



# Henry Bloom Noble Primary School

Isle of Man Department of Education, Sport & Culture  
Rheynn Ynsee, Sporyt as Cultoor



## **Job Description - Education Support Officer** **Isle of Man Department of Education, Sport and Culture**

**Responsible to:** Headteacher

**Salary:** Pay Band 7 / Education Support Officer

### **Main Purpose of Job**

To work as part of the Education Support Staff Team, the post-holder will provide general support in a specific technical/resource area, including preparation and maintenance of resources and support to staff and pupils. The role requires the post holder at times to work 1:1 with a child with complex needs. They will be required to provide learning, social, emotional and wellbeing support.

### **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 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 tests and invigilate exams and undertake routine marking of pupils' work
- Provide clerical/admin support, e.g. photocopying, typing, filing, money, administer coursework 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, KS3, 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.
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### **Specific Duties:**

To provide learning support 1:1

To work with small groups

To support with toileting, if required

To support on the playground during playtimes

To support with speech and language development 1:1 and in small groups

Administer medication - if and when required.

To undertake other tasks required, as directed by the class 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 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:**

**Signed:**

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Person Specification	Essential or Desirable	Method of Assessment
<b>Qualifications &amp; Experience</b>		
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; <b>and</b> experience working with relevant age children/young people.	Essential	CV/Pre-employment checks
Teaching Assistant NVQ Level 2 or equivalent (e.g. Level 2 Certificate for Teaching Assistants, Children's Care, Learning and Development NVQ Level 2, etc); or a relevant higher level qualification.	Desirable	CV/Interview
First Aid Training.	Desirable	CV
Experience of working with pupils with additional needs.	Desirable	Interview
Experience of extending children's learning beyond the classroom.	Desirable	Interview
Experience of communicating with parents and other stakeholders.	Desirable	Interview
Experience in providing an Inclusive Learning Environment for all children.	Desirable	Interview
<b>Knowledge, skills and understanding</b>		
Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation.	Essential	Interview
Knowledge of programmes of work to help children who have Additional Educational Needs.	Essential	Interview
To be an innovative and reflective practitioner.	Essential	Interview
Work constructively as part of a team, understanding classroom roles and responsibilities.	Essential	Interview
An understanding of how establishing and operating links with parents supports children's learning.	Essential	Interview
Ability to relate well to children and adults.	Essential	Interview
Knowledge of Inclusion within the Primary classroom and the effective differentiation of the curriculum to accommodate the needs of all.	Essential	Interview
<b>Personal Qualities</b>		
Enthusiasm, confidence, energy and optimism for all children.	Essential	Interview

Warmth and approachability and a nurturing approach towards children.	Essential	Interview
Trustworthy.	Essential	Interview
The ability to work as part of a team and treat all staff with respect and dignity.	Essential	Interview
Self-motivated and conscientious with high expectations in standards of education.	Essential	Interview
Being an innovative and reflective practitioner.	Essential	Interview
A calm manner with children and colleagues.	Essential	Interview
Positive contributor to all aspects of school life.	Essential	Interview
<b>Circumstances</b>		
Satisfactory Police Check.	Essential	Pre-Employment Checks
Isle of Man Worker.	Desirable	Application

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