

# Job Profile

Position Details	
Post	Data and Systems Officer
Service Area	Educational Psychology Service
Reports to	Principal Educational Psychologist
Grade	Sc6
Job Family	To be completed by HR

Role Purpose
<ol style="list-style-type: none"> <li>1. To take responsibility for the development and maintenance of data systems and procedures for the Educational Psychology Service, including the Tracker database and Mosaic, and to provide detailed analysis of all data including information from reports from other local and national agencies to inform the work of the Educational Psychology Service.</li> <li>2. To ensure the smooth running of the systems critical to the Educational Psychology Service, including having responsibility for all aspects of health and safety</li> <li>3. To undertake and support the Educational Psychology Service in a range of financial duties using SAP and liaising with Finance Officers and suppliers as necessary, monitoring monthly sickness returns and recording "My Conversation" on SAP in line with Haringey Council protocols</li> </ol>

Main Responsibilities
<ol style="list-style-type: none"> <li>1. Supporting the Educational Psychology Service by setting up and maintaining systems for tracking Education, Health and Care Needs Assessments and pupils referred to the Educational Psychology Service using Haringey Access Database (Tracker), Excel spreadsheets, Mosaic as appropriate and SAP.</li> <li>2. Monitoring of Panel minutes; Education Health and Care, Integrated Additional Support Panel, Special Educational Needs and taking appropriate action re referrals to Educational Psychology Service and agreed Education, Health and Care Needs Assessments</li> <li>3. To provide oversight for systems and procedures for the inputting and retrieval of data, including data related to service evaluation and performance appraisal</li> <li>4. To plan and prepare an induction, training and development plan for new staff on Mosaic, Tracker and other databases and assist the management team to identify specific targets for front line staff.</li> <li>5. To receive telephone calls and personal callers, signposting and taking appropriate action, referring on as and when necessary and to make telephone calls as required on behalf of the Educational Psychology Service team. This includes informing and guiding parents, health, education and social care professionals regarding statutory procedures and issues related to the work of the Educational Psychology Service.</li> <li>6. To support research within the service through data analysis, preparation of draft reports and presentations using Word Excel or Power point</li> <li>7. To monitor and manage all staff annual leave, sickness and absence across the team</li> </ol>

8. To process and ensure statistical data is available to colleagues and other agencies in a timely fashion
9. To provide regular reports from our Tracker database related to statutory assessments and EHC plans
10. To liaise with education, health and social services and other agencies including the use of non- standard and standard correspondence
11. To understand and implement the council's Equal Opportunities Post in accordance with the duties of the post
12. To keep up to date with current legislation and undergo training as appropriate for professional development
13. To seek information from and give advice to outside agencies with regard to procedures and updated information on pupils known to the Educational Psychology Service
14. To oversee and maintain accurate and up to date records related to the range of duties undertaken.

Generic Responsibilities
<ol style="list-style-type: none"> <li>1. Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements.</li> <li>2. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.</li> <li>3. Knowledge and experience of using IT.</li> <li>4. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.</li> </ol>

	Essential or Desirable
Experience of successful detailed reporting and monitoring of service delivery or the accurate measurement of performance against targets	Desirable
Experience in data management, within a school, local authority or similar government department	Essential
Experience of working with data relating to young people including the need to be aware of and work within Child Protection legislation	Essential
Ability to monitor own impact on service delivery	Essential
Ability to maintain clarity of service objectives and use resources effectively to achieve them	Essential
Experience of managing staff	Desirable
Ability to work under pressure delegate appropriately and meet tight deadlines	Essential
Excellent interpersonal skills, including the ability to work successfully with a range of different backgrounds and professional backgrounds	Essential
Ability to work on own initiative	Essential

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Main Contacts & Other Information
<p><u>Main Contacts</u> List main contacts the post holder will deal with in the role.</p> <ol style="list-style-type: none"> <li>1. Educational Psychology Service</li> <li>2. Parents/carers and young people.</li> <li>3. Integrated Service for SEND</li> <li>4. Social Care</li> <li>5. Educational establishments</li> </ol> <p><u>Other Information:</u> This position requires the post holder to undergo a DBS (Disclosure and Barring Service) check.</p>

Organisational Structure
Please provide organisation structure chart. Please see attached

(Assistant Director for Early Help & Prevention)

(Head of Integrated Service Special Educational Needs and Disabilities)

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Principal Educational Psychologist  
(Assistant Principal Educational Psychologists)  
Educational Psychology Team (14 + 4 trainees)

**New Role: Data and Systems Manager for the Educational Psychology Service (Scale 6)**

## Additional Information

Please complete the additional information as fully as you can.

Supervision / Management of People				
Please indicate which group best describes the total number of staff the post holder is responsible for:				
None	Up to 5 staff	6 to 15 staff	16 to 49 staff	50 plus staff
x				
Are the staff based at the same work location?				<u>Yes/No</u>
Will the post holder be responsible for contract / agency / project staff?				<u>Yes/No</u>

In the normal course of their duties would it be reasonable to expect the job holder to undertake, or be involved in, any of the following on a regular basis.

If Yes, please provide an estimate of the % of their working day this involves.

Work Environment					
Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Office duties.	yes	95%	Use of a computer.	yes	75%
Audio typing.	no		Crisis or conflict situations.	yes	5%
Walking more than a mile.	no		Manual handling.	yes	20%
Working alone or in isolation.	no		Working in confined spaces.	no	
Driving a car, van or minibus.	no		Preparing or serving food.	no	
Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B.	no		Working in awkward positions, e.g. stooping, bending, reaching.	no	
Exposure to substances hazardous to health, including lead, asbestos or radioactive substances.	no		Operating heavy or hazardous machinery including forklifts, diggers or cranes.	no	
Regular and repetitive movements.	no		Working shifts / unsocial hours, nights.	no	
Outdoor work involving uneven surfaces.	no		Standing or sitting for prolonged periods.	yes	75%

Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Working shifts / unsocial hours / nights.	no		Working at heights / on ladders, roof work.	no	
Teaching, or responsibility for, children.	no		Outdoor work involving extremes of temperature.	no	
Electrical hazards.	no		Control and restraint.	no	

<b>Resources – identify &amp; list personal and identifiable accountability for physical and financial resources including those of clients:</b>
No
<b>Cash/Financial Resources - Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes, specify the average amount controlled at any one time and the nature of the accountability:</b>
No
<b>Plant/Equipment - is the post personally accountable for the proper use / safekeeping of plant / equipment? If yes, please indicate the type(s) of plant/equipment and the nature of the accountability:</b>
No
<b>Stocks/Materials - Is the post personally accountable for materials / items of stock? If yes, please indicate the type and approximate value and the nature of accountability:</b>
No
<b>Data Systems - is the post personally accountable for the use, manipulation and safekeeping of data systems whether manual or computerised? If yes please indicate the type of system(s) and the nature of the accountability, whilst explaining the importance of the data systems to the Council's operations:</b>
Yes
<b>Buildings - Is the post personally accountable for the proper use and safekeeping of buildings? If yes please indicate the type of building(s) concerned and the nature of the accountability:</b>
No

