

Inverclyde



Education Service Recruitment Pack

**Principal
Educational
Psychologist**

Inverclyde
council

Contents

Message from the Corporate Director	2
About Inverclyde	3
About the council	4
Inverclyde Council and HSCP structure	5
Education services	6
School information	7
Job description and person specifications	10
Terms and conditions	15
Recruitment process and response instructions	16



Message from the Interim Director

The Education Service is an integral part of Inverclyde Council. Although we are a small authority that serves one of the most socially diverse and deprived communities in Scotland, we provide high academic standards and opportunities for excellence in wider achievement.

We place positive relationships at the heart of all we do, ensuring that school leaders are supported, challenged and empowered to lead their communities to secure positive outcomes for all pupils.

Our central education services and attainment challenge teams, aligned with various partners from across the council, West Partnership and voluntary sectors, means that we have great capacity to ensure schools have access to a wide range of highly effective networks and development opportunities. We are an outward facing service with high expectations and ambitions for all of our staff and pupils.

This is a unique opportunity to join an aspirational education community and service in Inverclyde and build on good practice already in place that promotes a culture of achievement to transform the aspirations and lives of children and young people.

We want to recruit outstanding, talented and dynamic leaders to help deliver these aspirations and develop our exciting and innovative approach to the management and leadership of education in Inverclyde.

If you wish to know more about the Council and the services you will work with, please visit the Inverclyde Council website: **www.inverclyde.gov.uk**

Alternatively, for an informal and confidential discussion about the post please contact me on **01475 712891** or send an email to **Michael.Roach@inverclyde.gov.uk**

We hope that this pack provides you with the background information to encourage you to apply.

Michael Roach

Interim Director of Education

About Inverclyde

One of Scotland's smallest regions but with the warmest welcome, Inverclyde sits at the mouth of the River Clyde. Inverclyde is made up of three thriving towns; Port Glasgow, Greenock and Gourock and the villages of Kilmacolm & Quarrier's Village to the East and Inverkip & Wemyss Bay to the West.

The area has a history and heritage rich in shipbuilding and seafaring dating back to the 1500's which has left its mark throughout the region. These days, it offers a broad range of sports and leisure facilities, both indoors and outdoors, a great variety of arts and culture activities and wide open spaces to enjoy and explore.

Inverclyde is one of 32 council areas used for local government in Scotland. Together with the East Renfrewshire and Renfrewshire council areas, Inverclyde forms part of the historic county of Renfrewshire, which currently exists as a registration county and lieutenancy area – located in the west central Lowlands. Inverclyde as a region was established in 1973 and currently has a population of 78,000.

We currently have 6 Secondary Schools, 20 Primary Schools, 20 Early Years Establishments and 3 ASN units.



Housing

Inverclyde has a wide range of property throughout the area. There are a number of new build projects as well as established older properties. There are options throughout the various towns or in the more rural area of Kilmacolm. Housing is very affordable throughout the area.

Health

The area is well served by excellent health facilities, there are GP practices throughout the towns and the new Health Centre primary care facility is about to open in Greenock. There is a hospital with an A&E facility in Greenock.

Leisure

There are plenty of outdoor pursuits and activities to get involved in. There are 6 golf courses alone in the area with outstanding views of the river. Wild swimming, sailing, rowing and 2 marinas with yachting facilities offer on the water activities. Throughout the area there are wide range of sporting facilities including tennis, lawn bowls, rugby and football. Indoor activities are also in abundance with a range of leisure and sports centres. We have an ice rink, swimming pools, both indoor and the unique outdoor pool, indoor climbing walls and a great range of gym facilities to suit all levels.

How to get here:

Road

The M8 motorway runs all the way from Edinburgh, through Glasgow directly to the door of Inverclyde. The main towns of Port Glasgow, Greenock and Gourock are just 25 miles from Glasgow city centre.

Bus

A frequent bus service operates between Glasgow city centre to the main towns of Port Glasgow, Greenock, Gourock, Inverkip and Wemyss Bay. There are regular buses service within the area and to the outlying villages.

