



Isle of Man Department of Education, Sport and Culture **Education Support Officer - Peel Clothworkers Primary School** **Level 2 Job Description & Person Specification**

Terms and Conditions of Service
In accordance with the Isle of Man Government Public Services Commission terms and conditions.
Relationships
The post holder is responsible to the Headteacher, the Department of Education, Sport & Culture and its senior officers.
Purpose of the Job
To work as part of a team providing support to all pupils. Providing academic and social emotional support to these children in a mainstream setting. The post will involve providing support in addressing the needs of pupils in a mainstream school setting, and in the Reception classroom for half of the week. To follow any current and applicable School Policies under the direction of the Headteacher. To promote the school's vision and values.
Main Activities
- To use a restorative approach to behaviour management, understanding there is always a reason for a child's behaviour - Participate in assessment of pupils to determine those in need of particular help - Assist the teacher with the development and implementation of Individual Education/Behaviour/Support/Mentoring plans - Establish productive working relationships with pupils, acting as a role model - Support pupils in accessing learning activities under the guidance of the teacher - Provide feedback to pupils in relation to progress and achievement - To implement agreed programmes of work and to use initiative in seeking additional ways to support a child - To work as a team with the class teacher to plan the whole learning cycle - Maintain daily records as requested, for the teacher's information - Ensure the health and safety and good behaviour of pupils at all times - Administer routine SEN assessments and undertake routine marking of pupils' work, as appropriate - Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to the Safeguarding Lead - To be inclusive and ensure all pupils have equal access to opportunities to learn and develop - To have a warm, nurturing approach to working with children with additional needs - To be able to use initiative to solve problems - Contribute to the overall ethos/work/aims of the school - Attend and participate in relevant meetings as required - Participate in training and other learning activities and performance management as required - Challenge and motivate pupils, promote and reinforce self-esteem - Provide feedback to pupils in relation to progress, achievement, behaviour, attendance etc. - Supervise pupils on visits, trips and out of school activities as required - To participate in supervision arrangements such as break duties

- If required, take on a lunchtime duty

Safeguarding

The Department of Education, Sport & 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 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 Protecting Children Board Child Protection procedures and the school'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 in the school, they must report any concerns to the designated Child Protection Officer.

Attributes	Essential or Desirable	Method of Assessment
Qualifications		
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
First Aid Training.	D	CV
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/Pre-employment checks
Experience		
Experience working with relevant age children/young people.	E	CV/Interview
Experience of working with pupils with a variety of additional needs.	E	CV/Interview
Experience of working in Early Years.	D	CV/Interview
Experience of supporting and extending learning in an outdoor context.	D	CV/Interview
Experience of using a restorative approach to behaviour management.	D	CV/Interview
Knowledge Skills and Understanding		
Working knowledge of National Curriculum.	E	CV/Interview
Understanding of principles of child development and learning processes in particular, how children learn and barriers to learning.	D	CV/Interview
Ability to deliver effective interactions for pupils at risk of underachieving.	D	CV/Interview
Understanding of formal and informal assessment procedures and an ability to participate in the process.	D	CV/Interview
Understanding the purpose of play and ability to develop a stimulating, purposeful environment for children.	E	CV/Interview
Knowledge of programmes of work to help children who have Additional Educational Needs.	D	CV/Interview
Ability to self-evaluate learning needs and actively seek learning opportunities.	E	CV/Interview
Understanding of how establishing links with parents, supports children's learning.	E	CV/Interview
Work effectively as part of a team.	E	CV/Interview
Other Relevant Requirements		
Satisfactory Police Check.	E	Pre-employment checks
Isle of Man Worker.	D	Application