

St. Ninian's
SCOILL ARD



High School
NOO NINIAN

JOIN THE TEAM



Education
Support Assistant
(Level 1)

JOB DESCRIPTION

EDUCATION SUPPORT ASSISTANT

Teacher Support: Level 1

Contract type: Permanent
Term-time + 1 week
Hours: 32.5 hours per week
Responsible to: SENCo
Grade: ESA / Pay Band 5
Salary: £25,784 to £31,340 pro rata
Location: St Ninian's High School

Purpose of the Job:

To work as part of the Progress Zone at St. Ninian's High School. You will be responsible to SENCo. The main purpose of the role is to provide support and guidance for a range of students with additional and complex needs across the whole school. This will be a flexible role depending on the greater area of need within the school.

Job Responsibilities:

The post will involve providing Education Support including all or some of the duties listed below.

At Level 1, job responsibilities will be carried out under the direction/instruction of a teacher/senior staff, usually in the classroom. The post will involve providing education support to the pupils/students and teachers including all or some of the following duties:

Support for students:

- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
- Supervise and support pupils ensuring their safety and access to learning
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately 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

- Encourage pupils to act independently as appropriate.

Support for teachers:

- Be aware of pupil problems/progress/achievements and report to the teacher as agreed
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- Provide clerical/admin support, e.g. photocopying, typing, filing, collecting money etc.

Support for the curriculum

- Support pupils to understand instructions
- Support pupils in using basic ICT as directed
- Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.

Support for 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 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 lunchtimes
- Accompany teaching staff and pupils on visits, trips and out of school activities as required





JOB DESCRIPTION

EDUCATION SUPPORT ASSISTANT

Teacher Support: Level 1

Qualifications and Experience

- Good numeracy/literacy skills
- Experience of working with children/young people

Knowledge and Skills

- Use of basic technology to support learning
- Ability to relate well to children and adults
- Ability to work constructively as part of a team.

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.

Note

Please note this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all the tasks that the post holder will carry out. The post holder may be required to do other duties appropriate and reasonable for the level of the role, as directed by the Head Teacher / line manager. 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.

JOB DESCRIPTION

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL / DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS & EXPERIENCE		
GCSE Maths and English A*(9) to C (4) or Key Skills Level 2 Application of Number and Communication Awards or Functional Skills Mathematics and English Level 2	D	CV / Interview
Experience of working with or caring for relevant age children/young people	E	CV / Interview
KNOWLEDGE, SKILLS & UNDERSTANDING		
Experience of working within a secondary school	D	CV / Interview
Evidence of providing support for students to interact with others and engage in activities led by the teacher	D	CV / Interview
To be able to encourage students to be able to act as independently as possible	D	CV / Interview
To be able to challenge, motivate, promote and reinforce self-esteem	D	CV / Interview
To be able to establish productive working relationships with students, acting as a role model	E	CV / Interview
Awareness of COLI and other relevant learning programmes in a secondary school	D	CV / Interview
Principles and practice of safeguarding children	D	CV / Interview
Support strategies for students with a variety of additional and complex needs	D	CV / Interview
Working knowledge of promoting effective support and guidance to a number of students	D	CV / Interview

JOB DESCRIPTION

PERSON SPECIFICATION (continued)

ATTRIBUTES	ESSENTIAL / DESIRABLE	METHOD OF ASSESSMENT
KNOWLEDGE, SKILLS & UNDERSTANDING		
The ability to relate well to children of all ages in a secondary school	E	CV / Interview
Managing and engaging students in the classroom	E	CV / Interview
Working effectively and understanding classroom expectations and responsibilities	E	CV / Interview
Planning and organisation	E	CV / Interview
First Aid Training and experience	D	CV / Interview
PERSONAL QUALITIES		
Ability to inspire, challenge and motivate students	E	CV / Interview
Personal enthusiasm, commitment, resilience and stamina	E	CV / Interview
Maintenance of excellent professional standards, personal integrity and sensitivity.	E	CV / Interview
Ability to work positively and collaboratively as part of a busy team.	E	CV / Interview
Flexibility and adaptability to support a range of student needs	E	CV / Interview
Ability to use own initiative and support colleagues	E	CV / Interview

JOB DESCRIPTION

PERSON SPECIFICATION (continued)

ATTRIBUTES	ESSENTIAL / DESIRABLE	METHOD OF ASSESSMENT
DISPOSITION/ ATTITUDE / CIRCUMSTANCES		
Satisfactory Police Check	E	Pre-employment checks
Interest in children with additional educational and complex needs	E	CV / Interview
Interests or involvements relevant to the scope of the post	E	CV / Interview
Isle of Man Worker	D	Application
Excellent and reliable timekeeping	E	Interview



APPLICATION PROCEDURE

Applicants are asked to apply for this post by completing the on-line application form at:

www.jobtrain.co.uk/iomgovjobs.