Rail

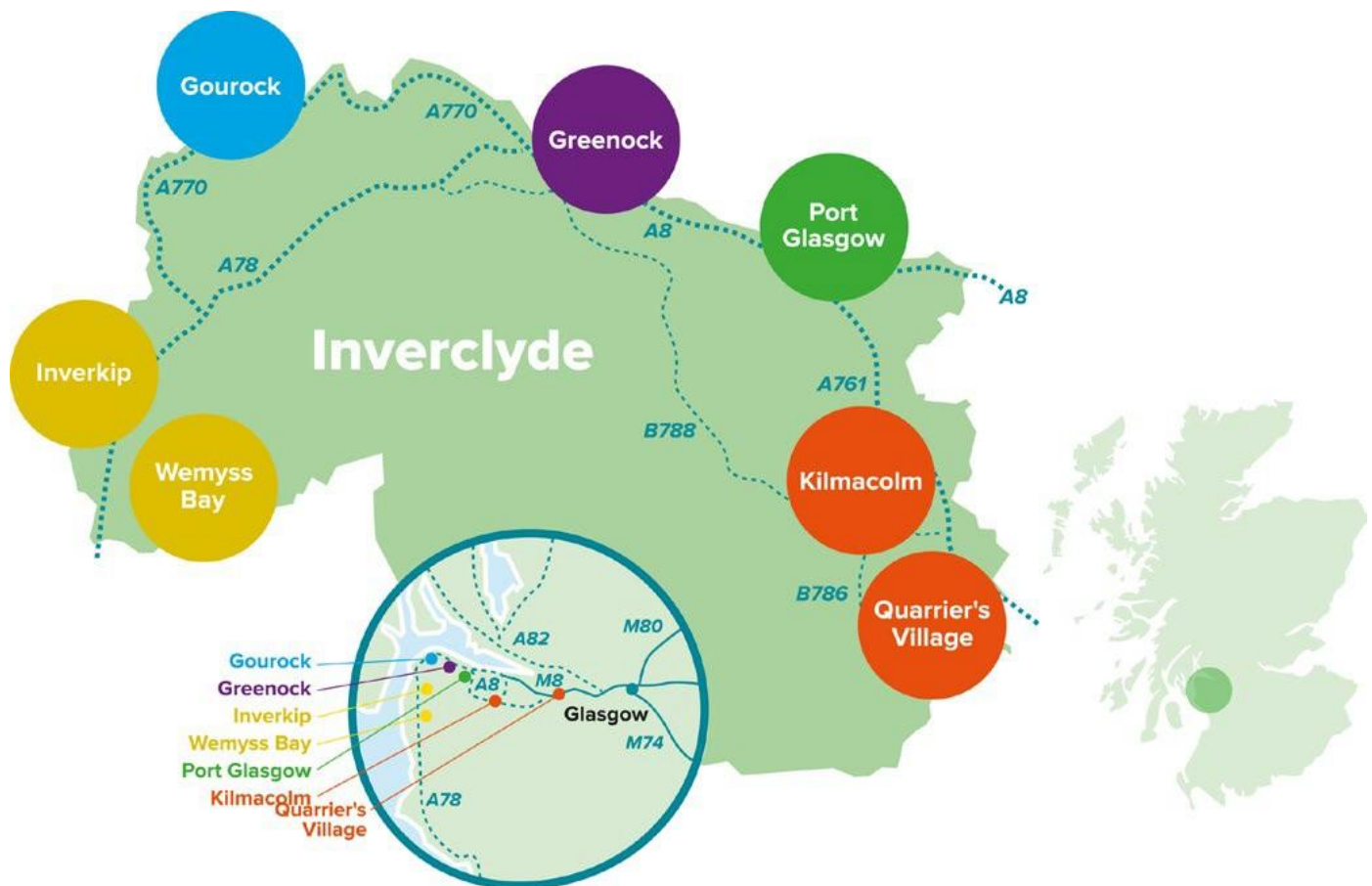
Inverclyde has 13 train stations which connect from Glasgow Central Station or Paisley Gilmour Street Station through Port Glasgow to Wemyss Bay and the Rothesay ferry terminal or to Gourock, via Greenock stations. You can travel between areas of Inverclyde quite easily on regular trains.

