



Cognus

No Limits on Learning

EDUCATIONAL PSYCHOLOGY SERVICE

CANDIDATE PACK FOR

EDUCATIONAL
PSYCHOLOGIST

OPEN TO BOTH QUALIFIED
EDUCATIONAL PSYCHOLOGISTS AND
THOSE IN YEAR 2 AND YEAR 3 OF
THEIR DOCTORAL TRAINING.



ABOUT COGNUS



WHO WE ARE

Cognus was established in 2016 to provide education services for the local area of Sutton working in alignment with the council's priorities. Cognus is commissioned, and wholly owned, by London Borough of Sutton, to provide education services to mainstream schools

and specialist education providers in Sutton. We deliver a wide range of services and functions – from Admissions, to SEND and therapies – to pursue excellence in education settings and improve the lives of children, young people, and families. We are committed to promoting equal access to education and maximise learning for every child, young person, parent/carer and professional.

WHAT WE DO

Across our services, we deliver a comprehensive range of vital educational support through our team of education specialists – teachers, psychologists and other practitioners – with a deep knowledge and experience of all aspects of education. To deliver this, we work in partnership with schools and settings across all phases.

Many of our services focus on supporting children and young people with SEND/additional learning needs. Some services are universal, and which support most children and young people. Other services are targeted at providing services to enable schools and settings to support children themselves. We also provide information and services that work directly to support young people and families.



Inclusive
Collaborative
Impactful



ABOUT COGNUS



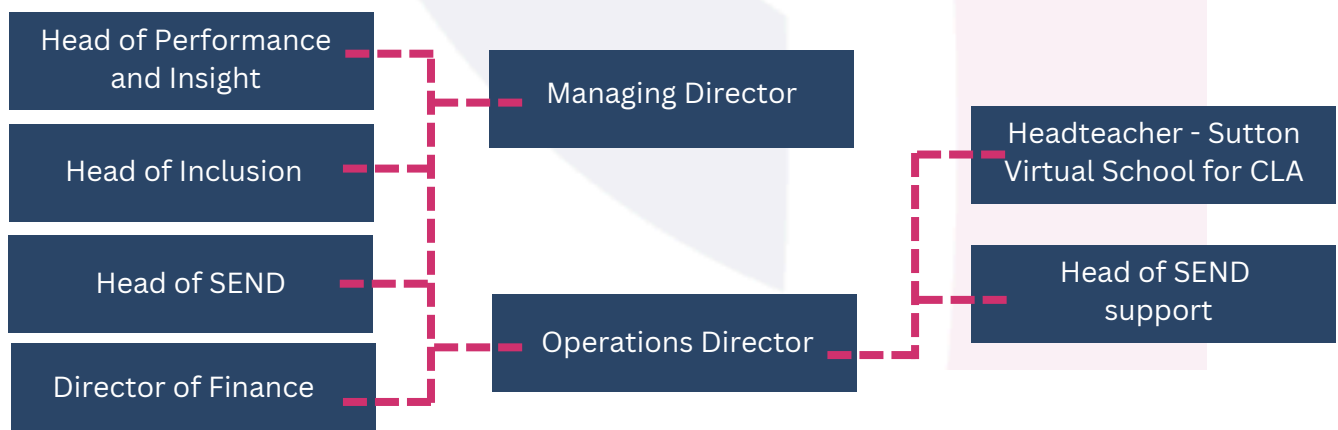
WHY WE MATTER

By integrating our educational knowledge and expertise with schools, we help children and young people to access, enjoy and thrive in any education setting to reach their full potential and help the local area to improve. By focusing on continuous improvement, we ensure that we deliver the best services possible for children, young people, parents/carers, educational settings and the London Borough of Sutton.

STRUCTURE AND OWNERSHIP

Cognus is 100% owned by London Borough of Sutton. The education services generate income through trading some services; this income is reinvested into education services for Sutton's children and young people. The company is governed by a Board of Directors, comprising a Chair, Non-Executive Directors and the Managing Director.

The Managing Director runs the company on a day to day basis, working with a senior management team, team managers and all our front line and supporting employees.



THE STRATEGIC LEADERSHIP TEAM

VISION, PURPOSE & VALUES

VISION - “NO LIMITS ON LEARNING”

Our vision refers to everyone we encounter with our ultimate focus to maximise learning for every child, young person, parent/carers, professional and our own team.



PURPOSE – “TO BE THE LEADING PROVIDER OF SPECIALIST EDUCATION SERVICES”

Our purpose is to be the best in our sector and to achieve this by supporting schools in Sutton and other local authority areas

VALUES

Our values, developed by our team, providing a common understanding that is shared by all employees unifying us to achieve our vision and purpose.

