



## JOB DESCRIPTION

- Post Title:** Educational Psychologist (EP11)
- Division:** School & Student Services
- Responsible to:** Division Head (School & Student Services)
- Job Scope:**
1. To provide professional advice and support for students, parents and educational practitioners (\*)
  2. To offer professional services and programmes for students, parents and education practitioners (\*)
  3. To conduct researches/studies related to Gifted Education (\*)
- Main Job Responsibilities:**
1. Initiate efforts and strategies to foster affective development of gifted students in the Academy, home, school and the wider community (\*);
  2. Design and lead programmes for students, parents and education practitioners (e.g. teachers and social workers) to meet the needs of gifted students (\*);
  3. Support and advise other divisions on best practices relating to identification and selection procedures for student programmes;
  4. Handle frontline enquiries and referrals of students, parents and education practitioners (\*);
  5. Provide advice and counselling services for children and their families to help solve conflicts and problems in learning and adjustment;
  6. Conduct psycho-educational assessment on school-aged students and assess their learning and emotional needs; observe and consult with multi-agency teams to advise on the best approaches and provisions to support their learning and development; write reports to make formal recommendations on actions to be taken. (\*);
  7. Maintain student records, including special education reports, confidential records, records of services provided, and behavioral data;
  8. Refer students and their families to appropriate community agencies for medical, vocational and/or social services;
  9. Report any pertinent information to the proper authorities in cases of child endangerment, neglect, or abuse;
  10. Advise on and participate in research to address learning and affective issues related to gifted students (\*);



11. Provide support on research studies on programme effectiveness evaluation, related need assessments and analyses, and offer advice to enhance programme quality (\*);
12. Develop Gifted Education packages and intervention strategies addressing the needs of students, parents and education practitioners (\*);
13. Work on commissioned projects and to support wider activities organised by the Academy;
14. Liaise and collaborate with like-minded organizations/universities in Hong Kong and overseas as appropriate (\*);

(\* ) including both subvented and non-subvented services

**Essential  
Requirements:**

- a. A registered educational psychologist or clinical psychologist in Hong Kong;
- b. A registered user of WISC-IV(HK);
- c. A Bachelor's degree in Psychology from a local university or equivalent; preferably plus a Postgraduate Certificate in Education or equivalent;
- d. A Master's degree in Educational Psychology (Professional Practice) or Clinical Psychology from a Hong Kong university or equivalent;
- e. Formal qualification or training or demonstrable involvement in Gifted Education will be an advantage;
- f. Good working knowledge of the needs of gifted students, their parents and teachers;
- g. Excellent understanding of the Hong Kong Education system; Good knowledge and strong skills in educational research, and a good understanding of statistical analysis;
- h. Excellent communication skills (oral and written) in Chinese and English; ability to speak Putonghua will be preferred;
- i. Proficiency in using a variety of ICT packages (MS Office Applications such as Word, Excel and Power Point).



**Terms of  
Appointment:**

The successful candidates will be offered a fixed-term contract. Re-appointment will be subject to mutual agreement and good performance. The Academy offers a competitive salary for good candidates. A gratuity payment will be payable upon satisfactory completion of the contract. Fringe benefits include annual leave, medical and dental insurance.

*\*For the protection of children and mentally incapacitated persons, prospective employees are requested to undergo a Sexual Conviction Record Check. Data collected will be used for recruitment purpose only.\**

**How to Apply :**

Suitably qualified and experienced individuals are invited to apply by sending

- a completed application form which is obtainable by downloading from : <https://www.hkage.org.hk/en/about-us/job-vacancies>
- a full resume stating **present and expected salary** and **availability**;
- a detailed covering letter (of not more than two pages) outlining key achievements and explaining why you are well qualified to meet the requirements of the relevant post.

**Applications should be made in English** and should clearly specify the position applied for with the job reference number on the envelope (top left). Completed applications should be sent to:

**The Hong Kong Academy for Gifted Education, Room 401, Corporate Services Division, Sha Kok Estate, Shatin, New Territories, Hong Kong** or email [hr@hkage.org.hk](mailto:hr@hkage.org.hk).

All information provided will be treated in the strictest confidence.

Review of applications will start as soon as possible and this recruitment exercise will continue until the post is filled. Candidates who are not invited for an interview within ten weeks from the closing date should regard their applications as unsuccessful. All personal data will be kept for a period of 24 months from the application closing date.



**Enquiry :**

For further details, please visit the Academy website at <https://www.hkage.org.hk> or contact Miss Siu at 3940 0122 or via email [hr@hkage.org.hk](mailto:hr@hkage.org.hk).

**The Academy reserves the right not to make an appointment of the posts advertised.**

**The HKAGE is a subvented non-governmental organisation, to advocate and provide support services for gifted students, teachers and parents.**