About the council

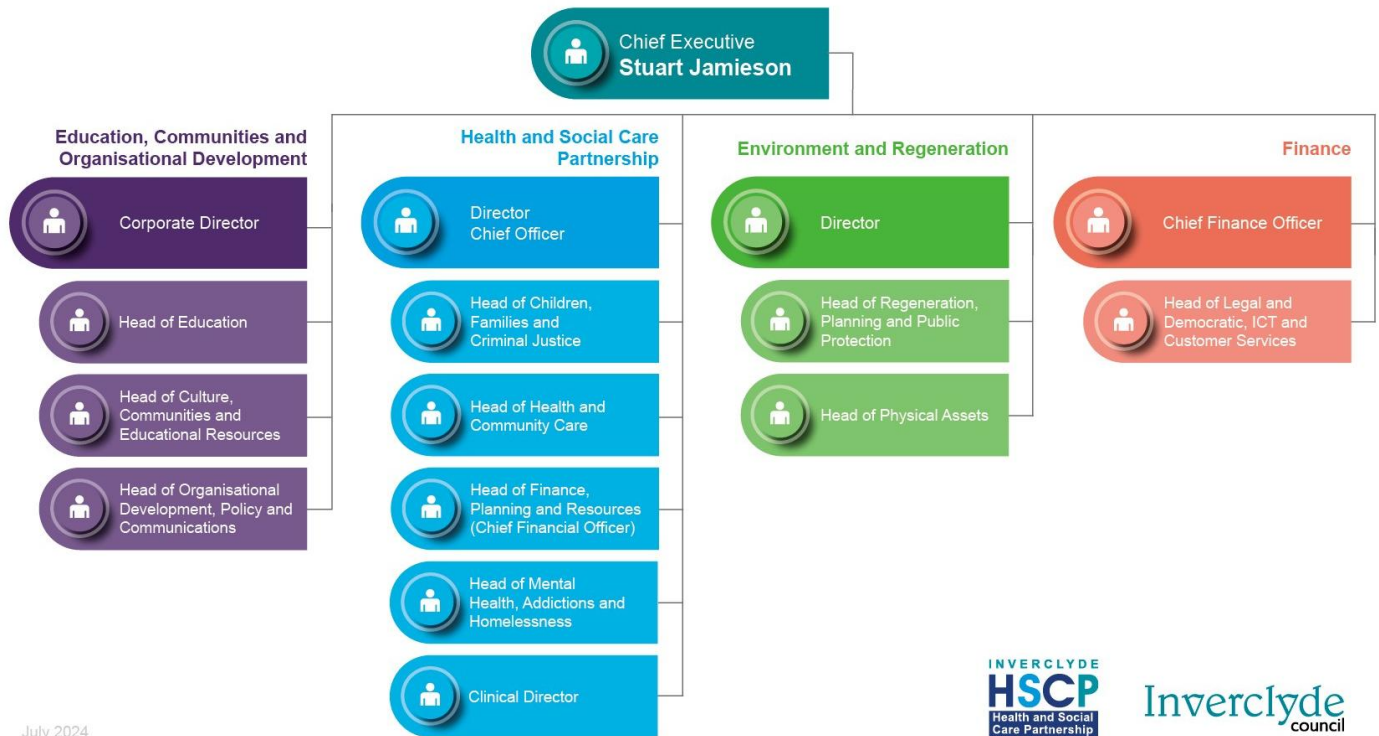
Inverclyde Council is focusing on making Inverclyde a place which nurtures all its citizens, ensuring that everyone has the opportunity to have a good quality of life and good mental and physical wellbeing. Our vision is:

**‘Getting it right for every Child,
Citizen and Community’**

This means that the Council will work in partnership to create a confident, inclusive Inverclyde with safe and sustainable, healthy, nurtured communities, and a thriving, prosperous economy, with active citizens who are resilient, respected and responsible and able to make a positive contribution to the area.