EMPOWER PEOPLE

Deliver with courage and confidence



SHOW CREATIVITY

Turn new and imaginative ideas into reality



DELIVER EXCELLENCE

Strive to excel through continuous learning



COLLABORATE WITH OTHERS

Working together as one team to achieve collective goals



ACT WITH INTEGRITY

Deliver honestly on our commitments



BE DYNAMIC

Stimulate change, be positive and full of energy



COGNUS



VALUES

WHY WORK WITH US?

SUPPORTIVE & COLLABORATIVE TEAM

- Work alongside experienced psychologists in a friendly, multidisciplinary environment.
- EP's work within a well-funded model combining centrally funded provision and a traded offer for schools.
- We maintain strong university links, including involvement in doctoral study programmes.
- Robust line management supervision.
- Regular team meetings and study days to support collaboration and learning.
- Be part of an established assistant and trainee EP development programme.
- We are a service that plays a key role across Cognus and LB of Sutton.
- Engage in a wide-ranging training delivery programme.
- Benefit from a dedicated EP business support team, alongside wider support.
- Access staff wellbeing initiatives and an Employee Assistance Programme.
- Join a stable team with strong staff retention.

MAKE AN IMPACT

Your expertise directly shapes outcomes for children with SEND across the borough.

- We gather data on outcomes to review progress of children/young people and overall service to ensure it addresses the local population and need.



PROFESSIONAL GROWTH

- Access regular CPD, training, and career development opportunities.
- Benefit from protected CPD time.
- Termly CPD activities, including evidence-based practice sharing.
- Engage in organised peer supervision groups.
- Develop your areas of interest, as shown by our EP-developed initiatives such as Power of Play, A-LIST, and Anti-Racist practice.
- Support and contribute to student placements.
- Access a range of internal and external training opportunities.
- Attend an annual staff conference.

To find out more about the range of services the EP team and wider Cognus teams offer, please visit our:

[Traded brochure 26/27](#)

[Website](#)

ROLE DESCRIPTION

ROLE SUMMARY

To apply psychology for the ultimate benefit of children, young people and their families. This is achieved through providing:

Support to schools in meeting the needs of all pupils and in raising pupil achievement.

Advice to parents, carers and other agencies about children's development and other needs as appropriate.

The delivery of an effective EPS which will enable Cognus on behalf of the Local Authority and schools to meet statutory responsibilities



JOB TITLE	Educational Psychologist
DIVISION	Educational Psychology
REPORTS TO	Principal Educational Psychologist
SUPERVISES	None
RESPONSIBLE FOR	Delivery of duties in line with main grade educational psychologist
FINANCIAL RESPONSIBILITIES	No significant financial responsibilities. May be required to purchase materials or handle expenditure on off-site activities in the absence of the manager.
CONTACTS	Children and young people. Parents and carers. Schools and other professionals. Wider Cognus team.
LOCATION	Cognus Office, First Floor, Cantium House, Wallington, SM6 0DZ
SALARY	Cognus Band 4 SCP 68 (£57,835.79) to SCP 73 (£62,167.19)
HOURS	Full time and part time positions available

ROLE DESCRIPTION

PRINCIPAL ACCOUNTABILITIES



1. To undertake all the duties expected of members of the Cognus Educational Psychology Service.
2. To be responsible for the delivery of psychological services to named schools and education providers. These professional services can be considered under four main headings:
 - (a) Assessment of the psychological needs of prioritised children and young people and their families. To offer psychological intervention to children, young people and their families where appropriate.
 - (b) To contribute to statutory work relating to individual pupils including the preparation of psychological advice, attendance at annual reviews and transitional reviews where appropriate and in accordance with existing legislation.
 - (c) To contribute to work in schools, developed through consultation, involving work with the school as a system, involvement in school generated projects, in-service training and contact with groups of parents and school governors.
 - (d) To contribute advice and information to assist in the development and implementation of the Local authority's policies on meeting the needs of schools, children and their parents.
3. To be responsible for delivery of psychological services to a number of preschool children, their parents and their pre-school provision as appropriate.

Cont.

ROLE DESCRIPTION



4. To attend SEN and Disability Tribunal hearings as a witness as required.
6. To undertake continuing professional development and receive regular supervision and engage in peer supervision as appropriate
7. To work in collaboration with other agencies within the Local Authority's Children and Young People's Learning Directorate, Health Service including CAMHS, the Adult Services, and the Private and Voluntary Sector as appropriate.
8. To keep appropriate written documentation using the framework set up by Cognus EPS and maintain confidentiality.
9. To undertake other such duties of a similar nature as may be required by the Principal Educational Psychologist and the responsible Executive Head.

COMPETANCIES

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

1. 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.
2. Ability to use, describe and explain psychological concepts, theories, research and practice in a way that instills confidence, enthuses others and adds to their understanding.

