

## Educational Psychology Assistant

**Full time: 37 Hours per Week**

**39 Weeks Fixed Term Contract (from September 2025 to July 2026)**

**Salary: Salary of £25,614.80 per annum (pro-rata from full-time equivalent £30,423.85 on Cognus pay scale 25)**

**Location: Cognus Office, First Floor, Cantium House, Wallington, SM6 0DZ**

Cognus Limited is a Local Authority Traded Company, which is commissioned by the London Borough of Sutton to provide education services to early years providers, mainstream schools and specialist education settings in Sutton. Wholly owned by the local authority, we deliver a wide range of high-quality services to deliver excellent practice that improve the lives of children, young people, and families in Sutton and beyond.

Cognus Educational Psychology Service is looking to recruit an Educational Psychology Assistant (EPA) to join the team. The Assistant will be based in a local school or college and work under the supervision of an Educational Psychologist in the Cognus team. This is an exciting opportunity for an aspiring Educational Psychologist to develop skills in a number of areas prior to applying for a place on the doctoral training course. Cognus EP service has close connections with the London Doctorate courses and has supervisors and tutors from the UCL / IOE doctorate program among the team.

Cognus EPS consists of qualified Educational Psychologists, and Trainee Educational Psychologists as well as four mental health practitioners who work as part of the Sutton Wellbeing Service. We offer a traded service to schools in Sutton as well as other local settings and work on a number of commissioned projects with other professional groups and organisations in the local area. The team works directly in schools, and liaises closely with school staff, parents/carers and other professionals.

We are seeking to appoint someone who is enthusiastic, willing to learn, able to work as part of a school team and to be able to show initiative. The Assistant will apply psychological theory and practice in direct work with pupils and families, and work to undertake the recommendations of a qualified Educational Psychologist linked to the school. It is anticipated that the role will involve direct intervention work with children, young people and families as well as to gather information about the needs of pupils to support the work of the EP. The role will also involve assisting in delivering of training for school staff, workshops for parents/carers and the creation of resources for the school.

The opportunity for this position has arisen due to an increase in the demand for Educational Psychology support within schools and colleges, and the desire to have increased Educational Psychology presence to complement the work of the qualified EP.

Applicants will need to demonstrate good knowledge and strong understanding of psychological theory and practice. They will need to have a First Class Honours Degree or 2:1



Honours Degree in Psychology, or a Master's degree in Psychology. This must be accredited with the British Psychological Society (BPS). This would include an understanding of child development, trauma informed working, and the evidence base for supporting low level emotional well-being and mental health needs. Applicants will also need to have experience of applying psychology theory in educational or community settings and strong communication and interpersonal skills. Additional training will be provided at the start and throughout this post, but a pre-existing knowledge base and experience is required.

**It should be noted that this position is a 39-week fixed term contract.**

The successful applicant will be employed by Cognus. Cognus is part of the London Borough of Sutton. For more information about Cognus Ltd please see website: <https://cognus.org.uk/>.

You will give us great commitment and in return we offer an excellent package including:

- i) Pro rata salary of £25,614.80 per annum (39-week contract from September 2025 to July 2026)
- ii) Workplace pension scheme 4% to 8% matched contributions
- iii) 28 days annual leave pro rata (plus Bank Holidays)
- iv) Regular manager support and supervision.
- v) Hybrid and Flexible working
- vi) Staff benefits package, currently including Employee Assistance Programme, Perkbox and (upon completion of probation) Sovereign Healthcare Cashback plans  
[Cognus reserves the right to adjust these additional discretionary benefits to improve quality of their services provided, maintain affordability for the Company and to ensure benefits remain fit for purpose with staff needs.]
- vii) Staff EDI group and Mental Health First Aiders to support wellbeing and inclusion
- viii) Cognus Coaching Programmes
- ix) An ambitious culture with friendly and supportive colleagues

If you are interested and would like to be considered for this role, please apply to [recruitment@cognus.org.uk](mailto:recruitment@cognus.org.uk) with the completed [application form](https://www.cognus.org.uk/work-with-us/current-vacancies/cognus-application-form/) downloaded from <https://www.cognus.org.uk/work-with-us/current-vacancies/cognus-application-form/>, and a CV with a detailed supporting statement outlining your suitability. The deadline for receipt is **30<sup>th</sup> June 2025 (although this could close early if we receive sufficient applications)**. Shortlisted candidates will be informed separately for interview.

Applicants must have the required educational qualifications and be eligible for registration with the British Psychological Society.

If you would like to have an informal discussion about the role, please contact Nicholas English, Principal Educational Psychologist, at [nicholas.english@cognus.org.uk](mailto:nicholas.english@cognus.org.uk).