If you have any difficulties completing this form please contact the Helpdesk on 01565 818234 or telephone the school reception on 01624 648800.

In addition to the standard application, candidates are requested to scan and

attach in the additional information field, a single document which contains the following items;

- Curriculum Vitae
- Letter of Application, of no more than 1 side of A4 paper. Please ensure that your letter highlights how you have made a positive and sustained impact in your current and recent roles.

The appointment will be subject to the successful candidate being subject to the usual statutory checks.

Please feel free to telephone the school to discuss the school in further detail or to arrange an initial meeting with the Gail Higgins, Assistant Head Teacher / Head of SENCo.



INFORMATION ABOUT ST. NINIAN'S HIGH SCHOOL

“Empowering our students to be self-motivated and confident learners who have respect for others and clear aspirations for their future success.”

VISION, AIMS AND VALUES

Aims:

- Every student is empowered to take responsibility for their own learning and decision-making.
- Every student leaves with clear aspirations for their own future success.
- Every student has developed the skills and dispositions to be life-long learners, make a positive contribution to society and be an active and engaged citizen.
- Every student shows care and respect for themselves, others, their community and the environment.

Values:

Our ethos is to foster the character of our students through the development of good habits which reflect our three core values of Respect; Aspiration and Empowerment. The foundations for success at St. Ninian's have always been built on the positive relationships and mutual respect shown between students, staff, parents and governors. Diversity is celebrated and valued with everyone expected to respect their school, island and global communities.

All at St. Ninian's High School aspire to be best they can be. We reward hard work, dedication and progress. Students are also given opportunities to look ahead, plan for the future, and are guided to select the most appropriate pathway to enable them to maximise their future success.

Students are empowered to think for themselves, by develop core skills which allow them to make decisions and take responsibility for their own learning and future.

St. Ninian's High School is a school for everyone!



Our Lower School

OUR FACILITIES

Our school is located on two sites; our Lower School, located in Onchan where Year 7, 8 & 9 are educated, and the Upper School, located in Douglas where Year 10, 11, 12 & 13 are educated.

Lower School

The Lower School (Bemahague site) was opened in September 2012. It is a superb modern building with outstanding facilities for our students to enjoy. These include two large sports halls, a 3G astro turf pitch, tennis/netball courts and landscaped grounds that incorporate a cricket pitch and a rugby/football pitch. Inside the school boasts a large dance studio, an assembly/performance hall, a suite of ICT rooms, five purpose-built

science labs and a hydro therapy pool. One major feature is the care taken to ensure all students can enjoy a full and inclusive education on the site.

The lecture/conference room is also a feature of the school which is used by the school but also regularly hosts meetings and conferences from organisations across the island. The islands peripatetic music department is also located on the Lower School site. All the facilities are available for lettings during evenings and at the weekend and many community groups benefit from our superb facilities, as well as our students.

Upper School

The Upper School (Ballaquayle site) was built and completed in 1927 in what was then Outer Douglas. Now it is based within the town boundary. The Upper School is home to students in Key Stage 4 and our Sixth Form. Although an older building the excellent facilities have been regularly upgraded and our students benefit from the many specialist rooms required to be successful in the courses we run at the school. These include specialist technology workshops, food technology and textiles rooms; science laboratories; fully equipped computer rooms; drama studio; Sixth Form Hub; Progress Zone; Special Unit; gym, weights room and sports hall.



Our Upper School



WWW.SNHS.IM

LOWER SCHOOL (YEARS 7 - 9)

Heywood Avenue, Onchan

Isle of Man, IM3 3AR

+44 (0) 1624 648900

UPPER SCHOOL (YEARS 10 - 13)

Ballaquayle Road, Douglas

Isle of Man, IM2 5RA

+44 (0) 1624 648800