

# 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

You will provide advisory, training and teaching support for learning approaches 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 also encourage schools to develop strategies and policies aimed at meeting the needs of children and young people and to promote good classroom management.

This role will also require you to develop appropriate provision through consultation with Headteachers 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 also contribute to the Services for Schools' training programme and contribute to 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 Directorate, schools and other education providers, health providers, statutory agencies, voluntary agencies, parents and children and young people.

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 intervention.
- Assist in the development of Education Plans, Provision Maps Early Helps and/or Pastoral Support Programmes for particular pupils.
- Assist schools in the production of school based policies relating to SEND
- Contribute to the design and delivery of central and school based in-service training programmes for teachers and support staff.
- Offer advice and guidance to colleagues in schools as part of consultation service.
- Devise and implement resources for schools.

- Liaise and work with head teachers and/or senior staff in devising appropriate plans of action for schools.
- Attend any full team/service meetings and to contribute to these sessions 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 in relation to all service delivery.
- Ensure that services are prioritised to meet needs.
- Attend training sessions organised within the service and to contribute to these sessions as appropriate.
- 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 to report any incidents of child abuse in order that agreed WCSB procedures are implemented.
- Be aware and have knowledge of issues with 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.
- 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:

- Significant teaching experience.
- Qualified Teacher Status.
- Degree or equivalent qualification.
- Additional SEN / Behaviour 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.
- Knowledge and understanding of current issues in education for example exclusion procedures, SEN Code of Practice.
- An ability to help identify and assess the needs of pupils/schools and formulate mutually appropriate plans of action.
- A knowledge of the scope and extent of the work of the other professionals / organisations who work within SEND.
- Knowledge and understanding of child protection issues.
- An ability to communicate effectively.
- Good organisational and administrative skills.
- Able to set priorities for self.
- Able to work accurately under pressure.
- High level of interpersonal skills.
- Able to work co-operatively with colleagues and other professionals.
- Knowledge and understanding of Safeguarding issues.
- Understanding of, and the ability to apply, the principles of performance review, benchmarking and quality standards to the benefit of service users.

- Ability to move between schools within the same day when required (this may be at short notice).
- 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
- 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

### Your part

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