All offers of employment are subject to successful completion of recruitment formalities which includes an enhanced DBS check. These checks must have been completed prior to commencement of employment. We expect our staff to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Company and Sutton's Local Safeguarding Partnership.



## JOB DESCRIPTION

|                    |   |
|--------------------|---|
| <b>POSITION:</b>   | <b>Educational Psychology Assistant (EPA)</b>   |
| <b>DIVISION:</b>   | <b>Educational Psychology</b>   |
| <b>REPORTS TO:</b> | <b>Supervising Educational Psychologist</b>   |
| <b>GRADE/PAY</b>   | <b>£25,614.80 per annum which is pro-rata from a full-time equivalent £30,423.85 on Cognus pay scale 25</b> |

### JOB SUMMARY

- a) To apply psychology for the benefit of children, young people and their families.
- b) To work as part of the Educational Psychology Service out of a local school / college.
- c) To work under the guidance of qualified Educational Psychologists to assist in providing intervention, training and other agreed support.
- d) This role is a 39-week fixed term contract with the potential to be extended.

**Note:** This is a temporary post suitable for psychology graduates who are awaiting, or proposing to apply for, admission to an approved course of post-graduate training leading to a doctorate-level qualification in the professional practice of Educational Psychology, recognised by the Health and Care Professions Council.

### PRINCIPAL ACCOUNTABILITIES

All duties undertaken will be subject to supervision by appropriately qualified Educational Psychologists employed within the Service.

The duties and responsibilities allocated to the post holder will depend upon their knowledge, skills and experience at the time, as judged by their supervisor and line manager.

Subject to these general conditions, the post holder may be required to undertake any or all of the following duties as from time to time are considered appropriate to their capability, under such level of supervision as may be deemed necessary by their supervisors:

- To support school-based interventions for children and young people attending School / College

This could include the following:



- a) To implement programmes of intervention to overcome barriers to learning/inclusion and to promote the social and emotional well-being of pupils.
- b) To undertake, and assist others in undertaking, the assessment of pupils in order to clarify their learning, social and emotional needs.
- c) To provide, where appropriate, direct support to pupils and their parents/carers through training or therapeutic interventions with individuals or groups.
- d) To assist Educational Psychologists in the delivery of training and professional development for school staff, and training for parents/carers.
- e) To assist in research activities, including the collection, analysis and maintenance of data, and in the production of information for officers of the authority, schools, parents etc.
- f) To maintain accurate and detailed records of work undertaken, in accordance with Service and Authority policies, and provide written reports where required.
- g) To apply a range of different psychological tools and methods with pupils.
- h) To work alongside Educational Psychologists to develop the skills to work at a systemic level.
- i) To undertake appropriate Continuing Professional Development and develop knowledge of current theories and working practices within Educational Psychology.
- j) To maintain accurate and timely records on systems such as Case Management, Synergy as required.
- k) To keep appropriate written documentation using the framework set up by Cognus EPS and maintain confidentiality.

### **COMPETENCIES**

- a) Ability to relate to children and young people, parents and professionals, with integrity, sensitivity and clarity, using psychology to inform consultations, assessments and relevant interventions.
- b) Ability to work with a range of staff within educational environments, including senior managers, SENCOs, teachers and learning support assistants to support the development of children and young people.
- c) Ability to work with professionals from a variety of disciplines, including those from health, social care and voluntary sector organisations to promote children and young people's wellbeing and their development.
- d) Ability to organise and prioritise workloads, and to manage time effectively.
- e) Experience working in partnership with multi-disciplinary teams and the ability to work under pressure.
- f) Confident working autonomously and building strong therapeutic relationships with children/young people and families.
- g) An understanding special educational needs and the education system.



- h) An understanding of restorative and trauma informed practice.
- i) Competence in the use of information communication technology equipment in order to undertake a range of administrative tasks.
- j) Ability to reflect and develop practice within a supervision framework.

**GENERIC OBJECTIVES:**

Contribute to Cognus Limited's business objectives at the appropriate level by ensuring every child matters and has access to education and learning opportunities, including:

- a) Health and safety
- b) Safeguarding and protection of children
- c) Equal opportunities and management of diversity
- d) Data protection
- e) Outstanding Customer care

**GENERAL:**

**SAFER RECRUITMENT:**

Cognus is committed to safeguarding and protecting the children and young people that it works with. An offer of employment is subject to safer recruitment practices which include an enhanced DBS check, two professional references acceptable to Cognus Limited, proof of qualifications, proof of right to work in the UK, proof of personal address and employment history covering 5 years and, fitness to work with children (occupational health assessment). These checks must have been completed prior to commencement of employment. We have a range of policies and procedures in place which promote safeguarding and safer working practices across the organisation.

