

Access and Inclusion

Mental Health Support Team

Assistant Educational Psychologist

Job Description and Person Specification

July 2026

Job Description

Job Title:	Assistant Educational Psychologist
Department:	Children's Services
Function:	Education & SEND
Team:	MHST
Post number:	S005199, S005592
Grade:	Soulbury scp 097-100
Hours/weeks:	36 hours, 52.14 weeks per year
Base location:	91 Ray Lodge Road, Woodford Green, IG8 7PG
Reports to: <i>Job title</i>	MHST team manager
Responsible for: <i>Job titles of direct reports</i>	<i>No direct line management but may be responsible for the supervision of trainee and work placement employees on occasion</i>
Role purpose and role dimensions: <i>Overview of the job</i>	The Assistant Educational Psychologist will: • Assist educational psychologists to meet the needs of children and young people • Undertake supervised consultation and assessment ensuring the involvement of the child/young person, educational setting, and parent(s) or carer(s) • Undertake supervised individual and group work related to targeted children and young people • Work at a whole school level to promote well-being in schools • Assist in project delivery led by the MHST, including training delivery, supporting interventions, co-ordinating events and contributing to research • Work closely with educational settings and colleagues across the borough
Key external contacts: <i>Organisations</i>	Schools (including PRUs) CAMHS Local Authorities (All London boroughs and nationally) Local Health Service Police Charitable organisations such as Child Bereavement UK and Papyrus

Key internal contacts: <i>Job titles or groups of staff</i>	Educational Psychology Redbridge Educational Wellbeing Team (REWT) Special Educational Advice and Training Support Service (SEAaTSS) School improvement Team Social Care Youth Offending Service SEN EWS Early Intervention Service Family Support Workers (Early Help)
Financial dimensions: <i>Budgetary responsibility & amount. Equipment, cash, property etc. for which employee is responsible.</i>	N/A
Key areas for decision making:	N/A
Other considerations: <i>E.g. working patterns</i>	We work in a hybrid way, conducting face to face visits as well as sometimes working remotely using platforms such as Zoom and Microsoft Teams. This post will usually involve travelling to multiple locations all over Redbridge, mainly between school settings and other locations such as Social Services.

Key accountabilities and result areas:	Key elements: This will involve:
Assist educational psychologists to meet the needs of children and young people	- Working flexibly alongside Educational Psychologists to provide a needs led service to schools and the community. - Sharing knowledge and good practice - Information gathering - Multi-agency working
To undertake supervised consultation and assessment activities, ensuring the involvement of the child/young person, educational setting, and parent(s) or carer(s).	- Following MHST guidance and protocols on assessment and consultation. - Direct work with individuals and groups to understand their needs. - Undertaking and recording accurate assessments of risk and operate clear risk management processes in line with locally agreed procedures including the safeguarding protocols of the educational setting and Local Safeguarding Board guidance. - Collaborating with a range of family member and professionals involved with the support of a child or young person. - Working alongside the MHST link staff to plan for the needs of individuals and groups of pupils. - Being aware of the range of interventions and support available to meet children and young people's emotional needs. This may involve conducting research and attending training provided by the borough and external providers
To undertake supervised individual and group work related to targeted children and young people.	- Undertaking training in specific supports and interventions delivered by the MHST - Assess and deliver outcome focused, evidence-based interventions in educational settings for children and young people experiencing mild to moderate mental health difficulties in collaboration with families and schools. - The delivery and co-delivery of evidence-based intervention to individuals and groups in educational settings - Engaging in regular supervision sessions with your line manager/supervisor

To work at a whole school level to promote well-being in schools and assist in project delivery led by the MHST	• Undertaking training in specific supports and interventions delivered by the MHST • Supporting MHST colleagues to design and deliver training and projects • The delivery and co-delivery of training and supervision to staff and parents in educational and community settings. • Collaborating and problem-solving with school staff • attending events on behalf of the MHST • Co-ordinating events • Working closely with Emotional Literacy Support Assistants (ELSAs) and senior mental health leads (SMHLs) in Redbridge schools, modelling and setting up interventions • Share knowledge and good practice • Contributing to project work or running small group interventions. This may involve conducting research and attending training provided by the borough and external providers
To participate and provide knowledge and advice within multi-disciplinary meetings.	• Working with classroom teachers, teaching assistants, parents and other professionals involved with the child. • Liaising with other key professionals such as safeguarding leads or colleagues in social care
To maintain effective records and produce clear reports of interventions.	• Following LA data protection procedures in line with DECP guidance • To engage in effective and timely report writing • Organising, attending and chairing meetings, taking minutes, setting agendas, circulating material.
To work within a multi-professional team and attend relevant meetings.	• Presenting research, being part of a peer support team, attending team meetings, reading groups, reading and commenting on research papers. Completing training, providing training to colleagues.
To participate in and contribute to the team's professional development, support and performance management programmes in accordance with the development plan and Redbridge borough requirements.	• Keeping up with changes in psychological theory and practice and be part of considering and implementing organisational changes to meet demands.
To contribute to the initiation, development and implementation of new responses to changing needs and demands upon the team.	• Engaging in research and information gathering around new interventions and approaches. • Data collection, analysis, interpretation and presenting research to schools and other providers. This could involve training other professionals and parents and/or children themselves • undertake such other duties as may reasonably be required from time to time by the Director of People
To undertake admin duties associated with the role to support the MHST	• Ordering and creating resources, sending out communications, co-ordinating events.
General accountabilities and responsibilities	
Green Statement	This will involve: ▪ Seeking opportunities for contributing to sustainable development of the borough, in accordance with the Council's commitment to making Redbridge a cleaner, greener place to live. In particular, demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in your job.

