

Isle of Man Government Department of Education, Sport and Culture

INCLUSION AND SAFEGUARDING

EDUCATION SUPPORT OFFICER: LEVEL 2

Post Title: Education Support Officer

Responsible to: Special Educational Needs Co-ordinator (SENCO)

Grade: Education Support Staff Level 2

Main Purpose of Job

The purpose of the post is to work as part of the education support staff at **Peel Clothworkers' Primary School** to provide appropriate mainstream classroom support for pupils with special educational needs, especially for those with significant learning difficulties who are identified as having High Level Needs. The post involves helping remove barriers to learning which can involve providing social and emotional support and intimate personal care.

Job Responsibilities

At Level 2, job responsibilities will be to work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area. The post will involve providing Education Support including all or some of the duties listed below.

SUPPORT FOR PUPILS

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Education/ Behaviour Plans and Personal Care programmes
- Establish constructive relationships with pupils and interact with them according to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.

SUPPORT FOR TEACHERS

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assist with the planning of learning activities

- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work
- Provide clerical/admin support, e.g. photocopying, typing, filing, money, administer coursework etc.

SUPPORT FOR THE CURRICULUM

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Undertake programmes linked to local and national learning strategies, e.g. literacy, numeracy, KS3, early years recording achievement and progress and feeding back to the teacher
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

SUPPORT FOR THE SCHOOL

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.

Safeguarding

The Department of Education, Sport and Culture is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff are required to undertake training with regard to the safeguarding and welfare of children and young people and the Department commits to providing this training e.g. via induction, on-line, briefings at staff meetings in-set days etc, as appropriate.

All staff have a responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact and to adhere to, and ensure compliance with, the Protecting Children Board Child Protection procedures and the school's Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to the designated Child Protection Officer.

Isle of Man Government Department of Education, Sport & Culture

INCLUSION AND SAFEGUARDING SERVICE

EDUCATION SUPPORT OFFICER – PUPIL SUPPORT: LEVEL 2

Specification	Essential/ Desirable	Application Form Interview
Experience		
Able to provide pastoral support to pupils	E	AI
Able to attend to pupils' personal needs and provide advice to assist in their social, health & hygiene development	E	AI
Able to assist the teacher with the development and implementation of Individual Education Plans	D	AI
Able to support provision for pupils with special needs	D	AI
Able to establish productive working relationships with pupils, acting as a role model	D	AI
Able to provide support for distressed pupils during lessons and during lunchtime.	D	AI
Able to provide information and advice to enable pupils to make choices about their own learning/behaviour/attendance	D	AI
Able to challenge and motivate pupils, promote and reinforce self-esteem	D	AI
Able to provide feedback to pupils and staff in relation to progress, achievement, behaviour, attendance etc	E	AI
Qualifications		
GCSE Maths and English at Grade C or above, or Key Skills Level 2 Application of Number and Communication Awards	E	A
Experience of working with, or caring for, relevant age children/young people	E	A
NVQ Level 2 for Teaching Assistants, or equivalent relevant qualification (e.g. Level 2 Certificate for Teaching Assistants, Children's Care Learning and Development NVQ Level 2)	D	A
Completion of DfES Teacher Assistant Induction Programme	D	A
Training in the relevant learning strategies, e.g. literacy	D	A
First aid training	D	A
Manx Worker Status	D	A
Knowledge & Skills		
Full working knowledge of relevant polices/codes of practice and awareness of relevant legislation	E	AI
Working knowledge of national curriculum and other relevant learning programmes	E	AI
Working knowledge of RAP assessments.	D	AI

Specification	Essential/ Desirable	Application Form Interview
Understanding of principles of child development and learning processes and, in particular, barriers to learning	E	AI
Ability to plan effective actions for pupils at risk of underachieving	E	AI
Full understanding of the range of support services/providers	E	AI
Ability to self-evaluate learning needs and actively seek learning opportunities	E	AI
Effective use of ICT to support learning and use of other equipment technology – video, photocopier	D	AI
Ability to relate well to children and adults	E	AI
Work constructively as part of a team, understanding classroom roles and responsibilities	E	AI
First aid training or willingness to undertake it.	D	A I
Safeguarding training or willingness to undertake it.	E	A I
Recent experience of Team Teach and ASC in mainstream training	D	AI
Disposition/Attitude		
Commitment to team working	E	I
Commitment to equal opportunities and inclusion	E	AI
Flexibility and adaptability	E	AI
Able to celebrate success	E	AI
Commitment to support colleagues	E	AI
Able to use own initiative	E	I
Ability to remain calm and measured in stressful situations	E	I
<i>Commitment to helping pupils become:</i> <ul style="list-style-type: none"> • successful learners • responsible and aware individuals • confident and self-assured people, and • purposeful contributors to the Island's society. 	E	I
Physical		
Physically capable of carrying out the duties of the post	E	I
Protection of children	E	AI
All applicants should note that, in order to fulfil its responsibilities in relation to the protection of children, the Department of Education, Sport & Culture will ask the police to check for any record of convictions or cautions on successful candidates.		