



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

### Person Specification Education Support Officer: Level 2 Scoill Phurt le Moirrey

Specification	Essential/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.	E	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.	D	CV
Training in the relevant learning strategies, e.g. phonics.	D	CV
First aid training.	D	CV
<b>Knowledge &amp; Skills</b>		
Able to provide pastoral support to pupils.	E	CV/Interview
Able to attend to pupils' personal needs and provide advice to assist in their social, health & hygiene development.	E	CV/Interview
Able to assist the teacher with the development and implementation of personalised learning plans.	D	CV/Interview
Able to support provision for pupils with special needs.	D	CV/Interview
Able to establish productive working relationships with pupils, acting as a role model.	D	CV/Interview
Able to provide support for distressed pupils during lessons and during lunchtime.	D	CV/Interview
Able to provide information and advice to enable pupils to make choices about their own learning/behaviour/attendance.	D	CV/Interview
Able to challenge and motivate pupils, promote and reinforce self esteem.	D	CV/Interview
Able to provide feedback to pupils and staff in relation to progress, achievement, behaviour, attendance etc.	E	CV/Interview
Understanding of principles of child development and learning processes and, in particular, barriers to learning.	E	CV/Interview
Ability to plan effective activities for pupils at risk of underachieving.	E	CV/Interview
Full understanding of the range of support services/providers.	D	CV/Interview
Ability to self-evaluate learning needs and actively seek learning opportunities.	E	CV/Interview
Effective use of ICT to support learning.	D	CV/Interview

Ability to relate well to children and adults.	E	Interview
Work constructively as part of a team, understanding classroom roles and responsibilities.	E	CV/Interview
Safeguarding training or willingness to undertake it.	E	CV/Interview
Effective use of ICT to support learning.	D	CV/Interview
Work constructively as part of a team, understanding classroom roles and responsibilities.	E	CV/Interview
Safeguarding training or willingness to undertake it.	E	CV/Interview
<b>Disposition/Attitude</b>		
Commitment to team working.	E	Interview
Commitment to equal opportunities and inclusion.	E	CV/Interview
Flexibility and adaptability.	E	Interview
Able to celebrate success.	E	Interview
Commitment to support colleagues.	E	CV/Interview
Able to use own initiative.	E	Interview
Ability to remain calm and measured in stressful situations.	E	Interview
Commitment to helping pupils become: <ul style="list-style-type: none"> <li>• successful learners</li> <li>• responsible and aware individuals</li> <li>• confident and self-assured people, and</li> <li>• purposeful contributors to the Island's society.</li> </ul>	E	Interview
<b>Other Relevant Requirements</b>		
Physically able to carry out the requirements of the above role.	E	Pre-employment checks
Isle of Man Worker.	D	Application
Satisfactory Police Check.	E	Pre-employment checks