

Department of Education, Sport and Culture

Person Specification

Bunscoil Rhumsaa

EDUCATION SUPPORT OFFICER: LEVEL 2

Job Summary

Under the direction of the Headteacher, the post holder is required to support pupils with additional needs in mainstream classrooms.

SPECIFICATION	Essential/ Desirable	Application Form (A) CV Interview (I) Pre-employment checks (P)
Qualifications		
GCSE Maths & English Grades A* (9) - C (4), or Key Skills Level 2 Application of Number & Communication Awards or Functional Skills Mathematics and English at Level 2	E	CV/P
Relevant CPD	D	CV/I
Experience		
Experience of working with children aged between 4 – 11 years	E	CV/I
To be able to provide pastoral support to pupils	D	CV/I
To be able to attend to pupils' personal needs and provide advice to assist in their social, health & hygiene development	D	CV/I
Experience of assisting teachers and SENCO with the development and implementation of Individual Education Plans	D	CV/I
Experience of supporting and extending learning through the use of intervention programs	D	CV/I
Experience of assessing children's learning and working with the class teacher to identify next steps	D	CV/I
To be able to provide information and advice to enable pupils to make choices about their own learning and behaviour	D	CV/I

SPECIFICATION	Essential/ Desirable	Application Form (A) CV Interview (I) Pre-employment checks (P)
Knowledge, Skills and Understanding:		
Understand and be able to apply relevant learning intervention programmes	E	CV/I
Up-to-date knowledge and understanding, based on experience, of how children learn	E	CV/I
Be an innovative and reflective practitioner	D	CV/I
Understand the importance of a secure and happy school environment to enable children to learn	E	CV/I
Excellent communication skills, including being confident with email and Microsoft Teams	E	I
Knowledge of strategies to help children with additional needs	D	CV/I
An understanding of how establishing and operating links with parents support children's learning	E	CV/I
An ability to relate well to children and adults	E	CV/I
Ability to work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	E	CV/I
Personal Qualities		
Commitment to team working	E	CV/I
Commitment to equal opportunities inclusion and diversity	E	CV/I
Flexibility and adaptability	E	CV/I
Able to use own initiative able to remain calm and measured in stressful situations	E	I

SPECIFICATION	Essential/ Desirable	Application Form (A) CV Interview (I) Pre-employment checks (P)
Personal Qualities continued		
Knowledge of and commitment to safe working practices	E	CV/I
Ability to apply appropriate safeguarding policies and procedures effectively	E	CV/I
Enthusiastic and positive approach	E	CV/I
Circumstances:		
Isle of Man Worker as identified in the Control of Employment Acts	D	A
Satisfactory police check	E	P