

Job Description: Assistant Psychologist

Job Title: Assistant Psychologist

Location: Primarily school-based with work within a clinic setting

Responsible to:

Professional Accountability: Practitioner Psychologist

Line Management: Lead Clinician

Job Purpose

Working as part of a multi-disciplinary clinical team, the Assistant Psychologist will provide a psychology service within The London Children's Practice (LCP.). This role involves promoting the wellbeing and best interests of the specific client group and enhancing the service's effectiveness. The Assistant Psychologist will deliver evidence-based assessments and interventions, and contribute to clinical care plans, audits, and multi-disciplinary care for clients, all under the supervision of a qualified Practitioner Psychologist.

Key Task Areas & Responsibilities: Professional and Clinical

- Work under the direct supervision of an appointed, qualified Practitioner Psychologist.
- Contribute to psychological assessments, including psychometric testing, observations, self-report measures, and semi-structured interviews with children, young people, and/or adults, as well as their families, and care and education staff.
- Observe and interact with the individuals we support, providing detailed observation and interaction reports to the Clinical Team.
- Assist in the delivery of care plans involving evidence-based psychological interventions, guided by a qualified professional Psychologist.
- Co-ordinate and run group and individual therapeutic interventions.
- Help develop a psychologically based framework for understanding and care, benefiting all clients across all settings.
- Attend and contribute to meetings as directed by the qualified Psychologist.
- Collaborate with education staff and clients to provide support and monitor progress.
- Support clients to have a voice, acting as their advocate when their voice is not understood or heard.
- Evaluate the progress of the individuals we support, including the use of outcome measures.
- Contribute to the management of risk as appropriate and under clinical supervision.

- Maintain accurate and comprehensive intervention records in line with standards of practice.
- Write appropriate reports under supervision.
- Ensure appropriate confidentiality.
- Support, deliver, and evaluate training for members of care and education staff, under supervision.
- Maintain and develop current knowledge of evidence-based practice, specialising in particular conditions and presentations.
- Liaise with external agencies (e.g., social service or voluntary agencies) to gather information, assist with meeting arrangements, or communicate an individual's needs.
- Build relationships and work in partnership with the individuals we support and across teams.

Administrative and IT

- Support the organisation, co-ordination, and minute-taking of clinically involved meetings.
- Effectively manage clinical files and safely distribute reports and other relevant documentation upon request, in line with GDPR and company guidance.
- Use basic IT packages such as Microsoft Word and Excel, and develop skills in other relevant software like PowerPoint, SharePoint, TEAMS, and Zoom.
- Maintain the highest standards of clinical record keeping, including electronic data entry, recording, and report writing.
- Prepare test materials and visual aids as required and maintain stock.

Service Development and Research

- Use approved service evaluation and monitoring tools to evaluate, review, and improve clinical service delivery.
- Support the planning and implementation of systems for the evaluation, monitoring, and development of the service, using audits, outcome measures, and data gathering tools.
- Utilise theory, evidence-based literature, and research to support practice and contribute to the development of best practices within the service.
- Participate in generating written protocols and policies by providing a psychological perspective (under supervision), adhering to evidence-based and best practices.
- Contribute to relevant research as agreed with the Psychologist and Lead Clinician.
- Keep up-to-date with legislation, national and local policies, and current issues.

- Use equipment and resources prudently and effectively, staying within agreed budgets.

Supervision, Performance and Development

- Work under the supervision of a qualified Psychologist, seeking regular input and working within safe boundaries.
- Maintain awareness of and comply with current policies and procedures related to safeguarding, child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to the appropriate designated person.
- Maintain up-to-date knowledge of LCP guidelines and national/local standards and monitor own quality of practice.
- Engage with LCP processes and platforms to stay informed of service and company-wide developments.
- Participate in line management meetings, performance management, and appraisal processes, setting challenging professional targets and carrying out agreed personal development programmes.
- Maintain competency to practice through LCP-approved CPD activities and supervision, keeping a portfolio of personal development.
- Complete all LCP mandatory training to deadlines.
- Maintain and develop current knowledge of evidenced-based practice, developing specialist knowledge of conditions and client types.

Health, Safety and Well-Being

- Monitor and promote own emotional and physical wellbeing and fitness to practice, ensuring a healthy life and work balance, and accessing support when needed.
- Contribute to a safe and secure environment for clients, taking reasonable care for the health and safety of oneself and others in line with Health & Safety legislation.
- Remain vigilant and protect clients and others from abuse of any nature, identifying potential abuse or neglect and following safeguarding procedures. This includes knowing and following safeguarding procedures and being aware of current legal requirements and guidance on promoting the well-being of the client group.