

# Job specification



**Job title:** Targeted Education Support Service Teacher  
**Service:** Targeted Education Support Service  
**Grade:** Qualified Teachers Pay Spine / Upper Pay Scale plus SEN 2  
**Reporting to:** Targeted Education Support Service

## Your job

This is an exciting and dynamic role which offers the opportunity to work within the Targeted Education Support Service (TESS), a vibrant, supportive and highly inclusive team. You will work collaboratively with schools to develop strategies and policies aimed at meeting the needs of children and young people with SEND. You will provide advisory, training and teaching support that will enable schools to meet the needs of children and young people who are at risk of not making expected educational progress. You will be highly focused on achieving the best outcomes for children and young people with SEND.

This role will require you to develop appropriate provision through consultation with Headteachers, senior leaders and other colleagues and to be a member of an education support service which offers support to schools in removing barriers to achievement. You will contribute to the Services for Schools' training programme and the Services for Schools' response.

Your core duties will involve you contributing to the development and the achievement of the objectives within the TESS, Services for Schools and Education delivery plans. These will reflect the sharing of knowledge and interpretation of new legislation, formulation of policies, strategies, resources and initiatives relevant to the changing needs of pupils and schools.

You will be responsible for contributing to a high level of training, advice, guidance and individual support to Teachers, Teaching Assistants, Learning Mentors and Senior Managers in schools with regard to SEND. In doing this, you will liaise with teams within People: Children and Families Directorate, schools and other education providers, health providers, statutory agencies, voluntary agencies, parents/carers and children/young people.

You will be a strong team-player, working collaboratively, flexibly and with initiative. This role will provide you with opportunities for creative and innovative thinking and problem-solving. You will have the scope to impact positively and widely on the experiences and opportunities of children and young people with SEND.

The Council is committed to complying with the European General Data Protection Regulations (GDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection Regulations.

## In this job you will

On an ongoing basis you will:

- Assess individual pupil's needs and offer appropriate advice and support around quality first teaching and targeted intervention.
- Assist in the development of Education Plans, Provision Maps, Early Helps and/or Pastoral Support Programmes for particular pupils.
- Assist schools to review the progress of individual learners and the impact of plans.
- Liaise and work with head teachers, senior staff and SENCOs in devising policies and strategy relating to SEND.
- Contribute to the design and delivery of central and school based in-service training programmes for teachers and support staff, both face-to-face and online.
- Offer advice and guidance to colleagues in schools as part of consultation service.
- Devise and implement resources for schools.
- Attend any full team/service/training sessions and contribute as appropriate.
- Contribute to the induction programme of any new team member as appropriate.
- Promote effective policies and practices in relation to SEND.
- Ensure that quality assurance procedures are implemented and adhered to in relation to all service delivery.
- Ensure that services are prioritised to meet needs.
- Be prepared to participate in additional training should the need to do so be identified by the line manager.
- Participate in the teacher's Performance Management process.
- Supervise and support teaching assistants if required.
- Maintain records, evaluate and report on all aspects of work.
- Be aware and have knowledge of local child protection procedures and report any incidents of child abuse in order that agreed WCSB procedures are implemented.
- Be aware and have knowledge of issues in regard to Children who are Looked After.
- Develop relationships and maintain links between schools, parents, children, young people and appropriate other agencies.
- Liaise and work co-operatively with other People Directorate teams.
- In line with the SEN 2 responsibility you will be expected to co-ordinate and lead on an area which plays a significant part in service delivery.
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules.

## In this job you will need

You must be able to demonstrate the following essential requirements:-

- Qualified Teacher Status
- Degree or equivalent qualification
- Significant teaching experience and expertise, in line with the Teacher's Standards.
- Additional SEND / SEMH qualification

- Substantial experience of working with children and/or young people in either mainstream or special education, who display learning and /or social, emotional and behavioural difficulties.
- Ability to design and deliver training programmes, both face-to-face and virtually.
- Knowledge and understanding of current policy and pedagogy relating to SEND.
- Ability to help identify and assess the needs of pupils/schools, formulate high quality plans of action and review progress.
- A knowledge of the scope and extent of the work of other professionals / organisations who work within SEND.
- Knowledge and understanding of child protection and safeguarding issues.
- High level of communication and interpersonal skills.
- Desire and ability to work collaboratively with colleagues and other professionals.
- Excellent analytical and report-writing skills
- Effective management of your own diary and caseload.
- Have a willingness to learn and a sense of humour.
- Holds a current valid driving licence or can demonstrate the ability to travel as required using own or public transport in the most effective manner.

## Our culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **Be Wigan** behaviours.

**Be Positive...** take pride in all that you do

**Be Accountable...** be responsible for making things better

**Be Courageous...** be open to doing things differently

Individuals with line management responsibilities are also expected to ...

**Inspire...** lead by example and help others to see the big picture

**Care...** show genuine concern for people as individuals and value their contributions

**Engage...** I connect with others both within and beyond the organisation

## Staff Deal

Our Staff Deal is an informal agreement with all staff. It outlines what you can expect from us, and in return what we expect from you

### Our part

- Provide strong, honest and visible leadership
- Reward your commitment and hard work
- Care for your health and well being

### Your part

- Listen, be open, honest and friendly
- Be efficient, flexible and professional
- Care for your health and stay active

- Listen to you and put your ideas into action
  - Support you to give something back
  - Offer opportunities to learn and grow
  - Be one team, one council
  - Believe in you
- Tell us how we can improve
  - Give something back whenever you can
  - Take opportunities to learn and grow
  - Be one team, one council
  - Believe in yourself and our borough