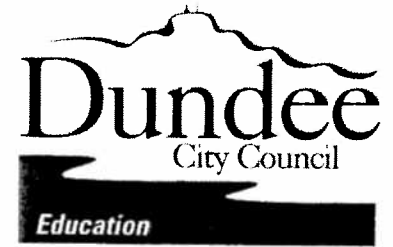


Dundee Negotiating Committee for Teachers



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21st February 2005

Dear Colleague

DNCT/6

DUNDEE EDUCATIONAL PSYCHOLOGY SERVICE

In accordance with the terms of Circular SNCT/30 the staffing structure of Dundee Educational Psychology Service has been amended.

There will be established a new post of Depute Principal Educational Psychologist and three new posts of Senior Educational Psychologists. These new posts form part of a complete structure comprising Principal Educational Psychologist, Depute Principal Educational Psychologist, three FTE Senior Educational Psychologists and 5.6 FTE Educational Psychologists.

The new post of Depute Principal and the proposed new non-managerial posts of Senior Psychologist require consequential changes in the job descriptions of the other service posts of Educational Psychologist and Principal Educational Psychologist and these are attached as appendices to this circular. In accordance with SNCT/37 the posts of Principal Educational Psychologist and Depute Principal Educational Psychologist have been job sized.

These changes are required in particular to establish the new reporting relationships that need to be created, but the opportunity can also be taken to restate the post responsibilities of these two grades as they have developed within the authority in the last nine years, and to embed the requirement for Educational Psychologists to be registered as chartered Educational Psychologists.

The post of Depute Principal is to be filled, as required by SNCT/30, by job-matching the current Senior Psychologist, who already undertakes the managerial responsibilities stated in the Depute Principal job description.

There is no proposed expansion in the total number of posts in the Service. The Senior Psychologist posts simply constitute a formal recognition, in order to implement fully the requirements of SNCT/30, of key responsibilities that exist in the Service. Consequently, in the first instance the posts will be filled by internal appointment through competitive interview. The basis for appointments will be the demonstration of general capability to carry out the roles associated with the responsibility for a specific area of expertise as set out in the job description for the post of Senior Psychologist. The actual specific areas of expertise associated with each of the three posts will be subject to periodic review within the Service

and discussion with postholders, and wherever possible will take account of the professional experience of postholders. The specific areas in the first instance will be as follows:

- a) Additional Support Needs
- b) Early Years
- c) Equality, Child Care and Protection

Sandy Weston
Danny McDonald
(Joint Secretaries)

**DUNDEE CITY COUNCIL
EDUCATION DEPARTMENT**

JOB DESCRIPTION

1 IDENTIFICATION

Department: Education
Post Title: Principal Educational Psychologist
Post No: 160
Section:
Responsible to: Education Services Manager

Responsible for: Educational Psychologists

2 JOB PURPOSE

This post carries significant responsibilities as section leader for the Psychology Service.

3 DUTIES AND RESPONSIBILITIES

1. The Principal Educational Psychologist is responsible to the Education Service Manager for advice and ongoing coordination in the following areas
2. Formulation and monitoring of policy and procedures for the Educational Psychology Service.
3. Supervision of the deployment and work of Educational Psychologists and support staff.
4. Preparing reports, conducting surveys and collecting statistics relating to the service,
5. Participating in selection and appointment to the service.
6. Providing information about the work of members of the service where this is relevant to their future employment or deployment.
7. Ensuring that appropriate arrangements are made for the management of the finances of the service within agreed budgetary limits.

**DUNDEE CITY COUNCIL
EDUCATION DEPARTMENT**

JOB DESCRIPTION

1 IDENTIFICATION

Department: Education
Post Title: Depute Principal Educational Psychologist
Post No:
Section:
Responsible to: Principal Educational Psychologist
Responsible for: The Senior Educational Psychologists.

2 JOB PURPOSE

To undertake specified management tasks and deputise for the Principal Educational Psychologist

3 DUTIES AND RESPONSIBILITIES

1. Deputising as required for the Principal Educational Psychologist
2. Continuing Professional Development of the staff of the service
3. Planning and coordinating research and development work involving psychology service staff
4. Arrangements for the induction and probationary period of staff appointed to the service
5. Arrangements for Educational Psychologists in Training on placement in the service
6. The work of the Senior Psychologists
7. Budgetary management of the foregoing responsibilities

**DUNDEE CITY COUNCIL
EDUCATION DEPARTMENT**

JOB DESCRIPTION

1 IDENTIFICATION

Department: Education
Post Title: Senior Educational Psychologist (3 Posts)
Post No:
Section:
Responsible to: Depute Principal Educational Psychologist
Responsible for:

2 JOB PURPOSE

This post will carry responsibility for a particular area of expertise on a council-wide basis.

3 DUTIES AND RESPONSIBILITIES

In addition to carrying out the duties of an educational psychologist, in consultation with the Depute Educational Psychologist, the Senior Psychologist will:

1. Lead the development of DEPS work in the specified area, including providing training and practice supervision for EPs and carrying out evaluation of service provision.
2. Represent the Service by providing:
 - Briefing of Education and other Directorates of the Council
 - Input to Education Department planning
 - Membership of Multi-agency working groups
 - Liaison with Parent Groups
3. Plan and provide INSET programmes in this area of work to internal and external groups
4. Liaise with Higher Education providers concerning initial teacher, social work and community education training
5. Lead and undertake local research including:
 - Conducting surveys of parents and professionals about needs and provision
 - Monitoring the relevance and effectiveness of existing strategies
 - Evaluating the success of intervention programmes as implemented locally
6. Liaise with projects and developments at national, and when appropriate, international levels

**DUNDEE CITY COUNCIL
EDUCATION DEPARTMENT**

JOB DESCRIPTION

1 IDENTIFICATION

Department: Education
Post Title: Educational Psychologist
Post No: -
Section: -
Responsible to: Principal Educational Psychologist
Responsible for: -

2 JOB PURPOSE

The Educational Psychologist will be responsible for undertaking work required within the terms of the remit of the psychological service as prescribed by statutory legislation. The Educational Psychologist will carry out these duties in accordance with the policies and procedures laid down by the education authority.

3 DUTIES AND RESPONSIBILITIES

The duties of the Educational Psychologist are:

1. Assessing and reporting on the psychological and educational provision for pupils
2. Providing advice to teachers and parents.
3. Undertaking work with children and young people, and their families
4. The provision of professional advice through comprehensive written reports and other means in relation to the authority's policies.
5. Liaison with other officers of the authority and of other agencies such as Health Boards and the Reporter to the Children's Panel.
6. Participating in research and development work.
7. Preparing reports, conducting surveys and collecting data relevant to the work of the service.
8. The keeping of documentation of sufficient clarity and detail to meet the requirements of the service.
9. Contributing to the professional development of staff in education, of colleagues including trainee psychologists, and of staff of other agencies in respect of development relating to interagency work
10. Maintaining and extending their professional expertise by undertaking continuing professional development
11. Participating in such procedures as are jointly agreed to meet the needs of the profession.
12. Undertaking from time to time duties, other than those listed above, that are appropriate to the post and which conform to the requirements of the Register of Chartered Educational Psychologists.