



Isle of Man Department of Education, Sport and Culture

EDUCATION SUPPORT OFFICER - LEVEL 2

Name:

Post Title: Education Support Officer

Hours: 16.25 hours per week

Responsible to: Headteacher / Deputy Headteacher / Class Teacher/ SENCO

Grade: ESO / Pay Band 7

Main Purpose of Job

To assist and support teaching and learning within the school in accordance with Department policy. To work as part of the Education Support Staff team.

Job Responsibilities

At Level 2, job responsibilities will be under the guidance of teachers/senior staff. The post will involve working within an agreed system of supervision, to implement agreed work, care and support programmes to enable access to learning for pupils and to assist the teacher in the management of and care for pupils and the classroom. Assistance for pupils may be within the classroom or outside the main teaching area. The post will involve providing education support to pupils, including all or some of the following duties:

SUPPORT FOR PUPILS

- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently, whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward personal achievement and effort.
- Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher.

SUPPORT FOR TEACHERS

- Work with teachers to establish an appropriate learning environment.
- Support teachers in lesson planning, evaluating and adjusting lessons/work plans, as appropriate.
- Take direction from teachers regarding interventions and support required for individual pupils and small groups, allowing for flexibility in approach and timetables.
- Monitor pupil's responses to learning activities and accurately record achievement/progress, as directed.
- Provide objective and accurate feedback on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Provide general clerical/admin support, e.g. contributing to assessment records, etc

SUPPORT FOR THE CURRICULUM

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs

- Implement local and national learning strategies, e.g. literacy, numeracy, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Help pupils to access learning activities through specialist support
- Determine the need for, prepare and maintain general and specialist equipment and resources.

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
- Demonstrate a positive and proactive approach to learning and teaching
- 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
- Supervise pupils on visits, trips and out of school activities as required.

KNOWLEDGE/SKILLS

- Can use ICT effectively to support learning
- Use of other equipment – e.g. photocopier
- Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation
- Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies
- Understanding of principles of child development and learning processes
- 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 and Children 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 Service or designated Officer.

Date compiled:

Compiled by:

Signed (ESO) :.....

Signed (Line manager) :.....