



Job Description & Person Specification

Assistant Educational Psychologist

Job Title:	Assistant Educational Psychologist
Scale:	Scale 5, Points 8 - 11
Responsible to:	Headteachers, Essex County Council
Responsible for:	N/A

Job Purpose:	The post-holder will work under the supervision of a qualified Educational Psychologist (supervision arrangements provided by Essex County Council) to support schools across the Trust with early intervention, assessment, and evidence-informed practice.
Duties & Responsibilities:	• Targeted individual observation, advice and guidance to support in-school provision prior to an Education, Health and Care Needs Assessment (EHCNA). • Individual observation and write-up to support the EHCNA process, feeding into Educational Psychologist advice. • Small group intervention work directly with pupils. • Work with SENDCOs, school leaders, pastoral teams to develop strategies and provision for children and young people identified as SEND. • Staff training on specific areas of development — for example, adaptive teaching strategies for identified pupils or groups (this may sit as a desirable rather than a core expectation, depending on capacity). • Supporting the development of consistent, evidence-informed inclusive practices across primary and secondary settings, complementing existing specialist services. • Support the delivery of an educational psychology offer across BAT schools, under the supervision of a qualified Educational Psychologist. • Build a range of skills and experience in preparation for professional training as an Educational Psychologist. • Work with schools to provide an efficient, responsive and professional service for children and young people aged 0–25. • Assist qualified EP colleagues in providing psychological assessment, advice, consultation, training and intervention. • Remain within the boundaries of professional competence and current skills/knowledge, escalating to supervising EPs as appropriate. • Comply with BAT and school-level safeguarding procedures and promote the welfare of children and young people. • Adhere to BAT's data protection, corporate governance and health and safety requirements. • Keep accurate written records and write clear, accessible short reports as required. • Participate in supervision (provided via Essex) and engage in continuing professional development (CPD, also provided via Essex). • Contribute to the ongoing development of a consistent, Trust-wide model of psychological support, working with colleagues across BAT schools and services.



General:	• Participate in the performance and development review process, taking personal responsibility for identification of learning, development, and training opportunities in discussion with their line manager • Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • Comply with Data Protection Act 2018 and GDPR requirements in all working practices maintaining confidentiality, integrity, availability, accuracy, currency, and security of information as appropriate. Take personal responsibility for all personal data within own working environment • Ensure that all duties and services provided are in accordance with the Trust's Equality & Diversity Policy • Bridge Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All Staff are expected to confirm they have read and understood KCSIE part one, annually each September.
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PERSON SPECIFICATION

Criteria	Qualities	Essential/ Desirable
Qualifications & Training	• A psychology degree (2:1 or above), or an approved conversion course, or a Master's degree, AND eligibility for British Psychological Society (BPS) Graduate Basis for Chartered Membership (GBC)	E
Knowledge & Experience	• General understanding of the operation of a school • Recent experience of working in a school setting. • Knowledge and understanding of SEN and related legislation affecting children and young people. • Experience of working with children and young people in an education, care or family-oriented setting.	E D E E
Skills and attributes	• A demonstrable commitment to applying psychology to support children and young people with Special Educational Needs and/or Disabilities (SEND).	E
Personal qualities	• Excellent interpersonal and communication skills, with high personal and professional ethical standards, integrity and reliability. • Ability to build strong, collaborative working relationships with school staff, families and pupils. • Evidence of being self-driven and autonomous in developing skills, knowledge and experience within the role	E E E
Other	• Committed to equality and diversity. • Commitment to own continuous personal and professional development. • Committed to our Health and Safety policies and procedures. • Compliance to Data Protection Act 2018 and GDPR principles/ requirements. • Committed to safeguarding and promoting the welfare of children and young people.	E E E E E



The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills, and grade. This job description will be reviewed periodically and may be subject to amendment or modification at any time after consultation with the postholder.

Last updated August 2026.