JOB DESCRIPTION

Job Title: Assistant Psychologist

Directorate: Health Directorate

Accountable to: Head of Psychology

Band: Band 4, Pay Point 12

Hours: 37.5 per week

Liaise with: Psychology Team, Medical Team, Therapy Team, Care & Teaching staff, parents & outside agencies; other departments as necessary.

Psychology Service

The Psychology Service is composed of an educational psychologist, clinical psychologists, neuropsychologist, play specialists and a play therapist. The service provides clinical input for students attending the School and Further Education services and to the Diagnostic and Assessment Services at the Neville Childhood Epilepsy Centre. The main aspects of our role are completing a range of assessments (e.g. cognitive, mood, neuropsychological and behavioural), providing therapeutic input to individuals or groups and contributing to care or treatment plans (e.g. devising behaviour management programmes). The team are also actively involved in providing in-house training to staff across NCYPE.

Job Purpose

To provide the Psychology Team with support in delivering a professional and highly specialised service to students at NCYPE.

Key Tasks

Clinical

1. To undertake protocol based psychological assessments, including neuropsychological tests, questionnaires, self-report measures, rating scales, direct and indirect observations and semi-structured interviews as directed by a qualified psychologist.

2. To assist in the preparation of students reports under supervision from a qualified psychologist.

3. To assist in the formulation and delivery of care plans involving psychological treatment and/or management of a student’s problems, under the supervision of a qualified psychologist.

4. To attend and contribute to appropriate multi-disciplinary meetings and reviews (e.g. reporting assessment results, handing over behaviour guidelines or providing feedback on progress in treatment) under the guidance of a qualified psychologist.

5. To assist in the coordination and running of therapeutic groups.
6. Meet and advise parents and other professionals under the guidance of a qualified psychologist.

7. Participate in placement visit assessments to assist the team with identifying students’ suitability for admission to NCYPE.

8. Give professional advice and support to care, education and other staff involved in implementing behavior management programmes in consultation with a qualified psychologist.

9. Liaise or work directly with all the specialists and professionals concerned on specific cases and programmes as required.

10. Assist the Head of Psychology and other clinicians in clinical work and other duties as required.

**Record keeping and resource monitoring**

1. To maintain students records, including clinical observations, clinical notes, tests and other relevant student data according to the Psychology Service Record Keeping Protocol and the NCYPE Data Protection Policy.

2. To monitor and maintain the Psychology Services tests and questionnaire resources and inform the Head of Psychology of any additional resources required.

3. To take minutes of meetings as required.

**Teaching, training and supervision**

1. To participate in regular clinical supervision. A minimum one hour a week of supervision will be offered in a confidential setting in addition to working alongside a qualified psychologist as required for more complex clinical work.

2. To participate in in-service training of staff.

3. Take part in tutorials and monthly seminars at NCYPE.

4. Test administration and interpretation skills will be closely monitored and regular feedback provided to ensure proficiency and good practice are adhered to at all times. Clinical work may be observed periodically.

5. All written reports and guidelines or treatment plans must be countersigned by a qualified psychologist.

6. To assist in developing and maintaining the Psychology Service intranet information page.
**Management & service development**

1. All management duties will be undertaken in consultation with the Head of Psychology.

2. To assist in the design and implementation of service development projects within the service as required.

3. To attend meetings in which service developments are planned and discussed, as directed by a qualified psychologist.

**General**

1. Organise own workload under the direct support and supervision of a qualified psychologist and line manager.

2. Ensure all duties are carried out in accordance with Health & Safety regulations as given in the Health & Safety Manual.

3. To carry out, as and when required, any additional tasks and responsibilities as are reasonable compatible with this job description and its objectives.

This Job Description is not exhaustive and the postholder may be required to undertake other appropriate duties and projects from time to time.
**PERSON PROFILE**

**Job Specification**  Assistant Psychologist  
**Department**  Health Directorate

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<tr>
<th>Key Criteria</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td><strong>Training / Qualifications</strong></td>
<td>An approved qualification in psychology conferring eligibility for graduate basis for registration with the British Psychological Society, with either a Bachelor’s degree (Class 2.1 or higher) or a Bachelor’s degree (any class) together with a higher degree.</td>
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<td><strong>Experience</strong></td>
<td>Experience of paid or voluntary work with children or adults in a health, care or educational setting</td>
<td>Experience of working with individuals with epilepsy, autism, learning difficulties or challenging behaviours. Experience of administering questionnaires or standardised psychometric tests. Experience of working as part of a multi-disciplinary team. Audit or research experience.</td>
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<td><strong>Knowledge &amp; Skills</strong></td>
<td>Have a working understanding of child and adolescent development. Demonstrate good literacy and report writing skills. Ability to use a computer competently, especially with regard to word processing.</td>
<td>Knowledge of establishing, implementing and evaluating intervention programmes. Ability to work effectively as part of a team</td>
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| **Personal Qualities** | Ability to attend work punctually and reliably at times dictated by the requirements of the role.  
| | Ability to communicate effectively.  
| | Ability to prioritise workload and to work under pressure.  
| | Ability to work using own initiative but to work within the boundaries of their role.  

NCYPE is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.