Cont.

ROLE DESCRIPTION



4. 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.
5. 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.
6. Ability to organise and prioritise workloads, and to manage time effectively.
7. Ability to deliver effective in-service training and to undertake research/project work.
8. Ability to work as part of a team, where support for and from colleagues is valued, and to make a strong contribution to service development.
9. Ability to demonstrate clear and detailed understanding of the legislative framework under which Local Authorities and Educational Psychology Services now operate.
10. Ability to communicate clearly orally and in writing to a variety of audiences, including parents, professional colleagues, and other professional partners.
11. Competence in the use of information communication technology equipment in order to undertake a range of administrative tasks.
12. Ability to provide independent psychological advice whilst representing the Local Authority.
13. Ability to reflect and develop practice within a supervision framework

ROLE DESCRIPTION

GENERIC COMPETANCIES

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



PROCESSING OF PERSONAL/SENSITIVE DATA

The General Data Protection Regulations 2018 (GDPR) requires that those retrieving, processing, providing and monitoring information (i.e. the employer) must obtain consent from data subjects (i.e. the employees) for its legitimate use without compromising the identity of the individuals. By submitting your recruitment application for consideration and subsequently accepting an offer of employment following the interview assessment, you hereby agree and give informed consent to Cognus Limited to anonymise and publish some personal data provided by you to us for monitoring purposes.

SAFER RECRUITMENT TO ENSURE SAFEGUARDING AND PROTECTION OF CHILDREN

An offer of employment is subject to safer recruitment practices which includes an enhanced DBS check, two professional references acceptable to Cognus Limited, proof of qualifications, proof of immigration status, proof of personal address and employment history covering 5 years and, fitness to work with children (occupational health assessment).

PERSON SPECIFICATION



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.

	DESCRIPTIONS	Criteria
	The postholder will be expected to have: • Post graduate professional qualification in Educational Psychology; • Good Honours degree in Psychology or equivalent recognised by BPS and which satisfies the BPS' requirements for graduate basis for registration (GBR); • Registration with the Health and Care Professions Council (HCPC) as an Educational Psychologist; • Eligible for Chartered status with the BPS	E/S E/S E/S E/S
EXPERIENCE		
	Direct, relevant and appropriate work with children and young people (0 – 25 years) within educational, childcare or community settings.	E/I/S
	Knowledge of current educational policy and practice, particularly in relation to the implementation and methods of assessment within the curriculum, including Early Years Foundation Stage, the National Curriculum and Post 16 qualifications, work and training.	E/I/S
	Detailed knowledge of current SEN and Disability legislation, and experience of contributing statutory psychological advice.	E/I/S
	Experience of working collaboratively and contributing to team and multidisciplinary working.	E/I/S
	Experience of working to support a diverse and multicultural community with a broad range of needs.	D/I/S

PERSON SPECIFICATION



APPTITUDE AND SKILLS

	<i>Candidates must be able to demonstrate the ability to:</i>	E/I
	• Values strong partnership working with parents, carers, schools and children and young people and other agencies, ensuring a multi-agency approach	E/I/S
	• Strong organisational skills and superb with deadlines	E/I/S
	• Strong oral and written communication skills	D/I/S
	• Strong analytical and interpretation skills	E
	• Ability to remain objective and act confidentiality	E
	• Professional, courteous and strong customer service skills	E
	• Work as part of a team, sharing working knowledge and skills	E
	• Work flexibly, able to re-arrange work in relation to changing priorities and to meet the needs of the business	E/I/S
	• Able to support the safe delivery of activities.	E
	• 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
	• 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

key		D	Desirable	I	Evaluated at interview
E	Essential	S	Short listing criteria	T	Subject to test

TERMS OF APPOINTMENT

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

- i. Starting salary of £57,835.79 per annum (Cognus Band 4 SCP 68)
- 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, life insurance, employee benefits platform and (upon completion of probation) health care, EV scheme and Cycle to Work.
[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 to support wellbeing and inclusion
- viii. Cognus Coaching Programmes
- ix. An ambitious culture with friendly and supportive colleagues



HOW TO APPLY

We hope you will consider making an application.

TO APPLY

Please send an email to:

recruitment@cognus.org.uk

with the completed application form,
downloaded from:

<https://www.cognus.org.uk/work-with-us/currentvacancies/cognus-application-form/>

and a CV with a detailed supporting
statement, outlining your suitability.



CLOSING DATE

The deadline for receipt is **9th September 2026**.

Candidates will be informed separately re. interview arrangements. To help us manage recruitment efficiently, some vacancies may close early once we have received a sufficient number of applications.

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
nicholas.english@cognus.org.uk