**PROCESSING OF DATA:**

- a) You ("the employee") consent to the holding and processing of personal data provided by you to the Company ("the Company") for all purposes relating to your employment, but not limited to administering and maintaining personnel records, paying and reviewing salary and other remuneration and benefits, undertaking performance appraisals and reviews, the compulsory Disclosure and Barring Services check (DBS) details in line with its statutory responsibility to safeguard and protect children and vulnerable service users; maintaining sickness and other absence records and taking decisions as to your fitness for work.
- b) You hereby acknowledge and agree that the Company may, in the course of its general and statutory duties as an employer be required to disclose personal data relating to you for legislative purposes during or after the end of your employment. This does not affect your statutory rights under the General Data Protection Regulation 2018.



**CONFIDENTIALITY AGREEMENT:**

- a) During the course of your employment, you will have access to and knowledge of Company confidential information and trade secrets.
- b) Disclosure of any of this confidential information and/or trade secrets could have serious financial consequences and/or create serious competitive disadvantages for the Company. There may be material damage, financial or otherwise, deliberate or otherwise, to the Company's legitimate business interest.
- c) Under the terms of this confidentiality agreement, you agree to keep secret and shall not at any time, either during employment or post-employment, use, communicate or reveal to any person any trade secret or confidential information relating to the Company or any Associated Company.
- d) You are aware of the Company's policies in relation to compliance with the General Data Protection Regulation and undertake to act in accordance with these at all times. Any breach of these policies will be dealt with under the Company's disciplinary procedure and action taken can include dismissal without notice.

*This job description and person specification outlines the summary of key accountabilities and is not an exhaustive list of duties and, is subject to periodical review and changes in line with the business needs.*





### **PERSON SPECIFICATION**

*The main duties and responsibilities of the post holder are indicated below although other duties of an appropriate level and nature will also be required.*

| No.                        | Descriptions   | Criteria |
|----------------------------|--|----------|
| a.                         | The postholder will be expected to have:<br><br>Good Honours degree in Psychology or equivalent recognised by BPS and which satisfies the BPS' requirements for graduate basis for registration (GBR)                    | E        |
| <b>EXPERIENCE</b>          |  |          |
| a.                         | Experience of having applied psychology-based knowledge and skills to work with children and young people and professionals in educational and/or community settings.  | E        |
| b.                         | Experience of delivering training.   | E        |
| c.                         | Experience of delivering group activities with primary and/or secondary aged children and young people.  | E        |
| d.                         | Knowledge of current educational policy and practice.  | E/I/S    |
| e.                         | Experience of working to support a diverse and multicultural community with a broad range of needs.  | E/I/S    |
| f.                         | Experience working in partnership with multi-disciplinary teams and the ability to work under pressure.  | E/I/S    |
| g.                         | An awareness of issues relation to equality, diversity and inclusion.  | E/I/S    |
| h.                         | Knowledge and awareness of safeguarding issues.  | E/I/S    |
| <b>APTITUDE AND SKILLS</b> |  |          |
| a.                         | <i>Candidates must be able to demonstrate the ability to:</i><br><br>Values strong partnership working with parents, carers, schools and children and young people and other agencies, ensuring a multi-agency approach. | E/I      |
| b.                         | Strong organisational skills and superb with deadlines.  | E/I/S    |
| c.                         | Strong oral and written communication skills.  | E/I/S    |
| d.                         | Ability to remain objective and act confidentially.  | D/I/S    |
| e.                         | Professional, courteous and strong customer service skills.  | E        |
| f.                         | Work as part of a team, sharing working knowledge and skills.  | E        |
| g.                         | Work flexibly, able to re-arrange work in relation to changing priorities and to meet the needs of the business.   | E        |
| h.                         | Able to support the safe delivery of activities.   | E        |
| i.                         | Work confidently and autonomously in building strong therapeutic relationships with children/young people and families.  | E/I/S    |
| j.                         | A thorough understanding of restorative and trauma informed practice.  | E        |





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|-------------|--|------------------------|
| k.          | In line with service delivery needs, the post holder may be required to work outside normal office hours, for which prior notice will be given.  | E                      |
| l.          | If appointed, it will be your responsibility as an employee of Cognus Limited to treat all sensitive data that you will have access to during the course of your employment in line with the mandatory protocols to ensure data protection and compliance at all times. Act in accordance with GDPR. | E                      |
| <b>KEY:</b> |  |                        |
|             | D  | Desirable              |
|             | I  | Evaluated at interview |
| E           | Essential  | S                      |
|             | Short listing criteria   | T                      |
|             | Subject to test  |                        |