Inverclyde Council and HSCP management structure



Education services

Early years, primary and secondary education is provided principally through the 40 early years centres, primary, secondary and special schools run by the council. The largest schools have rolls of almost 1000 children, while the smallest have approx. 80. Over the last 10 years all primary and secondary schools have been either rebuilt or fully refurbished. Our early education and childcare is developed through centres, some of which are standalone, while others are integrated with primary schools. Gaelic medium education is presently delivered through a primary provision at Whinhill Primary School and an evolving secondary provision at Inverclyde Academy.

The policy of the council is wherever possible to integrate all children into mainstream settings.

There are, however, two special schools and three specialist bases attached to mainstream schools / ELCs. In addition, the Inverclyde Communication Outreach Service (ICOS) provides a range of support to young people.

Educational Psychology Services are provided by a team based in Greenock. The Inverclyde music service delivers and supports music teaching across the authority.

The education service supports the vision, aims and objectives of the Scottish Government in the development and sustainability of high quality, integrated services that give children and young people the opportunity to have the best possible start in life.

Since 2015 Inverclyde has been designated as an Attainment Challenge authority and received approx. £3.4M annual funding to run a project designed to close the poverty related attainment gap. Over the last few years this funding has been tapering down and the approach of the AC adjusting accordingly. Lead by a project leader, with support from an Attainment Advisor from Education Scotland, the challenge team provide innovative and highly effective support to schools, found to be very good in every aspect at inspection in 2018.

The priorities for the Education Services Plan 2026/27 can be found here: ([Education Services in Inverclyde - Inverclyde Council](#))



Job description

Post of: **PRINCIPAL EDUCATIONAL PSYCHOLOGIST**

Responsible to: **HEAD OF EDUCATION**

Summary of: **Principal Role**
Corporate Responsibilities
Service Responsibilities
Principal Activities

PRINCIPAL ROLE

To ensure the Council's aims and objectives are implemented through the delivery of Services.

To develop a range of effective partnerships and working practices which support the implementation of service delivery and corporate objectives. To ensure that all Services are delivered with maximum effectiveness, to continually improve delivery as appropriate to meet customers' changing needs.

Grade: DEP PRIN PSYCH 05

CORPORATE ACTIVITIES

- ❖ **Cross Cutting** – to assist with development of the Council's strategic aims including Best Value, Community planning, Social Inclusion/Equality, sustainability, Efficient Government and other corporate Initiatives and ensure proper implementation across services.
- ❖ **Corporate Objectives** – To ensure that services within Educational Planning and Culture are of the highest quality and operate in an integrated way to achieve the Council's corporate objectives.
- ❖ **Corporate Responsibility** – As a member of Educational Planning and Culture Senior Management Team to represent the interests and the views of this Service, the Directorate and Council to all external bodies where appropriate.
- ❖ **Partnership** – To ensure that services are implemented and that close working relationships are developed with private/voluntary, public and statutory bodies where applicable.
- ❖ **Budget Management** – To ensure that all budgets allocated to you by your Head of Service are managed effectively and in adherence to the Council's policies and financial regulations.
- ❖ **Change Management** – To assist the Head of Service with any change management.
- ❖ **Co-ordination** – To ensure that services are co-ordinated with other Service Managers within your service, your Directorate and overall Council.
- ❖ **Performance Management** – To assist your Head of Service with the service strategies and service plans setting performance targets, performance indicators and staff development plans.
- ❖ **Monitoring Performance** - effective management of all staff and ensuring that all staff have a work plan and regular review sessions in accordance with the Council's Performance Appraisal Scheme .
- ❖ **Council/Committees** – To assist the Head of Service with responsibilities in terms of advising the Council and its Committees and preparing reports where required.

