



## Job Description

- JOB TITLE:** Assistant Psychologist
- DEPARTMENT:** Clinical
- LOCATION:** EPIC Solutions, Glen House, Sifford Road, Marsh Barton, EX2 8NL
- CLIENT GROUP:** 0-25 service
- CONTRACT TYPE:** Permanent – Full Time
- SALARY:** £27,485
- TO APPLY:** Please send an updated CV to [practicemanager@epicsolutions.co.uk](mailto:practicemanager@epicsolutions.co.uk)
- INTERVIEW INFORMATION:** **Interview dates:** 18 & 19 June 2026;  
**Availability requirement:** no alternative dates can be offered, so candidates must be available on one of these days;  
**Next stage requirement:** to be considered for an interview, shortlisted candidates must first complete an application form. Please note that completion of this form is mandatory, and candidates who do not submit it will not be eligible to be considered for an interview.
- CLOSING DATE:** 31/05/2026 - please note that we may withdraw this advert early if we receive a high number of applications

### About EPIC Solutions

EPIC Solutions is a child-centred community clinical service based in Devon, supporting children, young people, and families with complex emotional, developmental, and mental health needs. We work in a neuro affirming, trauma-informed, and relational way, integrating psychological, therapeutic, and physical health approaches within a multidisciplinary model.

### The Role

To support and enhance the professional psychological care of children, young people and young adults within the service, across all sectors of care; providing psychological assessment and psychological interventions under the supervision of a qualified Clinical Psychologist, working independently according to a plan agreed within a Multidisciplinary team and within the overall framework of the Company's policies and procedures. To assist in clinically related administration, development and conduct of audits and/or research projects, teaching and project work.

### Key Relationships

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**Internal:**

Clients, families and carers

Multi-Disciplinary Team (MDT) comprising Psychiatrists, Paediatricians, Psychologists, Nurses, Cognitive Behaviour Therapists, Family Therapists, Advanced Mental Health Practitioners, Allied Health Professionals (physiotherapist, occupational therapist, speech and language therapist), Practice Manager, Administration and Reception Staff.

**External:**

Education

Children's Social Care

Voluntary and private sector care organisations providing services for children and young people

NHS Providers

**Key Responsibilities:**

**Clinical:**

- To undertake psychological assessments including neuropsychological tests; self-report measures; rating scales; direct and indirect structured observations; and semi-structured interviews with clients, family members and others involved in the client's care.
- To assist in the formulation and delivery of care plans involving the psychological treatment and/or management of a client's problems, under the supervision of a qualified professional psychologist in community settings.
- To assist in the development, coordination and running of therapeutic groups.
- To work with other staff to assess children, young people and young adults, and contribute towards multi-disciplinary understandings and reviews.
- To assist in the development of a psychologically based framework of understanding and care to the benefit of all clients of the service, across all settings where care takes place.
- To attend and contribute to appropriate multi-disciplinary meetings
- To communicate professionally and effectively and to use interpersonal skills effectively with clients.
- To provide and receive complex and sensitive information with children, young people, young adults and their parents/carers and adjust communication style to meet the needs of others
- To consider safeguarding, child and adult protection issues, following relevant policies and procedures and seeking safeguarding supervision as required.
- To consider risk and managing this risk, identifying own limits and seeking supervision around this
- To produce reports in a timely manner, that share the key findings of assessment and if appropriate the formulation and intervention outcomes in a way that is understandable to all.

**Teaching, Training and Supervision:**

- To receive regular weekly clinical supervision in accordance with professional practice guidelines.
- To gain wider experience of professional psychology within the 3<sup>rd</sup> sector

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- To develop skills and competencies that assist in the delivery of current duties
- To contribute to the training and support of other staff in psychological care.
- To engage in Continuing Professional Development (CPD), including annual appraisals
- Responsibility for research and development
- To utilise theory, evidence-based literature and research to support evidence-based practice in individual work.
- To support project work, including specific areas of audit, research or service evaluation

### **Information Technology and Administrative Duties**

- To be responsible for using an email account to generate, monitor, and respond to the email traffic by which the Company conducts much of its internal communication.
- To maintain accurate records, compliant with Company Practice Standards on the relevant clinical systems.
- To have sound knowledge of IT and the ability to use a clinical records system
- To ensure that all policies, procedures and guidelines are followed
- To identify and manage risks through incident reporting when appropriate
- To take part in and develop activities designed to improve service delivery or quality of care such as staff surveys, participation and service development
- To maintain the highest standards of clinical record keeping and report writing in accordance with professional codes of practice of the British Psychological Society and Trust policies and procedures.
- To prepare test materials and visual aids as required.
- To undertake specific administrative duties as required.
- To perform other duties of a similar kind appropriate to the grade, which may be required from time to time by their supervisor /other team members.
- Freedom to Act
- The post holder is accountable for their own professional actions, acting in accordance with Company policies and procedures and Professional Practice Guidelines.
- To work autonomously within clinical professional guidelines and exercise responsibility for the governance of psychological practice within the locality/speciality. Interpretation of professional and Company guidelines, and implementing policies in conjunction with peers, Consultants and Directors.
- Any other specific tasks required

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- Ability to travel across Devon and the surrounding counties if required

## Personal Specification

This is a specification of the qualifications, skills, knowledge, personal attributes, and other requirements required to effectively carry out the duties and responsibilities of the post.

