

Isle of Man Government Department of Education, Sport and Culture

Education Advice and Support

Person Specification

Education Support Officer - Specialist Provision Centre

Specification	Essential Desirable	Method of Assessment
Qualifications and Experience		
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; and 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
Essential training courses to undertake and complete / pass for the role: Safeguarding; Safer People Moving & Handling; First Aid training; Team Teach; Signalong; completing and passing medical competencies as required on a needs basis e.g. gastronomy / enteral peg-feeding, suction training and any other training relevant to the post.	E	CV/Interview
Ability to provide curriculum & pastoral support to pupils with moderate, severe and profound multiple learning difficulties/disabilities in an education setting with support from the SPC Manager/Teacher/Senior Support Officers.	E	CV/Interview
Experience of attending to children’s personal needs and assisting in their social, health & hygiene development. This includes completing medical competencies.	D	CV/Interview
Work as part of a team to contribute towards assessment of pupils and provide input into the development of curriculum provision, small step planning and individual education plans and targets.	E	CV/Interview
To assist teaching staff in the production of Education/ Behaviour/ Support /Mentoring plans/care plans & risk assessments.	E	CV/Interview
Provide appropriate support for distressed pupils.	E	CV/Interview
Work as part of a team to support the speedy/effective transition of pupils across education phases.	E	CV/Interview
Provide support, information and advice to enable children and young people to make choices about their own learning and behaviour.	D	CV/Interview
Ability to challenge and motivate children, promote and reinforce self-esteem including providing feedback.	D	CV/Interview
Experience of working with students on the autistic spectrum, who have significant communication and behavioural challenges.	D	CV/Interview

Knowledge & Skills		
Working knowledge of curriculum areas appropriate to the setting and other relevant learning programmes in a primary / secondary school setting.	D	CV/Interview
Ability to establish productive working relationships with staff and pupils, acting as a role model.	E	Interview
A good working knowledge of strategies to promote the engagement of children and young people with complex needs in activities including, with teacher support, planning effective actions for pupils at risk of underachieving and removing barriers to learning.	E	CV/Interview
An understanding of the range of support services/providers available.	D	CV/Interview
Ability to self-evaluate learning needs and actively seek learning opportunities to further develop your skill set.	E	CV/Interview
Able to work constructively as part of a team, understanding classroom roles and responsibilities.	E	CV/Interview
Self-organiser – able to prioritise workload.	E	CV/Interview
Ability to relate well to young people and adults.	E	Interview
Personal Qualities		
Able to establish productive and mutually respectful relationships with children, young people and adults.	E	CV/Interview
Commitment to equal opportunities and inclusion.	E	Interview
Flexibility and adaptability along with the ability to use own initiative.	E	CV/Interview
Able to celebrate success.	E	CV/Interview
Warmth and approachability, sense of empathy for learners.	E	Interview
Have high expectations of pupils.	E	Interview
Able to establish productive and mutually respectful relationships with children, young people and adults.	E	CV/Interview
Sound communication and interpersonal skills, both written and oral.	E	CV/Interview
Be a reflective practitioner.	E	Interview
Enthusiasm, optimism and a solution focussed problem solver.	E	Interview
Other Relevant Requirements		
Physically capable to carry out the requirements of the role.	E	Pre-Employment Checks
Satisfactory Police check.	E	Pre-Employment Checks
Isle of Man worker.	D	Application