

## **JOB DESCRIPTION**

### **Department of Education, Sport and Culture**

<b>Post Title:</b>	Education Support Officer – Pupil Support
<b>Hours:</b>	32.5 hours per week
<b>Responsible to:</b>	Rob Coole/Ayesha Erani-Kirkham
<b>Grade:</b>	Level 2
<b>Salary:</b>	£28,426 - £34,289 pro rata per annum
<b>Location:</b>	Manor Park Primary School

### **Main Purpose of Job**

To work as part of the Manor Park Primary School team to support pupils with complex additional needs.

### **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 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, KS1/2, 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.

## **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.

Person Specification	Essential or Desirable	Application (A) Interview (I) Pre-employment Checks (P) CV
<b>Experience</b>		
To be able to provide pastoral support to pupils	D	I/CV
To be able to attend to pupils' personal needs and provide advice to assist in their social, health & hygiene development	D	I/CV
To be able to assist teachers and SENCo with development and implementation of Individual Education Plans	D	I/CV
To be able to assist the teacher with the planning, development and implementation of an exciting learning experience both inside and outside of the classroom	D	I/CV
To be able to support provision for pupils with additional needs, demonstrating experience with SEN programmes such as Precision Teaching, Numicon and Speech Link.	D	I/CV
To be able to support children with specific emotional and behavioural needs and demonstrate an understanding of the strategies required to deal with difficult situations (e.g. using Team Teach training).	D	I/CV
To be able to establish productive working relationships with pupils, acting as a role model	D	I/CV
To be able to provide support for distressed pupils during lessons and playtimes/lunchtimes.	D	I/CV
To be able to provide feedback and advice to enable pupils to make choices about their own learning and behaviour	D	I/CV
To plan for and work with groups of children on specific learning objectives e.g. phonics	D	I/CV
To be able to provide feedback to pupils and record/ evaluate progress towards specific skills	D	I/CV
To be able to challenge and motivate pupils, promote and reinforce self-esteem	D	I/CV
<b>Qualifications, Interests and Circumstances</b>		
GCSE Maths & English Grades A* - C (9 - 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.	E	CV/P
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.	D	CV/I
IOM Worker Status	D	A

<b>Knowledge &amp; Skills</b>		
Full working knowledge of relevant polices/codes of practice and awareness of relevant legislation	E	CV/I
Working knowledge of national curriculum and other relevant learning programmes	E	CV/I
Understanding of principles of child development and learning processes and, in particular, barriers to learning	E	CV/I
Ability to plan effective actions for pupils at risk of underachieving	E	CV/I
Full understanding of the range of support services/providers	E	CV/I
Ability to self-evaluate learning needs and actively seek learning opportunities	E	CV/I
Ability to relate well to children and adults	E	CV/I
Work constructively as part of a team, understanding classroom roles and responsibilities	E	CV/I
Good understanding of a range of special educational needs including ASC	E	CV/I
<b>Disposition/Attitude</b>		
Commitment to team working	E	I
Commitment to equal opportunities and inclusion	E	I
Flexibility and adaptability	E	I
Able to celebrate success	E	I
Commitment to support colleagues	E	I
Able to use own initiative	E	I
Ability to remain calm and measured in stressful situations	E	I
<b>Protection of children</b>		
All applicants should note that, in order to fulfil its responsibilities in relation to the protection of children, the Department of Education, Sport and Culture will ask the police to check for any record of convictions or cautions on successful candidates.	E	P