



Isle of Man Department of Education, Sport and Culture

Post Title: Senior Education Support Officer

Hours: 16 Hours 15 Minutes (Part Time Term Time Only)

Responsible to: Head teacher

Grade: Level 3

Location: Based initially at Henry Bloom Noble Primary School

Main Purpose of Job

To work as part of the school team with a student with complex needs. It is the aspiration of the Department of Education, Sport and Culture for all its young people that they should have the 'Freedom to Flourish' by becoming:

- Successful learners
- Responsible and aware individuals
- Confident and self-assured people, and
- Purposeful contributors to the Island's society.

Pupils with complex needs have significant learning difficulties and often require a high degree of intimate personal care. You will be working under the guidance of the class teacher and SENCO. The post will involve working within an agreed system of supervision, to provide support and engagement, initially within the EYFS environment.

Support for pupils

- Provide pastoral support
- Knowledge of strategies and specialist programmes to support learning and development and remove barriers to learning e.g. Signalong.
- Attend to pupil's personal needs and provide assistance with self-care.
- Provide support during lunch time and unstructured times such as playtimes.
- Assist the teacher with the development and implementation of Individual Education Plans (IEP).
- Support specialist timetabled activities for specific learning needs such as Language development groups.
- Establish productive working relationships with all pupils, acting as a role model.
- Provide information and advice to help pupils to make choices about their own learning and development.
- Challenge and motivate pupils, promote and reinforce self-esteem.
- Provide feedback to teachers, parents and pupil in relation to progress and achievement.

Support for Teacher

- Liaise with feeder schools and other relevant bodies to gather pupil information.
- Support pupil's access to learning using appropriate strategies, resources etc.
- Work with other staff in planning, evaluating and adjusting learning activities as appropriate
- Monitor and evaluate pupil's responses and progress against action plans through observation and planned recording.
- Provide objective and accurate feedback and reports as required to other staff on progress and other matters, ensuring the availability of appropriate evidence.
- Be responsible for keeping and updating records as agreed with other staff, contributing to reviews of systems/records as requested.
- Assist in the development and implementation of appropriate behaviour management strategies.
- Establish constructive relationships with parents/carers, exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to school and community links.

- Assist in the development, implementation and monitoring of systems relating to attendance and integration.
- Clerical/admin support, e.g. dealing with correspondence, making phone calls etc.

Support for the curriculum

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs.
- Be aware of and appreciate a range of activities, courses, organisations and individuals to provide support for pupils to broaden and enrich their learning.
- Determine the need for and prepare and use specialist equipment, plans and resources to support pupils.

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.
- Establish constructive relationships and communicate with other agencies/ professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Attend and participate in regular meetings.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Supervise pupils on visits, trips and offsite activities as required.

Qualifications and Experience

Essential:

- GCSE Maths and English Grades A* - C, or Key Skills Level 2 Application of Number and Communication Awards; and
- NVQ Level 3 for Teaching Assistants, or equivalent relevant qualification (e.g. Level 3 Certificate for Teaching Assistants, Learning, Development and Support for Children, Young People and Those Who Care for Them NVQ Level 3, Children's Care, Learning and Development NVQ Level 3) or a relevant higher level qualification; and
- Experience working with children and young people; and
- Experience of working with pupils with high levels of special needs.

Knowledge and Skills

- Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation.
- Ability to use ICT effectively to support learning.
- Working knowledge of programmes to support pupils e.g. supporting therapy sessions, swimming.
- Understanding of principles of child development and learning processes and, in particular, barriers to learning.
- Ability to plan effective actions for pupils at risk of underachieving.
- Full understanding of the range of support services/providers.
- Ability to self-evaluate learning needs and actively seek learning opportunities.
- Ability to relate well to young people and adults.
- Work constructively as part of a team, understanding classroom roles and responsibilities.
- Ability to follow a care plan to ensure pupil safety in and around school

Protection of young people

All applicants should note that, in order to fulfil its responsibilities in relation to the protection of young people, the Department of Education, Sport and Culture will ask the police to check for any record of convictions or cautions on successful candidates.

Applicants will be required to complete a Police Check following a successful application. Failure to complete and return this form will prevent any further consideration to an application. All information supplied by the Police will be destroyed once a decision has been taken.

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 department's 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 School/Service.

Isle of Man Government Department of Education, Sport and Culture Education Advice and Support

SENIOR EDUCATION SUPPORT OFFICER: LEVEL 3 Specification	Essential/ Desirable	Method of assessment
Experience		
To be able to work 1:1 with a pupil with complex needs to provide curriculum & pastoral support.	E	CV/Interview
To be able to receive and supervise a pupil working on Individual Education Programmes.	E	CV/Interview
To have knowledge and understanding of "Signalong" and "See and Learn" to support communication	E	CV/Interview
To have knowledge and understanding of the use of visuals to remove barriers to learning,	E	
To be able to attend to pupils's personal needs and provide advice to assist in their self care.	E	CV/Interview
To be able to participate in comprehensive assessment of the pupil to provide input into provision, small step planning and IEP targets.	E	CV/Interview
To be flexible and able to work in different settings within the school environment to support educational needs	E	CV/Interview
To be able to assist the teacher with the development and implementation of Individual Education Plans and elements of curriculum planning.	E	CV/Interview
To assist in the production of care plans, and risk assessments.	E	CV/Interview
To be able to establish productive working relationships with staff and pupil, acting as a role model.	E	CV/Interview

To have knowledge of language development eg. ELKAN training	D	CV/Interview
To be able to provide information and advice to enable pupils to make choices about their own learning/behaviour/attendance.	D	CV/Interview
To be able to challenge and motivate pupils, promote and reinforce self- esteem.	D	CV/Interview
To be able to provide feedback to pupils in relation to progress, positive behaviour, attendance etc.	D	CV/Interview
To have prior experience of working with pupil's with specific learning needs	D	CV/Interview
Qualifications		
GCSE Maths & English grades A* - C, or; Key Skills Level 2 Application of Number and Communication Awards or; Functional Skills Mathematics and English at Level 2.	E	CV/Pre-employment checks
Teaching Assistant NVQ Level 3 or; Equivalent (e.g. Children's Care, Learning and Development NVQ Level 3, Learning, Development and Support Services for Children, Young People and Those Who Care for Them NVQ Level 3, Level 3 Certificate for Teaching Assistants) or; A relevant higher level qualification.		CV/Pre-employment checks
Experience working with relevant age children/young people or children/young people with special needs.	E	CV/Pre-employment checks
Satisfactory Police Check	E	Pre-employment checks