your application has been unsuccessful and you would like feedback, please email us at office@theschoolpsychologyservice.com and we will contact you to discuss.

Whatever the outcome of your application, thank you for the interest you have shown in working for The School Psychology Service Ltd.

Yours sincerely,

Gary Lavan

Dr Gary Lavan (CPsychol, D.Ed.Psych, BSc, HCPC Registered)
Director and Lead Educational Psychologist