

PRIVATE SECONDARY EDUCATION AUTHORITY

SCHEME OF SERVICE

- ORGANISATION : PRIVATE SECONDARY EDUCATION AUTHORITY
- POST : EDUCATIONAL PSYCHOLOGIST
- SALARY : RS 26,300 x 775 – 32,500 x 925 – 37,125 x 1225 – 40,800 x 1,525 – 49,950 x 1,625 – 56,450
- QUALIFICATIONS : A. A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level”.
- B. A Degree in Psychology from a recognized institution.

OR

Equivalent qualifications to A and B above acceptable to the Board.

- C. Candidates should have undergone post-qualification practice under the supervision of a practicing psychologist or related professional either in a recognized health or educational institution locally or abroad, over a period of one year or for an aggregate of 1500 hours, with children and young people with learning difficulties or social or emotional / behavioural problems.
- D. Candidates should also -
- (i) be computer literate; and
 - (ii) possess good communication and interpersonal skills.

Note

Qualification at A above should have been obtained prior to qualification at B above. However, candidates who as at 30 June 2003, did not possess the qualification at A above, will also be considered provided they hold -

- (a) A Cambridge School Certificate or passes obtained on one certificate at the General Certificate of Education “Ordinary Level” either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject or an equivalent qualification acceptable to the Board.
- (b) A Master’s Degree or a postgraduate diploma in the field of B above from a recognized institution or an equivalent qualification acceptable to the Board.

Qualification at (a) under ‘Note’ should have been obtained prior to qualification at B above and at (b) under ‘Note’.

Candidates should produce written evidence of post-qualification practice as mentioned at C above and of knowledge claimed.

DUTIES

: 1. To be responsible to the Director for -

- (a) providing support to students in need of professional guidance and counselling towards good and responsible behavior, as well as psychological support.
- (b) giving psychological or any other appropriate advice to Educators of private secondary schools (e.g. methods, educational psychology organization, individualized instruction programmes, behaviours modification techniques);
- (c) dealing with complaints and queries with a view to bringing psychological support or any other similar support.
- (d) conducting in-service courses for private secondary schools staff after school hours and during school holidays in collaboration with Educational Social Workers;
- (e) advising parents by way of visits, talks, pamphlets, booklets, guidelines;
- (f) supporting, organizing and coordinating remedial and special education programmes in schools;
- (g) assessing children with special needs and ensuring follow-up measures with the assistance of Educational Social Workers;
- (h) organizing, coordinating and supervising special education programmes;
- (i) promoting mental health programmes and counselling in private secondary schools;
- (j) assisting in case conferences in connection with direction and placement of children with special needs;
- (k) carrying out action research on areas related to under-achievement and submitting proposals / measures for improvement;
- (l) initiating action on early identification of disabilities, providing proper advice and ensuring necessary follow-up in collaboration with Educational Social Workers;
- (m) helping in the elaboration and adaptation of psycho-pedagogical tools;
- (n) collecting and updating data and ensuring the upkeep of records on relevant cases; and
- (o) working in close collaboration within teams including Quality Assurance Officers, Educational Social Workers, Heads of School and relevant institutions to improve students' performance and ensure their well-being.

2. To use ICT in the performance of his duties.

3. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Educational Psychologist in the roles ascribed to him.