

# Barnet Education and Learning Service



## Assistant Educational Psychologist

**Barnet Education & Learning Service (BELS)**

**Closing date: 16<sup>th</sup> May 2026**

## Contents

Page 3: Welcome to Barnet Education & Learning Service (BELS)

Page 4: Letter to applicants

Page 5: Advert

Page 6: Job Description

Page 9: Person Specification

Page 12: Key Details

Page 13: Application Process

## Welcome to Barnet Education & Learning Service (BELS)

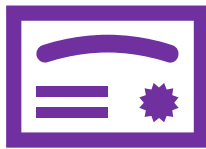
### About Us

<https://www.bels.org.uk/>

Barnet Education & Learning Service (BELS) is a local authority owned company responsible for providing Barnet Council's Education & Skills service to Barnet schools and settings.

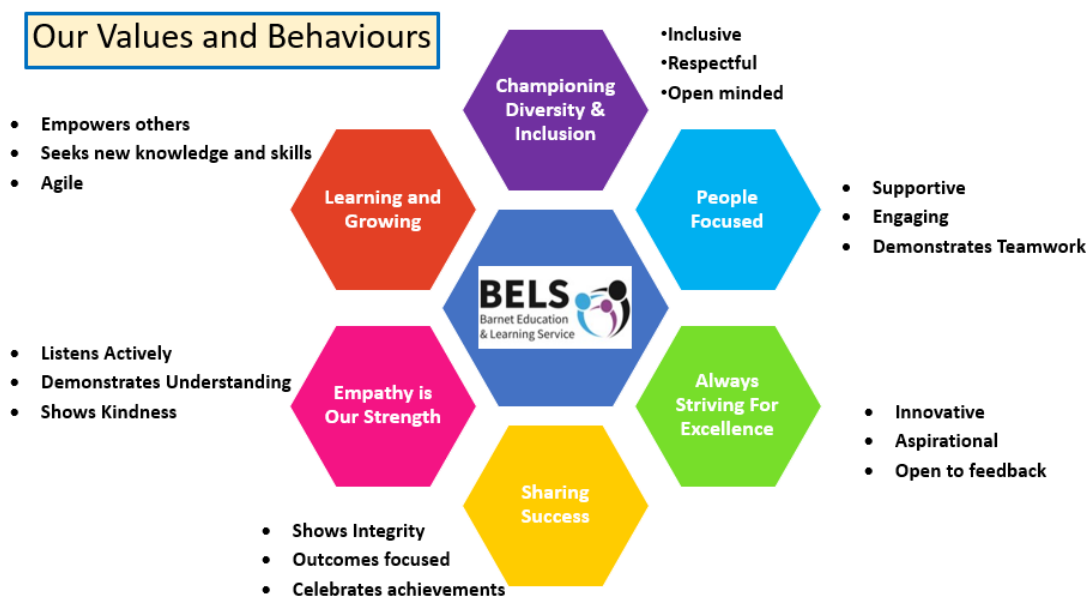
The BELS Board of Directors has representatives from Barnet Primary Headteachers' Forum, Barnet Secondary Headteachers' Forum and Barent Parent-Carer Forum as well as Senior Leaders from the Council enabling a truly collaborative approach to decision-making and delivery which brings the best outcomes for Barnet's schools, educational settings, colleges, students, and young people. The Board of Directors also includes a BELS Staff Director in addition to our Chief Executive.

Along with statutory services, BELS provides a range of traded services to schools and settings, equipping them with the latest tools, training, and programmes to improve school standards and outcomes.



**95% of Barnet schools are good or outstanding and Barnet is now in the top 10% for almost all measures of achievement in schools and the top 5% for many of the measures.**

We are proud to play a part in creating resilient communities where pupils are high achieving and engaged by providing schools and settings with everything they need to help pupils reach their goals and achieve outstanding outcomes. We have highly experienced teams who stay abreast of new developments and best practices to empower teachers and governors in a changing world.



**Contact Officer: Dr Sophie Driver**

**Department:** Senior Educational Psychologist

Dear Applicant,

**Post: Assistant Educational Psychologist**

Thank you for the interest you have shown in the above opportunity.

This Information Job Pack gives a full explanation of the role and working for Barnet Education and Learning Service (BELS). We are excited to learn what you can bring to BELS and Barnet's schools and settings. If you are passionate about delivering a high level of service, working in a dynamic and supportive team and making a difference then I encourage you to apply for the post.