- ❖ **Other Duties** – to undertake all other appropriate tasks commensurate with the post to ensure that the strategic operational requirements are fully met.

SERVICE RESPONSIBILITIES

- ❖ To assist with the management and implementation of the Council's Policy and Strategy.
- ❖ To provide effective managerial direction, motivation and leadership.
- ❖ To plan manage and continuously review the utilisation of the services resources i.e. employees, equipment, property, vehicles etc., to optimise performance of the service and ensure contractual obligations are met.
- ❖ To monitor the budget within your control, to identify variances and take appropriate action as necessary to ensure the Council's targets, statutory or other financial obligations are achieved.
- ❖ To ensure compliance with any current or future legislation procedures policies and regulations.
- ❖ To develop and foster good working relationships with Council employees, members, Customers, external parties and to ensure efficient and effective implementation of the Councils policies and programmes.
- ❖ To assist in the preparation of specifications/tender documents incorporating the Council core commitment to provision of core commitment to provision of quality services and Best value.
- ❖ To implement the service's, health and safety policy and practices to ensure the continued health, safety and welfare of all employees within the service.
- ❖ To maintain and develop employee relations and to ensure that the service achieves its goals.
- ❖ Where required to prepare committee and any other reports related to any aspect of your remit as may be required by the Head of Service.
- ❖ To assist in developing the service's customer care and consultation programme in accordance with Council/Directorate policy.
- ❖ To prepare, implement and maintain training and development within your service area.
- ❖ Liaison with such agencies, organisations and Government departments as may be necessary for the achievement of the goals of the service and the efficient management of the service.
- ❖ Representing the Head of Service – Directorate or Council as necessary including attendance at conferences, seminars, meetings, public enquiries and tribunals.
- ❖ To develop and provide a business continuity plan in all functional areas within your control.

PRINCIPAL ACTIVITIES

1. Strategically lead and manage the Educational Psychology Service (EPS) and fulfil a statutory function in providing an EPS for the Local Authority (Education (Scotland) Act 1980).
2. To manage the work of Inverclyde Council Psychological Services in relation to children and young people (0-24 years) in Inverclyde, within the aims, objectives and practice guidelines of the Service, in accordance with the policies and procedures of Inverclyde Council, and within the relevant statutory framework.
3. To cooperate with other members of the Service's management in ensuring consistently high standards of service delivery across the Service. To be accountable to the Head of Educational Planning and Culture for maintaining the highest standards of practice and to Inverclyde Council as employer.
4. To have functional responsibility for:-

MAIN DUTIES AND RESPONSIBILITIES:

- In cooperation with the Depute Principal Psychologists in the team, to be responsible for the administration and coordination of team functions and for the support, empowerment and motivation of the professional and clerical staff within the area team.
- To quality assure and self-evaluate the work of the Educational Psychology Service
- To produce an annual standards and quality report on the Educational Psychology team's work linked to an annual improvement plan
- To work with the three partner local authority educational psychology services in the development of the QUAD approach to self-evaluation and service improvement in line with the timeline laid out by ASPEP.
- To contribute to annual reporting and strategic planning within the Education Service and contribute to the partnership working and planning within the children's service planning process.
- To ensure that the Team has effective liaison and communication with other groups within the Service and Authority, and with other agencies.
- To give policy advice to the Education Service and Authority, particularly relating to policy and legislation relating to additional support needs including:
 - ASL Act, ASL review,
 - the Children and Young People's (Scotland) Act
 - the Equality Act,
 - UNCRC,
 - GIRFEC,
 - The Promise.
- To be the chair of the Additional Support Needs Forum, with responsibility for overseeing the decision-making process regarding the educational placement of pupils
- To represent the Service, alongside members of the central officer team, in processes related to Dispute Resolution, including the first tier of the ASNT.
- To play a leading role in the professional development of members of the Service and in the development of the Service in line with agreed policies and guidelines.
- To deliver, support and supervise staff professional development and professional review, in relation to the British Psychological Society and Health Care Professions Council (HCPC) standards.
- To provide support and advice to educational establishments through regular visits and to parents, other agencies and young people themselves.
- To attend the Inverclyde Child Protection Committee alongside the Head of Education

