



Isle of Man Government

Department of Education, Sport and Culture

Education Advice and Support Service

EDUCATION SUPPORT OFFICER: LEVEL 2

- Post Title:** Education Support Officer
- Hours:** 0.64 FTE (32.5 hrs per week, Term Time only)
- Responsible to:** **Tracy Willoughby**
- Grade:** Level 2
- Location:** **St Johns Primary School**

Main Purpose of Job

To work as part of the Education Support Team at St Johns School, the post holder will provide general support in designated areas of the school, including preparation and maintenance of resources and support to staff and pupils throughout the EYFS/ primary phase of education.

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 additional educational needs, ensuring their safety and access to learning activities.
- Promote the inclusion and acceptance of all pupils
- 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, acting as a role model and setting high expectations.
- 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.
- Promote independence and employ strategies to recognise and celebrate personal achievement and effort.



investing in children

Support for Pupils (continued)

- To assist with personal care needs of those children who require this support.
- To facilitate intervention programmes to accelerate and/or support pupils' learning.

Support for Teachers

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans.
- Assist with the display of pupils' work in order to create an appropriate learning environment.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Support teachers in lesson planning, evaluating and adjusting lessons/work plans, as appropriate.
- 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 etc.

Support for 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 and 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.

Knowledge and Skills

- Effective and proactive use of ICT to support learning.
- Use of relevant equipment/resources.
- Knowledge of relevant policies/codes of practice and awareness of relevant legislation.
- Understanding of principles of child development and learning processes.
- Ability to self-evaluate learning needs and actively seek learning opportunities.
- Ability to relate well to children and adults.
- Relevant knowledge of first aid.
- Working knowledge of national curriculum and other relevant learning programmes.
- Work constructively as part of a team, understanding classroom roles and responsibilities and own position within these.

Safeguarding

The Department of Education and Children 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 in-set 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 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, they must report any concerns to the designated Child Protection Officer.