

JOB DESCRIPTION

Isle of Man Department of Education, Sport and Culture

EDUCATION SUPPORT OFFICER: LEVEL 2

Post Title: Education Support Officer

Hours: 32.5 hours

Responsible to: Headteacher and SENCO

Grade: Level 2

Location: Bunscoill Rhumsaa

Main Purpose of Job

To work as part of the Bunscoill Rhumsaa team with special needs students with additional and 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 significant learning difficulties can require a degree of intimate personal care.

Job Responsibilities

At Level Two, job responsibilities will be under the instruction/guidance of senior staff and will involve:

1. Assisting and supporting the teaching and learning of pupils with special educational needs under the direction of the both the line-manager and year group team leader.
2. Assisting in the creation of appropriate educational and social programmes for pupils with special educational needs.

The post will involve providing Education Support including all or some of the duties under the general headings 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 assessments 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, 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.

QUALIFICATIONS AND EXPERIENCE

Essential

- GCSE Maths and English Grades A* (9) – C (4), or Key Skills Level 2 Application of Number and Communication Awards or Functional Skills Mathematics and English Level 2; **and**
- Experience of working with, or caring for, relevant age children/young people

Desirable

- 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)
- Training in the relevant learning strategies, e.g. literacy
- First aid training.

KNOWLEDGE/SKILLS

- Effective use of ICT to support learning
- Use of other equipment technology – projector, photocopier
- Understanding of relevant policies/codes of practice and awareness of relevant legislation
- General understanding of curriculum documents and other basic learning programmes/strategies
- Basic understanding of child development and learning
- Basic understanding of a range of special educational needs including ASC, ADHD.
- Previous experience of liaising with SaLT (Speech and Language Therapy team)
- Ability to self-evaluate learning needs and actively seek learning opportunities
- Ability to relate well to children and adults
- Work constructively as part of a team, understanding classroom roles and responsibilities and own position within these.

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.