

Education Support Officer (L2) Special Educational Needs

Castle Rushen High School

- Status:** 32.5 hours per week, term-time only, permanent.
- Grade:** Education Support Officer, pay band 7 (£28,426 - £34,289). *The salary shown is for full-time hours and will be prorated to the contracted hours.*
- Report to:** Principal Educational Support Officer

We require an enthusiastic and flexible ESO to work as part of the Education Support Team in school; primarily support for pupils with identified additional and complex learning needs under the supervision of senior staff. These needs can be varied including speech, language and communication difficulties (SLCN) and social, emotional and behavioural difficulties (SEBD).

You will work under the direction of the SENCo and Principal Education Support Officers, with teaching staff and other education support staff, making adaptations to the school's universal approach to meet the needs of those who require additional support.

Why Join Us?

Supportive environment: Castle Rushen is an inspiring and collaborative place to work. Our principles of 'Opportunity, Care, and Quality' shape everything we do, including how we support our staff.

Inclusive team: From day one, you will be welcomed into our team and provided with the support you need to succeed in your role.

Career Development: We are committed to your professional growth. With a high priority on CPD (Continuing Professional Development), we offer regular opportunities for learning.

Community Focus: As one of the smaller secondary schools on the Isle of Man, we have a close-knit, community feel where each staff member can make a meaningful impact on the lives of young people.

*At Castle Rushen, helping young people succeed is at the heart of everything we do.
If you are passionate about supporting students with additional educational needs and are ready to contribute to our mission, we would love to hear from you!*

Castle Rushen High School

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Job Description

MAIN PURPOSE OF JOB

We require an enthusiastic and flexible ESO to work as part of the Education Support Team in school; primarily support for pupils with identified additional and complex learning needs under the supervision of senior staff. These needs can be varied including speech, language and communication difficulties (SLCN) and social, emotional and behavioural difficulties (SEBD).

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JOB RESPONSIBILITIES

Job responsibilities will be under the guidance of a senior member of staff, the AHT/SENCo and PESOs, to enable access to learning for pupils and to assist the teacher in the support of pupils. Work may be carried out in the classroom or outside the main teaching area. The post will involve providing Education Support in all or some of the duties listed below.

SUPPORT FOR PUPILS

- Interact positively with 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 Pupil Profiles
- 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.
- Assist in the reintegration of those who have been absent
- Assist in providing information and advice to enable pupils to make positive choices about their own learning, behaviour, attendance, and other habits
- Undertake assessment of pupils to determine those in need of particular help and support under the guidance of a PESO/SESO
- Attend to pupils' personal needs and provide advice to assist in the development of their vision for themselves, their self-awareness, and to improve their social and emotional health.

SUPPORT FOR TEACHERS

- Support the pupil's access to learning using appropriate strategies, resources, etc.
- Collaborate with staff in implementing learning activities for students.
- 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 under the guidance of PESO/SESO.
- 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, provide exam access arrangements, and undertake routine marking of pupils' work.
- Update records as agreed with other staff, contributing to reviews of systems/records as requested.
- Assist in the implementation of appropriate behaviour management strategies
- 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, 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 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 as advised by the senior management team.
- 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
- Undertake such other reasonable activities as may be requested.

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.

Generic responsibilities, specific tasks and relationships are broad in nature and not necessarily a comprehensive definition of the post.

LINE MANAGEMENT AND ACCOUNTABILITY

Your line manager is the SENCo. The post holder will report to the SENCo.

Generic responsibilities, specific tasks and relationships are broad in nature and not necessarily a comprehensive definition of the post.

This Job Description will be amended by agreement and reviewed annually or at any time on request of either party

Signed: _____ Head Teacher Date: _____

Signed: _____ Post Holder Date: _____

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.

Education Support Officer (L2) - Special Educational Needs



Person Specification

Attributes	Essential or Desirable	Method of Assessment Application/CV/ Interview/Pre- Employment Checks
Qualifications		
GCSE Maths and English Grades A* - C (9 - 4), or Key Skills Level 2 Application of Number and Communication Awards or Functional Skills Mathematics and English Level 2;	E	CV/Pre-Employment Checks
NVQ Level 2 for Teaching Assistants, or equivalent relevant qualification (e.g. Level 2 Certificate for Teaching Assistants, Children's Care Learning and Development NVQ Level 2)	D	CV
Completion of DfES Teacher Assistant Induction Programme	D	CV
Training in the relevant learning strategies, e.g. literacy	D	CV
First aid	D	CV
Experience		
Experience working with secondary school age children/young people	E	CV/Interview
Experience working with vulnerable students	D	CV/Interview
Promoting good practice to others	D	CV/Interview
Knowledge and Skills		
Knowledge of various exam assessment methods	D	CV/Interview
Knowledge of issues affecting young people and an understanding of adolescent development and learning processes	D	CV/Interview
Understanding of relevant policies/codes of practice and awareness of relevant legislation.	E	CV/Interview
Excellent communication skills, both verbally and in writing	E	CV/Interview
Ability to communicate effectively with students, colleagues, parents, and other external agencies	E	CV/Interview
Excellent organisational and record-keeping skills	E	CV/Interview
Ability to prioritise work to achieve deadlines	E	CV/Interview
Ability to escalate important issues quickly and succinctly	E	CV/Interview
Using ICT effectively to support learning	E	CV/Interview
Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation	D	CV/Interview
Ability to self-evaluate learning needs and actively seek learning activities	E	CV/Interview
Work constructively individually and as part of a team, understanding other's roles and responsibilities and one's position within these	E	CV/Interview
Principles and practice of safeguarding children	E	CV/Interview
Knowledge of vocational subjects such as ASDAN/AQA awards	D	CV/Interview
Applying First Aid (or working towards)	D	CV

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Person Specification

Attributes	Essential or Desirable	Method of Assessment Application/CV/ Interview/Pre- Employment Checks
Personal Qualities		
Empathic, caring, flexible, non-judgemental and approachable	E	CV/Interview
Self-motivated, proactive, innovative and enthusiastic	E	CV/Interview
Resilient, self-aware and interested in personal and professional development	E	CV/Interview
Promotes inclusion for all; respects confidentiality, diversity and the rights of individuals to make suitable choices for themselves	E	CV/Interview
Ability to think strategically, positively and creatively	E	CV/Interview
A willingness to fully and proactively participate in school life including wider and extra-curricular activities	E	CV/Interview
Maintenance of excellent professional standards, personal integrity and sensitivity	E	CV/Interview
Circumstances/Interests		
Isle of Man Worker	D	Application
Ability to meet the hours and demands of the post	E	Interview
Satisfactory Police Check	E	Pre-Employment Checks