- To be the service link to projects such as the Whole Family Well-being fund
 - To monitor the educational provision of pupils placed in out of authority placements, linking with Children's services colleagues and be responsible for monitoring the budget where education is responsible for the cost of said placements
 - To lead and develop the Anti-Bullying Strategy within the local authority
 - To act as Depute Chair of the Authority Screening Group
 - To be the service representative on the Vulnerable Young Person's group
 - To be the service representative on the IRD Review Group
 - To support the development of the Promoting Positive Relationships Strategy
 - To support the Education Officer in agreeing and contributing to the agendas for the ASN Leaders network and support leadership develop of this cohort of staff
-
- To manage casework consultation with development work at school level and authority level, reflecting a preventative and systematic approach, including the annual brokerage meetings between psychologists and leaders
 - To ensure that records are kept with sufficient clarity and detail to meet the requirements of the Service, in line with GDPR policies
 - To manage internal Service networks and groups which aim to further both individual professional development and Service development including Service policy.
 - To operate within a framework of, and contribute to, the further development of , interagency cooperation which clarifies and respects mutual responsibilities and competencies.
 - To manage fully In-Service mechanisms for ensuring quality assurance (eg induction, supervision, service evaluation, etc,).
 - To maintain a commitment to a process of personal professional development which support the achievement and maintenance of high standards of practice and is consistent with service requirements.
 - Any other duties as requested by the Head of Education
 - To attend and actively participate in the Service Quality Improvement Team
 - To represent the Head of Education at meetings as appropriate

PERSON SPECIFICATION

The Person Specification clearly describes the skills/abilities/personal qualities needed to successfully undertake the duties of the post. It is agreed by the Panel prior to advertising and is used as the sole means of selecting candidates for interview.

In developing job descriptions & person specifications, the Council will have due regard to its commitment to equality & diversity by ensuring that job criteria are relevant to the successful undertaking of the job and do not indirectly or disproportionately disadvantage any individual on the grounds of gender, age, disability, race/ethnic origin, religion or belief, sexual orientation, caring responsibilities or social status, unless it can be justified on objective grounds.

POST TITLE: **Principal Educational Psychologist**

<u>ATTRIBUTES</u>	<u>ESSENTIAL:</u> The minimum acceptable level for safe and effective job performance	<u>DESIRABLE:</u> The attributes of the ideal candidate
Experience	Recent successful experience as an educational psychologist within a local authority Psychological Service. Practice consistent with Inverclyde Service aims. Demonstrable success in teamwork and collaborative working. Demonstrable success in working within agreed guidelines. Demonstrable commitment to ongoing personal and professional development. Demonstrable success in contributing to staff and Service development. Experience of researching and formulating policy and guidance. Experience of working with, and leading on, evidence based practice in education and the application of research methodologies.	Leadership and management experience working in a local authority educational psychology service eg as a Depute Principal Educational Psychologist. Experience in leading initiatives/ management roles Experience of leading quality assurance and improvement within an educational psychology service
Education, Qualifications and Training	Single or joint honours or postgraduate degree in psychology, conferring graduate basis for registration with the British Psychological Society. A postgraduate qualification in educational psychology. Full registration with the Health Care Professions Council (HCPC) as a practitioner educational psychologist. Current driving licence	

