



Your job

Job Title: Teaching Assistant Level 2

Service: Children and Families

Grade: G3

Reporting to: Head of the Engagement Centres

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

You will be supporting children and young people through early intervention who are struggling to engage within school.

You will promote and 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.

You will assist with the provision of pastoral care and support pupils in developing their mental and physical wellbeing.

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

You will give support for all children and young people (KS1-4) providing particular help for those with learning difficulties and/or behavioural, social or physical disabilities, as required.

You will assist in supporting children on a 1:1 basis and within small group work, which may require planning as required.

You will work with children referred into us through either the Emotionally-Based School Avoidance (EBSA) or the Early Intervention for Behaviour pathways.

You will attend multi-agency meetings, liaise with school staff and children during school visits, develop positive parent/carer relationships and other promote good practice and attendance both in the centre and at school.

You will comply with safeguarding policies and supporting procedures.

Mandatory Statement

The Council is committed to complying with European General Data Protection regulations (UKGDPR) 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.

Wigan Council is an active, strong, and committed corporate parent. As a priority, all employees have a responsibility towards the children we look after and care leavers, not just those employed by the Children's Directorate.

In this job you will:

In the next 12 months, you will:

- Contribute to the development of the Engagement Centres Primary, Secondary and EBSA provisions.
- You will assist in supporting children on a 1:1 basis and within small group work, which may require planning as required.
- Attend training relevant to the post.

On an ongoing basis you will:

- Provide specialist support to children by assisting in the preparation and delivery of lessons and learning activities for individual children and small groups in or out of the classroom within guidelines set by the centre.
- Liaise with mainstream schools and other agencies to promote inclusion on behalf of individual children.
- Promote the vision of inclusion for all and adopt the centre's ethos of "One Size Fits One."
- Encourage children 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 and completion of registers
- Monitor children's responses to learning activities and accurately record achievement/progress as directed.
- Provide regular feedback to teachers/HLTA's on children's achievement, progress and problems.
- Promote good behaviour, dealing promptly with conflict and incidents in line with established policy and encourage children to take responsibility for their own behaviour.
- Assist with the supervision of children out of lesson times, including before and after school including playtimes.
- 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:

- Level 2 Teaching Assistant 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 remain calm under pressure.
- 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 and safeguarding.
- Willingness to work in a flexible manner, which may involve working at a different base or within different classrooms or key stages from time to time.
- Be kind and have a positive personality

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 **TeamWigan** behaviours.

Be Positive	“ Take pride in all that you do and support and develop yourself and others. ”
Be Accountable	“ Be responsible for making things better, enabling change and supporting improvement. ”
Be Courageous	“ Be open to doing things differently and working collaboratively with others. ”
Be Kind	“ Be helpful, generous and thoughtful towards yourself and others. ”