



**JOB TITLE: Education Support Officer Level 2**  
**GRADE: ESO/Pay Band 7**  
**HOURS: 37 hours per week, Term Time Only +2 weeks**





## ABOUT UCM

University College Isle of Man (UCM) has a long-standing reputation for excellence in learning, training and education on the Island. We are proud to have inspired, challenged and empowered our students over the years to make a positive impact on the world around them.

Our Mission is to serve the Isle of Man community by delivering excellence in education and training throughout our range of further and higher education programmes. We aim to continuously provide high quality learning experiences that support progression into further study or employment that in turn supports the individual and the economy of the Isle of Man. Our staff help our organisation work towards our strategic objectives and in turn those of the Department for Education, Sport and Culture and wider government.

## 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 inset 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 Safeguarding Children Board, Child Protection procedures and the school/service'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 School/Service, they must report any concerns to the designated Safeguarding lead in their area or to the Child Protection and Safeguarding Officer.

The contents of this job description may be reviewed and updated as necessary to ensure that it remains accurate and complete. All changes will be made in discussion and with the agreement of the Head of Service or designated Officer.



## KEY INFORMATION

**Grade:** ESO L2

**Hours:** 37 hours weekly, Monday to Friday; Term time only + 2 weeks

**Salary:** £25,035 - £30,198 (Pro rata)

**Responsible to:** Programme Manager - Access to Education

**Location:** The University College Isle of Man spans several sites, Homefield Road, the Nunnery Campus, Hills Meadow, Thie Ushtey, the William Kennish Building and Elmwood House. The post-holder's main place of work may be any of these sites and may involve movement between sites.

## Job purpose

We require an enthusiastic and flexible ESO to work as part of the Education Support Team at University College Isle of Man to provide appropriate mainstream classroom support for students with additional educational needs. The post involves helping remove barriers to learning and will include working with the lecturing staff assisting with their planning and the delivery of activities and supporting pupils with routines, transitions and behaviour management.

## MAIN ACTIVITIES

### Job Responsibilities

At Level 2, job responsibilities will be to work under the instruction/guidance of teaching/senior staff to undertake work/support programmes, to enable access to learning for students and to assist the lecturer in the management of students 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 STUDENTS**

- Supervise and provide particular support for students, including those with additional needs, ensuring their safety and access to learning activities
- Assist with the creation, development, implementation and review of Individual Education Plans including Risk Assessments and Behaviour Plans where necessary
- Establish and build constructive relationships with students and interact with them according to individual needs
- Promote the inclusion and acceptance of all students
- Promote high standards of behaviour, responding to incidents in line with the UCM policies
- Encourage students to interact with others and engage in activities
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to students in relation to progress and achievement under guidance of the lecturer

## **SUPPORT FOR LECTURERS**

- Use strategies, in liaison with the lecturer, to support students to achieve learning goals
- Assist with the planning of learning activities
- Monitor students' responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to lecturers on students' achievement, progress, problems etc.
- Promote good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers, where appropriate
- Administer routine tests and invigilate exams and undertake routine marking of students' work

## **SUPPORT FOR THE CURRICULUM**

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to student responses
- Undertake programmes linked to local and national learning strategies, e.g. literacy, numeracy, recording achievement and progress and feeding back to the lecturer
- Support the use of ICT in learning activities and develop students' competence and independence in its use



- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist students in their use.
- Provide clerical/admin support as directed by line manager

### **SUPPORT FOR UCM**

- 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 students have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of UCM
- 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
- Accompany lecturing staff and students on visits, trips and off-site activities as required and take responsibility for a group under the supervision of the lecturer



## IS THIS THE RIGHT JOB FOR YOU?

### Person Specification: Education Support Office – Level 2

**E – ESSENTIAL | D – DESIRABLE**

**A – APPLICATION | C – CV | P – PRE-EMPLOYMENT CHECKS**

**R - REFERENCE | I - INTERVIEW**

ATTRIBUTES	ESSENTIAL / DESIRABLE	ASSESSMENT
<b>QUALIFICATIONS</b>		
GCSEs at grade C or above, in English Language and Mathematics, or equivalent qualifications such as level 2 Functional Skills English and Mathematics	<b>E</b>	<b>C/P</b>
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)	<b>D</b>	<b>C</b>
First aid training	<b>D</b>	<b>C</b>
<b>EXPERIENCE</b>		
Experience working with relevant age young people within an educational setting	<b>E</b>	<b>C/I</b>
Experience in support provision for students with additional needs including pastoral support	<b>E</b>	<b>C/I</b>
Experience in establishing productive working relationships with students, acting as a role model	<b>E</b>	<b>C/I</b>
Experience in providing information, advice and guidance to enable students to make choices about their own learning/behaviour/attendance	<b>E</b>	<b>C/I</b>
Experience in providing feedback to students and staff in relation to progress, achievement, behaviour, attendance etc.	<b>E</b>	<b>C/I</b>
<b>KNOWLEDGE &amp; SKILLS</b>		
Good literacy, numeracy, communication and organisational skills	<b>E</b>	<b>C/I</b>
Ability to work as part of a team and to be flexible in their approach to daily routines	<b>E</b>	<b>C/I</b>



Full working knowledge of relevant polices/codes of practice and awareness of relevant legislation	D	C/I
Understanding of learning processes and barriers to learning	E	C/I
Ability to support the planning of effective actions for students at risk of underachieving	E	C/I
Full understanding of the range of support services/providers	D	C/I
Ability to self-evaluate learning needs and actively seek learning opportunities	E	C/I
Effective use of ICT to support learning (Including Microsoft Office Suite and Teams) and use of other equipment technology – video, photocopier	E	C/I
Ability to relate well to young people and adults	E	C/I
Work constructively as part of a team, understanding roles and responsibilities	E	C/I
Safeguarding training or willingness to undertake it	E	C/I
<b>PERSONAL QUALITIES</b>		
Commitment to working positively in a team	E	C/I
Commitment to equal opportunities and inclusion	E	C/I
Flexibility and adaptability	E	C/I
Able to celebrate success	E	C/I
Commitment to support colleagues	E	C/I
Able to use own initiative and work independently as required	E	C/I
Ability to remain calm and measured in stressful situations	E	C/I
Commitment to helping students become: <ul style="list-style-type: none"> <li>• successful learners</li> <li>• responsible and aware individuals</li> <li>• confident and self-assured people, and</li> <li>• purposeful contributors to the Island's society</li> </ul>	E	C/I



**CIRCUMSTANCES/INTERESTS:**

Isle of Man Worker	<b>D</b>	<b>A</b>
A full driving licence and access to own vehicle for business use	<b>D</b>	<b>I</b>
Satisfactory Police Check	<b>E</b>	<b>P</b>