



Anagh Coar Primary School

Darragh Way, Anagh Coar, Douglas, Isle of Man, IM2 2BA

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Headteacher: Mr R Coole Deputy Headteacher: Mrs M Bradley

Department of Education, Sport and Culture

Rheynn Ynsee, Spoyrt as Cultoor

Chief Executive Officer

Graham Kinrade



Isle of Man
Government

Reiltys Ellan Vannin

JOB DESCRIPTION

Isle of Man Department of Education, Sport and Culture

EDUCATION SUPPORT OFFICER - LEVEL 2

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| Post Title: | Education Support Officer - Level 2 |
| Hours: | 32 Hours 30 Minutes & 16 Hours 15 Minutes |
| Responsible to: | Headteacher/Deputy Head Teacher |
| Grade: | ESO / Pay Band 7 - Level 2 |
| Location: | Anagh Coar Primary School |

Main Purpose of Job

To work as part of a team providing support to pupils with additional educational needs. Providing academic and social emotional support to these children daily alongside other pupils and staff.

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 additional educational 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 undertake routine marking of pupils' work
- Provide clerical/admin support, e.g. photocopying, typing, filing 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, KS1/2, 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

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, 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 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.

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 with, and with the agreement of, the Head of Service or Designated Officer.

Acknowledgement of Receipt

I acknowledge receipt of the above job description:

Signed (Postholder) Date

Signed (Headteacher) Date