To apply for this post, please visit: [Recruitment | Barnet Education & Learning Service | London \(bels.org.uk\)](https://www.bels.org.uk/Recruitment/Barnet-Education-&Learning-Service-London)

If you need assistance, please email the BELS HR Team at: [hr.barnetbels@barnet.gov.uk](mailto:hr.barnetbels@barnet.gov.uk) quoting job title.

**The closing date for applications – Friday 15<sup>th</sup> May**  
**Interviews will be held – to be confirmed**

I look forward to receiving an application from you.

Yours faithfully

**Dr Sophie Driver**  
**Senior Educational Psychologist**  
**Barnet Education and Learning Service**  
2 Bristol Avenue, Colindale, NW9 4EW  
Email: [Sophie.driver@barnet.gov.uk](mailto:Sophie.driver@barnet.gov.uk)

**Barnet Educational Psychology Team**  
**Assistant Educational Psychologist**

**Soulbury Assistant Educational Psychologist Scale 2-5 (£37, 265- £41, 616) plus Outer London Allowance (£2509)**

**1-year fixed term, full time (36 hours per week)**

We are pleased to offer the opportunity for two pro-active and resourceful Assistant Educational Psychologists (AEP) to join our dynamic, friendly and supportive team who are committed to providing a high-quality service to children and young people in Barnet.

The main purpose of the role is to work with schools, at the whole school, group and individual level to support children and young people experiencing social, emotional and mental health needs and emotionally-based school avoidance (EBSA). This will be under the overall guidance and supervision of an educational psychologist.

*For more information about our team, you can view our local offer page here: [Barnet Local Offer :: Home / Info and Advice / How to get help / How specialist education services can help / Educational psychology / EP: Professionals Page \(thisisfocus.co.uk\)](#)*

To apply for this post, please visit: [Recruitment | Barnet Education & Learning Service | London \(bels.org.uk\)](#)

If you need assistance, please email the BELS HR Team at: [hr.barnetbels@barnet.gov.uk](mailto:hr.barnetbels@barnet.gov.uk) quoting job title.

*For more information about our team, you can view our local offer page here: [Barnet Local Offer :: Home / Info and Advice / How to get help / How specialist education services can help / Educational psychology / EP: Professionals Page \(thisisfocus.co.uk\)](#)*

**Closing date: Friday 15th May 2026**

**Interview date:** to be confirmed

**Start date: 1st September 2026**

Barnet Education and Learning Service are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced DBS (Disclosure and Barring Service) with barred list check is required for all successful applicants. In addition, if this post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations, the successful applicant will be required to declare.

Barnet Educational Psychology Team are committed to practicing in ways that are equitable, anti-racist and culturally responsive and we welcome candidates who share this commitment. We have developed an equity and anti-racism policy which outlines our values and actions in this area including ongoing EP team CPD and offering support to our school community. Recruitment of a diverse workforce that is representative of the community we serve is part of our ongoing commitment and is embedded in this policy and therefore, we welcome applicants who are underrepresented in our profession.

# Job Description and Person Specification



## SECTION A: Specific Role Profile

<b>Post Title</b>	Assistant Educational Psychologist
<b>Directorate</b>	Education and Learning
<b>Division</b>	Barnet Education and Learning Service
<b>Band and Salary</b>	Soulbury Assistant Educational Psychologist Scale, 2 – 5
<b>Location</b>	Colindale Offices
<b>DBS Check</b>	Enhanced check for regulated activity for working with Children and Adults
<b>Reports to</b>	Senior Educational Psychologist

### Purpose of Role

To be responsible for:

- Improving outcomes for children and young people living in the London Borough of Barnet, in particular, pupils with special educational needs and Emotionally Based School Avoidance (EBSA).
- Providing an effective psychological service to schools, colleges, community contexts and early years settings in Barnet and to children and families living in the borough.
- Applying psychology in working with professionals, teachers, parents and carers, children and officers of the local authority to analyse concerns and help improve the effectiveness of interventions for children with additional needs across the age range from 0-25 years.

