

## Isle of Man Department of Education, Sport and Culture

### Job Description

**Education Support Officer Pupil/Teacher Support:** Level 2

**Responsible to:** Headteacher

**Grade:** Level 2

### Main Purpose of Job

To work as part of the Education Support Staff team, the postholder will provide general support in designated areas of the school, including preparation and maintenance of resources and support to staff and pupils throughout the EYFS/ primary phase including developing interventions with groups of children.

### Job Responsibilities

At Level 2, job responsibilities will be under the instruction/guidance of senior staff. The post will involve providing technical/resource education support including all or some of the duties under the general headings listed below.

#### **SUPPORT FOR PUPILS**

- Support pupils in accessing learning activities under the guidance of the teacher
- Provide feedback to pupils in relation to progress and achievement
- To facilitate intervention programmes to accelerate and/or support pupils' learning
- Supervise and provide support for pupils, with additional needs, ensuring their safety and access to learning activities
- Establish constructive relationships with pupils and interact with them according to individual needs
- To assist with personal care needs of those children who require this support
- To promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Set challenges and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher.

#### **SUPPORT FOR THE TEACHER**

- Help develop and create and maintain a purposeful, orderly and productive working environment
- Timely and accurate preparation and use of specialist equipment/resources/ materials as required by staff/curriculum/lesson plans etc.
- 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 required

- Provide regular and detailed feedback to teachers on pupils' achievement, progress, problems etc
- Promote good pupil behaviour, dealing promptly with conflict and incidents inline with established policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers
- Maintain records as requested
- Ensure the health and safety and good behaviour of pupils at all times
- Administer routine tests and undertake routine marking of pupils' work
- Provide clerical/admin support eg photocopying, filing, money etc

### **SUPPORT FOR THE CURRICULUM**

- Undertake structured and agreed learning activities/intervention programmes, adjusting activities according to pupil responses and needs
- Undertake programmes linked to local and national learning strategies, eg. 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 and confidentiality, 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 management as required
- Assist with the supervision of pupils out of lesson times, e.g. clubs, extra-curricular activities, support for pupils at lunchtimes and breaks.

### **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 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 Headteacher.

Level 2 ESO – Person Specification	Essential or Desirable	Method of Assessment
<b>Qualifications and Professional Knowledge</b>		
GCSE English and Maths (Grade A*-C (9-4) or Level 2 equivalent)	Essential	CV/Pre-employment Checks
Experience working with children or young people	Essential	CV/Interview
Knowledge of relevant policies, codes of practice and legislation (including safeguarding)	Essential	CV/Interview
Working knowledge of the primary curriculum (EYFS, KS1, KS2)	Essential	CV/Interview
Understanding of child development and barriers to learning	Essential	CV/Interview
Awareness of inclusive practice and supporting pupils with additional needs	Essential	CV/Interview
<b>Capability</b>		
Supports pupils' learning effectively under teacher guidance	Essential	CV/Interview/Observation
Delivers intervention programmes to accelerate pupil progress	Essential	CV/Interview/Observation
Provides effective support for pupils with additional needs	Essential	CV/Interview/Observation
Offers pastoral support and supports personal care needs when required	Essential	CV/Interview/Observation
Monitors progress and provides accurate feedback to teachers	Essential	CV/Interview
Promotes positive behaviour using appropriate strategies	Essential	CV/Interview

Adapts support in response to individual pupil needs	Essential	CV/Interview
Works flexibly across groups, activities, and classroom contexts	Essential	CV/Interview
<b>Professional Skills</b>		
Builds positive and respectful relationships with pupils	Essential	CV/Interview
Communicates effectively with pupils, staff, and parents/carers	Essential	CV/Interview
Works constructively as part of a team	Essential	CV/Interview
Contributes effectively to teaching and learning activities	Essential	CV/Interview
Provides clear feedback on pupil progress, achievement, and behaviour	Essential	CV/Interview
Supports pupils in making positive choices about learning and behaviour	Essential	CV/Interview
Contributes to the planning and preparation of learning activities	Essential	CV/Interview
Uses ICT effectively to support learning	Essential	CV/Interview
<b>Personal Qualities</b>		
Warm, approachable and builds rapport quickly	Essential	Application/Interview
Committed to teamwork and supporting colleagues	Essential	Application/Interview
Flexible, adaptable, and willing to learn	Essential	Application/Interview
Promotes inclusion and equality of opportunity	Essential	Application/Interview
Demonstrates a positive and encouraging approach	Essential	Application/Interview
Uses initiative appropriately	Essential	Application/Interview
<b>Other requirements</b>		
Isle of Man Worker	Desirable	Application
First aid training or willingness to undertake	Essential	CV/Interview
Safeguarding training or willingness to undertake	Essential	CV/Interview
Satisfactory Police Check	Essential	Pre-employment Checks