Requirement; Qualification and Training	Essential/ Desirable	How Assessed
Completed a BSc. Hons in Psychology or equivalent, eligible for Chartered Psychologist Status in the British Psychological Society	Essential	Certificate, Application form and Interview
Training in an evidence based therapeutic approach	Desirable	Certificate, Application form and Interview
Knowledge		
Knowledge of mental health presentations in clients and knowledge of theory and practice of brief and longer-term evidence based clinical interventions in accordance with the NICE guidelines	Essential	Certificate, Application form and Interview
Knowledge of development through the lifespan	Essential	Certificate, Application form and Interview
Knowledge of legislations in relation to children/young people /young adults and safeguarding procedures and policies	Essential	Certificate, Application form and Interview
Knowledge of risk management and ability to monitor and assess risk and act accordingly to ensure safety of clients and others.	Essential	Certificate, Application form and Interview
Broad knowledge and familiarity of specialist services; and of the services within the Company where psychology and psychological therapies is commonly applied.	Essential	Certificate, Application form and Interview
Understanding of relevant legislation pertaining to child/young person and young adults' mental health	Essential	Certificate, Application form and Interview

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Knowledge of electronic client recording systems and the requirements around data reporting	Essential	Certificate, Application form and Interview
Broad knowledge and familiarity of working with children/adolescents/young adults and their families/carers who have a medical condition	Desirable	Certificate, Application form and Interview
Experience		
Experience of specialist psychological assessment and treatment of children, young people and families. This includes cognitive assessments including WISC-V, WAIS-IV and WPPSI-IV	Essential	Certificate, Application form and Interview
Experience, and/or training in diversity awareness and social inequality	Essential	Certificate, Application form and Interview
Experience of working collaboratively with clients and their families/carers	Essential	Certificate, Application form and Interview
Experience of trauma informed care	Desirable	Certificate, Application form and Interview
Experience of working with neurodiversity	Essential	Certificate, Application form and Interview
Experience of safeguarding clients in partnership with other agencies as appropriate	Essential	Certificate, Application form and Interview
Experience of working collaboratively in a multi-disciplinary team and across agencies	Essential	Certificate, Application form and Interview
Experience that evidences an ability to tend to equality and diversity and work in a way that promotes fairness for all	Essential	Certificate, Application form and Interview
Communication and working relationship skills		
Excellent verbal, nonverbal and written communication skills	Essential	Application Form and Interview
The ability to form and maintain good working relationships with others in multi-agency and across agencies	Essential	Application Form and Interview

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The ability to form good supervisory and management relationships with others	Essential	Application Form and Interview
Analytical & Judgemental Skills		
Ability to integrate, with support complex clinical information into coherent formulations and make skilled evaluations and decisions; sharing these with clients, families/carers and other professionals	Essential	Application Form and Interview
The ability to work as an autonomous practitioner, to take on responsibility, make decisions under pressure and seek support as appropriate	Essential	Application Form and Interview
Ability to tolerate and reduce anxiety and potential distress in others and use judgement skills to decide on relevant actions even in times of stress		
Planning and Organisation skills		
Proven organisational, planning and time management skills	Essential	Application Form and Interview
Service development skills / experience	Desirable	Application Form and Interview
Physical Skills		
Good communication skills when presenting / facilitating to varying groups of people	Essential	Application Form and Interview
Ability to sit and concentrate for sustained periods of time	Essential	Application Form and Interview
Ability to manage and support others to manage, stressful situations with resilience and self-awareness		
Other		
Ability to work independently and use initiative within a service consisting of a network of teams including 3rd sector organisations	Essential	Application Form and Interview
Ability to work as a member of a clinical team.	Essential	Application Form and Interview

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Ability to tolerate ambiguity and maintain own morale and motivation in challenging service delivery contexts.	Essential	Application Form and Interview
Hold a Full driving license with the ability to travel across Devon and neighbouring counties.	Essential	Application Form and Interview
An Enhanced DBS check will be required for this role	Essential	Application Form and Interview

This job description outlines the general areas of activity and responsibility and will be amended to reflect changing service needs. The job description will be reviewed annually with the post holder during the appraisal process.

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