Skills, Abilities and Knowledge	Knowledge and implementation of key national legislation and guidance related to children and young people with additional support needs. Ability to manage complex situations. Evidence of successful outcomes in delivering strategic initiatives. Excellent interpersonal, communication, organisational and time management skills. Proven ability to support and develop reflective practice within an educational psychology service. Effective people management skills, including performance management and approach to managing accountability. Significant contribution to leading service delivery and staff development. Strong record of innovation, contributing to local and national priorities, that has resulted in positive change for communities. Ability to work under pressure and to work to time and budget constraints. Sound ICT skills and knowledge of databases and record management. Ability to establish and sustain positive relationships and partnerships that generate confidence, respect, credibility and trust to achieve required outcomes. Excellent communication skills including effective negotiation and influencing with experience in presenting to a range of audiences and over a wide ranges of issues. Ability to motivate others to achieve shared goals and objectives. Knowledge of Scottish education and of key legislation and policies. Ability to be creative, motivate and work effectively as a key member of a professional team. Demonstrable ability to integrate casework consultation and development work.	Ability to and skills in mediating complex situations through to resolution e.g. as part of a formal tribunal process Knowledge of children's services planning processes
Interpersonal and Social Skills	Good interpersonal skills. Displays energy, commitment and confidence. Ability to support colleagues with an appropriate degree of guidance, direction and challenge.	

DISABLED APPLICANTS AND GUARANTEED INTERVIEWS

Under the Disability Confident Scheme, an applicant who indicates they have a disability and who meet the essential requirements for the vacancy will be offered a guaranteed interview.

Terms and conditions

Salary	£89,109
Hours of work	35 hours per week
Location	Inverclyde Academy, Greenock
Pension	Employees will be contractually enrolled into the Scottish Teachers Pension Scheme. The employee contribution is based on salary level. The Scottish Teachers Pension Scheme is currently a career average scheme.
Conditions of service	Conditions of Service are those of the Scottish Negotiating Committee for Teachers.
Relocation assistance	Relocation expenses will only be applicable where an employee moves into the Inverclyde area within 1 year of taking up employment. Please contact us for further information.
Annual leave/ public holidays	The leave year shall be from January to December. Public holidays in the council are included in the annual leave entitlement. For those with less than 5 years continuous service the annual leave entitlement is 35 days. For those with 5 years or more continuous service at the beginning of a leave year, the annual leave entitlement is 40 days.
Personal vehicle usage	Employees who are authorised car users are entitled to reimbursement of business mileage.
Terms of appointment	The appointment will be subject to a PVG Scheme Record Check, satisfactory references and medical clearance.
Notice period	The first paragraph would need to say this instead of what's there (second para ok) The minimum period of notice to terminate employment to be given by the Council shall be: - 4 working weeks, where service is less than 4 years, - 1 week for each year of continuous service, where total service is at least 4 but less than 12 years, and - 12 weeks, where service is 12 years or more.
Other employment	The postholder may not engage in any other business or take up an additional employment without the express consent of the Council. They must inform the Council of any outside activity which may in any way conflict with their work for the Council.



Recruitment process and response instructions

Submitting an application

Candidates wishing to apply for a post should apply online via the myjobscotland website at <https://www.myjobscotland.gov.uk/councils/inverclyde-council/jobs> and visit our education page at <https://www.myjobscotland.gov.uk/councils/inverclyde-council/education>.

Upon submission of an online application, candidates will receive an email confirming receipt.

The selection process

After the closing date candidates will be notified by email via the myjobscotland website if they have been invited to attend for interview.

Assessment and interview

Depending on national guidance re health and safety relating to Covid, candidates will be required to participate in either an in-school meeting with pupils, parents and staff or an online alternative

Candidates will be required to deliver a short presentation as part of the interview selection process. This may be done online or face to face depending on national guidance re health and safety relating to Covid.

Those candidates not selected for interview will be advised in writing.

Pre-employment checks

Employment with Inverclyde Council is subject to successful candidates being eligible to work in the UK, receipt of two satisfactory references and the satisfactory outcome of pre-employment health screening and a Protecting Vulnerable Groups (PVG) checks.

Information or queries

If you have any queries or require further information relating to any aspect of the recruitment and selection process, you can contact Michael Roach on **01475 72850** or Michael.Roach@inverclyde.gov.uk