Data Protection/Confidentiality	This will involve: ▪ Complying with the Data Protection Act 1998 – treating all information acquired through your employment, both formally and informally, in strict confidence and in accordance with Caldicott principles. ▪ Complying with the Code of Conduct, other practice guidelines and the rules and protocols defining employees’ access to and use of the Council’s databases and systems. Any breaches could result in disciplinary measures. ▪ Maintaining client records and archive systems in accordance with departmental procedure, policy and statutory requirements.
Conduct and Whistleblowing	This will involve: ▪ Complying with the requirements of the Code of Conduct and maintaining high standards of personal conduct, honesty and integrity. You have a duty to raise any impropriety or breach of procedure to the appropriate level of management. Employees making such disclosures (whistleblowing) are protected and may make them without fear of recrimination.
Safer Working	This will involve: ▪ Commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults. Where you work in such a post the Council will require a DBS Disclosure check and references will be taken up prior to interview.
Equalities	This will involve: ▪ Complying with the Council’s strong commitment to achieving equality of opportunity and outcomes in its services to the community and in the employment of people. You are expected to understand, comply with and promote Council policies in your work, to undertake any appropriate training and to challenge any prejudice and discrimination.
Customer Care	This will involve: ▪ Complying with corporate and service area customer service standards and promoting the development of high quality, individualised and customer-led services.
Health and Safety	This will involve: ▪ Being responsible for your own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.
To contribute as an effective and collaborative member of the team	This will involve: ▪ Taking responsibility for continuing self-development and participating in training and development activities. ▪ Participating in the ongoing development, implementation and monitoring of the service plans. ▪ Supporting and contributing to value for money, service efficiencies and improvements.
Flexibility	This will involve: ▪ The above-mentioned duties are neither exclusive nor exhaustive. From time to time you may be required to undertake responsibilities outside the normal remit of your Job Description as required by the line manager and are broadly within the grading level and competence.

Person Specification

Job Title:	Assistant Educational Psychologist		
<i>Method of candidate assessment: A = Application form I = Interview T = Test. Weighting: 3 = Essential, 2 = Desirable</i>		A - I - T	Weighting
Minimum education/ qualifications:	Honours degree in Psychology or equivalent	A	3
	Eligibility for Graduate Basis for Chartered Membership (GBS) with the British Psychological Society	A	3
Minimum experience/ knowledge/ skills:	Substantial paid and relevant working experience with children, young people and their families (0-18)	A, I	3
	Evidence of understanding of educational systems and practice in England	A, I	3
	Demonstrate ability and motivation to continue learning and evidence of learning and development since finishing the degree	A, I	2
	Knowledge of CYP gained through academic study in child development, child wellbeing or mental health.	A, I	3
	Ability to form a helping relationship with young people and their families	A, I, T	3
	Commitment to collaborative working with other professionals and parents	A, I	3
	Belief in involving children and young people in decisions regarding their education and clear commitment to supporting the development of children and young people	A, I	3
	Ability to learn quickly and adapt to change	A, I,	2
	Understanding of inclusive practices which promote person centred approaches	A, I	2
	Experience required of participating in multi-disciplinary meetings	A, I	2
	Able to describe and discuss different ways of problem solving in educational settings	A, I	3
	Able to describe examples of when they have worked as a group to learn or problem solve.	A, I	3
	To give examples of working with diverse groups of people	A, I	3
	Awareness of safeguarding practices when working with children and young people	A, I	3
	Proficient in IT tools, including use of Microsoft 365 and Zoom. Ability to adapt to new IT systems such as data and case management systems.	A, I	3

Minimum behaviours: Customer service	Resilient and adaptable with the ability to work within an environment of conflicting priorities whilst managing time and prioritising work to meet agreed deadlines.	A, I	3
	Excellent negotiation and problem solving skills	A, I	3
Communicating and influencing others	Ability to communicate new ideas and deliver on subsequent plans	A, I	3
	Ability to train and be confident in front of small audiences	A, I, T	3
Working together	Experience of working with senior LA and School staff	A, I	2
	Ability to work as part of a team and lead as required	A, I	3
Analysis and judgement	Ability to reflect and identify need for support	A, I	2
	Ability to be innovative, resourceful and responsive to changing times	A, I, T	3
Special conditions:	Valid driving licence and use of vehicle for work would be an advantage as the post holder will be required to travel to various locations within the borough on a regular basis.	A	2
	As this is a full-time post, candidates MUST NOT be currently enrolled in any post graduate training (Post Graduate Diplomas, Masters, Doctorates)	A	3