

Job specification

Job title: Teaching Assistant Level 2

Service: Children and Families- Education/ Engagement Centres

Grade: G3

Reporting to: Head of Centres

Your job

You will contribute to the development of our new engagement centres to support children and young people appropriately and so allow them to successfully remain in their mainstream/specialist setting.

You will support the vision for inclusion and what the centres can achieve in contributing to supporting the development of confidence and resilience in our children and young people.

Under the direction of teaching staff and Higher Level Teaching Assistants (HLTA's), you will undertake work, care and support programmes to enable access to learning for students and to assist the teacher and HLTA in the management of the students and the classroom.

You will give support for all children and young people providing particular help for those with learning difficulties and/or behavioural, social or physical disabilities, as required.

You will assist in supporting students on a 1: 1 and small group work.

In this job you will

In the next 12 months, you will:

- Contribute to the development of the curriculum offer including developing teaching and learning resources.
- Attend training relevant to the post.

On an ongoing basis you will:

- Provide specialist support to students by assisting in the preparation and delivery of lessons and learning activities for individual students and small groups in or out of the classroom within guidelines set by the centre.
- Liaise with mainstream schools and other agencies in order to promote inclusion on behalf of individual students.
- Promote the vision of inclusion for all.
- Encourage students to interact with others and engage in activities.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Promote good attendance by ensuring that intervention is timely and daily contact is made with home.
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Provide clerical/admin support, for example photocopying, collection of money.
- Monitor students' responses to learning activities and accurately record achievement/progress as directed.
- Provide regular feedback to teachers on students' achievement, progress and problems.
- Promote good behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
- Assist with the supervision of students out of lesson times, including before and after school including trips

Checked by STa 04/07/2018 (school job family match)

and visits, as may be reasonably directed.

In this job you will need

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

- Level 2 qualification or equivalent or equivalent recognised qualification.
- Basic level of literacy and numeracy.
- Experience of working with challenging young people in a school environment.
- Knowledge of a range of strategies to promote good behaviour and establish a purposeful learning environment.
- Basic knowledge of how to use ICT to support learning.
- An understanding of the National Curriculum.
- Knowledge of relevant policies/codes of practice and relevant legislation.
- Ability to communicate well with adults and children.
- Ability to constantly improve own practice/knowledge through self-evaluation and learning from others.
- Ability to work under supervision and as a team member.
- Training in the relevant strategies or a willingness to undertake such training including first aid.
- Willingness to work in a flexible manner, which may involve working at a different base from time to time.

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