Your job

Job Title: Early Years Targeted SEN Support Worker

Service: Early Learning & Childcare Team

Grade: 5

Reporting to: Early Years Inclusion Manager

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:

- Provide targeted SEND support to early years settings and schools across Wigan, helping practitioners to identify, assess, plan, do and review support through the Graduated Approach.
- Use a coaching, mentoring and modelling approach to build the confidence, knowledge and skills of early years practitioners, enabling them to deliver high-quality inclusive practice.
- Work collaboratively with early years providers, schools, and multi-agency professionals to ensure children with SEND receive timely and effective support.

- Support settings to develop, implement and review strategies and interventions that enable children with SEND to access, participate in and thrive within their learning environment.
- Contribute to the development of clear, measurable outcomes and support plans, ensuring effective implementation, monitoring and review through the Graduated Approach cycle.
- Champion the importance of partnership working with parents and carers, supporting settings to strengthen home learning opportunities and encourage consistency between home and educational settings.
- Support practitioners to understand children's strengths, interests and individual needs, promoting positive outcomes across all areas of learning and development.
- Promote inclusive, high-quality education and childcare that enables every child to achieve the best possible outcomes and reach their full potential.

In the next 12 months, you will:

- Build positive relationships with early years settings and schools across the borough.
- Develop your understanding of local SEND processes, inclusion strategies and available support pathways.
- Support practitioners to strengthen their confidence in identifying and meeting children's emerging and identified SEND needs.
- Contribute to improving inclusive practice across the early years sector through modelling, coaching and targeted support.
- Work alongside colleagues and multi-agency partners to ensure children receive timely and appropriate support.
- Support the wider aims of the Early Learning and Childcare Team in improving outcomes for children with SEND.

On an ongoing basis you will:

- You will adopt a coaching and modelling approach to support early years settings in meeting the needs of children with SEND, supporting them to develop clear and practical action plans to guide implementation and improve outcomes.

- You will maintain accurate and up-to-date records, files and databases, ensuring that relevant information can be efficiently accessed, monitored and reported when required.

- You will remain informed about current Early Years and Childcare developments, guidance, legislation and best practice, actively seeking opportunities to enhance your knowledge, skills and professional expertise.

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:

- An NVQ Level 3 in Childcare and Education or equivalent qualification
- Full working knowledge of the SEN Code of Practice and an awareness of relevant legislation in relation to the early years and childcare sector and inclusion.
- Working knowledge of the Early Years Foundation Stage and other relevant learning programmes/strategies
- Good understanding of principles of child development and learning processes
- The ability to identify your own training and development needs and co-operate with means to address these.
- Good communication, written, and oral skills.
- The ability to relate well to children and adults
- The ability to work on your own initiative and also constructively as part of a team, understanding roles and responsibilities and your own position within these
- The ability to contribute to clear, achievable plans and ensure their effective implementation

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."