### Principal Accountabilities

**Under the supervision of a qualified Educational Psychologist:**

- Support with the development, delivery and evaluation of high-quality interventions for schools, parents/carers and children and young people in Barnet.
- Assist Educational Psychologists working in schools and other settings to meet the needs of children and young people experiencing social, emotional and/or mental health (SEMH) needs, Emotional Based School Avoidance (EBSA) and/or are at risk of exclusion.
- Provide schools and settings with advice and strategies based on leading-edge applied psychology to enable inclusive practice to reduce the likelihood of EBSA and increase attendance, wellbeing and other outcomes.
- Support with quality assurance and service development of the Educational Psychology Team including design, collection and analysis of outcome measures for specified projects.
- Review the evidence-base and carry out research within Barnet relating to practice for supporting children and young people with EBSA.
- Contribute to expertise in key areas of applied psychology in SEMH and EBSA to enhance the skills of the Educational Psychology Team and develop a menu of options for use by schools.
- Assist in the promotion of the Barnet Educational Psychology Team as a dynamic service that publishes and presents at conferences and other learning events.
- Raise awareness about Emotionally Based School Avoidance (EBSA) within the Local Authority and share examples of good practice at different forums including SEMH leading edge group, other teams and SENCO conferences.
- Share responsibility for building and maintaining a mutually supportive and collaborative team ethos.
- Participate in service monitoring and evaluation processes, performance review and continued professional development and professional supervision in accordance with team policy.
- Comply with the Code of Ethics and Conduct of the British Psychological Society (BPS), Guidelines for Professional Practice set out in the Quality Standards for Educational Psychology Services drawn up by the British Psychological Society Division of Educational and Child Psychology (DECP) and the Health & Care Professions Council (HCPC) Standards of Proficiency.
- Maintain files and keep written and electronic records in line with service policy and practice.
- Attend all meetings and appointments punctually and to manage time effectively in order to meet required deadlines.
- Undertake other duties as reasonably determined by the Principal Educational Psychologist appropriate to the level and general nature of the post's duties.
- This post requires an Enhanced DBS with children's barred list and will be supported by Safer Recruitment tools.

**Promotion of Corporate Values**

- Ensure standards of customer care are met in accordance with BELS Statement of Values.
- To be aware of the Corporate Plan and how it affects the Team.
- Ensure that a high level of confidentiality is maintained in all aspects of work.

### Flexibility

- To deliver services effectively, a degree of flexibility, as needed, and the post holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

### Commitment to Equality

- To deliver BELS commitment to equality of opportunity both in the provision of services and as an employer. All staff are expected to promote equality in the workplace and in the services the council delivers.
- There is an expectation that applicants should have read and understood Barnet Educational Psychology Team's Diversity Inclusion and Anti-Racism policy.
- The successful candidate will make a commitment to promoting the values, behaviours and practices described within this policy.

### Contacts

- In all contacts the post holder will be required to present a good image of the Directorate and the Council as well as maintaining constructive relationships.

### Additional Information

- The Council reserves the right to alter the content of this job description, after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility.
- Reasonable adjustments will be considered as required by the Equality Act.

## Section B: Person Specification

**Shortlisting Criteria:** Essential criteria assessed via application form will be used to shortlist for interview.

	Essential Criteria	Desirable Criteria	Measured By
<b>Education &amp; Qualifications</b>	Good honours degree in Psychology (2:1 or above) or equivalent recognised by the British Psychological Society conferring Graduate Basis for Chartered membership (GBC) with the British Psychological Society.		Application Form Certificates
		Further specialised training relevant to educational psychology.	Application Form Interview Certificates
<b>Knowledge &amp; Experience</b>	At least 2 years qualified experience in educational settings, including working with children and young people aged 0-25 years with special educational and mental health needs, and their parents/carers (demonstrating sensitivity to challenges that they might experience).		Application Form Interview
	Knowledge of the role of the educational psychologist including: <ul style="list-style-type: none"> <li>▪ how educational psychologists work in educational and community settings;</li> <li>▪ legislation, regulations and guidance relevant to EP practice, (e.g. the Children and Families Act, 2014; professional codes of conduct, performance and ethics).</li> </ul>		Application form Interview
	Knowledge and experience applying a range of psychological theories and/or models relevant to educational psychology (e.g. up to date understanding of child development; systemic models; person-centred approaches).		Application form Interview

		Experience of successfully supporting others in the development of skills, including good presentation / training skills.	Application form Interview
--	--	---------------------------------------------------------------------------------------------------------------------------	-------------------------------

<b>Skills &amp; Abilities</b>	Effective communication skills including the ability to communicate complex (and sensitive) information both verbally and in writing in a range of contexts and to non-professionals.		Application Form Interview
	Ability to demonstrate initiative and work as an independent practitioner including excellent personal management, effective planning, good organisation and time management skills and ability to meet timescales and deadlines.		Application Form Interview
	Ability to work effectively as an active and co-operative member of a group or team, including multidisciplinary and multiagency teams.		Application Form Interview
	Demonstrate an understanding and commitment to anti-discriminatory and anti-oppressive practice in a professional context.		Interview
	Experience of and a commitment to reflecting critically on one's own practice and making effective use of supervision (recognising the limits of one's own competence where necessary).		Application Form Interview
	Effective administrative, record keeping and ICT skills including proficiency in using Microsoft Office and video conferencing programmes.		Application Form
		Speak a relevant community language or use sign language.	Application Form

<b>Other Requirements</b>		To have a current driving license and regular use of a vehicle.	Application Form
---------------------------	--	-----------------------------------------------------------------	------------------

<b>Compiled/Reviewed by</b>	Sophie Driver (Senior Educational Psychologist)		
<b>Date</b>	29.04.26		

## Key Details

**Reporting to:** Dr Sophie Driver (Senior Educational Psychologist)

**Contract:** One Year Fixed Term (full time, 36 hours per week)

**Salary:** Soulbury Assistant Educational Psychologist Scale 2-5 (£37, 265- £41, 616)

**Location:** Colindale

### Annual Leave

You are entitled to 31 days of annual leave per annum plus the Bank Holidays in the year (this is normally between 7 -10 days). The entitlement would be pro-rated for part timers.

### Allowances

- Outer London Allowance (£2509)

### Flexible and Hybrid Working

This is a full-time post.

BELS is committed to work-life balance. The options may include hybrid working, flexible working, job share and part-time working

### Voluntary Pension Scheme – Non-Teachers

Staff joining BELS can choose to contribute to a Pension Scheme and will become members of AVIVA – the Pension provider for BELS. Staff can contribute either 4.5% or 7% of their salary into the Scheme and BELS will match this. BELS is a private company of Barnet Council which has its own legal entity and terms and conditions which are different from Barnet's.

### Other benefits

You will have access to a range of lifestyle discounts from major retailers, supermarkets, energy suppliers and more. You will also enjoy a range of payroll benefits including cycle to work, eye care vouchers, travel and gym membership.

Employees have access to well- being training programs including confidential employee assistance and an occupational health service.

### Please note:

“BELS, as a Local Authority Controlled Company, is deemed by the Council to be an associate employer of Barnet Council and is therefore covered under the Modification Order. This means that any continuous service you currently have (within another local government service, or a school or any organisation signed up to the Modification Order) will be transferred with you into BELS”

It is a standard practice that prospective employees are offered the starting point of the pay scale and expect that staff would progress through the spine points on an annual

basis. However, if there is a strong case to pay above the minimum of the scale, the Senior Management Team would consider the case.

## Application Process

**Closing date for applications: 15<sup>th</sup> May 2026**

**Interviews will be held on: to be confirmed**

### Completing Application Forms

To apply for this post, you must complete an online **application form** available within the job posting under [Recruitment | Barnet Education & Learning Service | London \(bels.org.uk\)](https://www.bels.org.uk).

Particular attention should be given to the Supporting Information section within the application form. Shortlisting is based on the candidate's ability to meet the selection criteria within the person specification. Therefore, it is essential that you outline clear examples and evidence of how you meet the requirements of the person specification. Examples and evidence should also relate back to the duties/accountabilities contained in the job description.

### Reply Details

Your application form must reach us by closing date. Applications received after this date will not be considered.

To apply for this post, please visit: [Recruitment | Barnet Education & Learning Service | London \(bels.org.uk\)](https://www.bels.org.uk)

If you need assistance, please email the BELS HR Team at: [hr.barnetbels@barnet.gov.uk](mailto:hr.barnetbels@barnet.gov.uk) quoting job title.

It is important that you complete ALL sections of the application form.

### Next Steps

If you are selected for interview, we will contact you by email and/or text message.