

Sulby School



Job description: Level 2 Education Support Officer

Sulby School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details

Salary: Education Support Officer (Level 2)

Hours: 13 hours per week (two days)

Contract type: Limited Term until July 2028

Reporting to: SENCO, Head of School, Executive Headteacher

Main purpose

To work as part of the Education Support Staff team, providing support for teaching and learning under the direction and guidance of teachers and senior leaders. The postholder will in the first instance support one of our pupils, with special educational needs and disabilities (SEND), to access learning, participate fully in school life and achieve their potential academically, socially and emotionally.

The role may also include supporting other individuals, delivering intervention programmes, contributing to individual education plans and helping to maintain a safe, productive and inclusive learning environment.

Duties and responsibilities

- Supporting pupils
- Support pupils in accessing learning activities under the guidance of teaching staff.
- Establish positive and constructive relationships with pupils and interact with them according to their individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact positively with others and engage in activities led by the teacher.
- Support pupils' social, emotional and mental health needs and report concerns to appropriate staff.
- Promote self-esteem, independence, resilience and confidence.
- Assist with the development and implementation of Individual Education Plans (IEPs), Behaviour Plans and Personal Care Programmes where appropriate.
- Deliver intervention programmes designed to accelerate, support or enhance pupils' learning.

- Support pupils with additional educational, behavioural, emotional, physical or communication needs.
- Assist with personal care and medical needs where required and in accordance with agreed procedures.
- Supervise and support pupils during lessons, educational visits, breaktimes and other school activities.
- Provide feedback to pupils regarding their progress and achievements under the guidance of the teacher.

Teaching and learning

- Assist teachers in planning and preparing learning activities and resources.
- Create and help maintain a purposeful, orderly and productive learning environment.
- Prepare, organise and maintain learning materials, specialist resources and equipment as directed.
- Use strategies agreed with the teacher to support pupils in achieving learning objectives.
- Monitor pupils' responses to learning activities and accurately record achievement and progress.
- Provide regular feedback to teachers on pupil achievement, progress and barriers to learning.
- Support positive behaviour and manage low-level incidents in accordance with school policy.
- Help pupils take responsibility for their own behaviour and learning.
- Undertake routine marking and assessment activities as directed by the teacher.
- Maintain records and documentation as required.
- Provide routine clerical and administrative support including photocopying, filing and resource preparation.
- Ensure the health, safety and wellbeing of pupils at all times.

Working with the curriculum

- Support the delivery of a broad, balanced and inclusive curriculum.
- Use ICT effectively to support teaching and learning.
- Help pupils overcome barriers to learning and participate fully in classroom activities.
- Support the implementation of school improvement priorities and initiatives.
- Contribute to maintaining high expectations of achievement and behaviour for all pupils.
- Promote literacy, numeracy and communication skills across the curriculum.

Working with Parents, Carers and Other Professionals

- Establish positive and professional relationships with parents and carers.

- Share relevant information about pupils with teaching staff and other professionals as directed.
- Work effectively with colleagues and external agencies to support pupils' learning and wellbeing.
- Attend meetings as required and contribute information regarding pupil progress and support.
- Promote effective communication between home and school.

Professional development

- Participate in training and development opportunities relevant to the role.
- Maintain an up-to-date knowledge and understanding of SEND, safeguarding and educational practice.
- Reflect on personal practice and identify opportunities for improvement.
- Participate fully in the school's appraisal and performance management processes.
- Take responsibility for maintaining appropriate professional standards and conduct.

Other areas of responsibility

Safeguarding

- Work in accordance with statutory safeguarding requirements and the school's safeguarding and child protection policies.
- Promote and safeguard the welfare of all pupils.
- Report safeguarding concerns immediately in line with school procedures.
- Maintain appropriate professional boundaries at all times.

General Responsibilities

- Support and uphold the ethos, values and vision of Sulby School.
- Promote equality, diversity and inclusion.
- Maintain confidentiality in relation to pupils, staff and families.
- Comply with school policies, procedures and health and safety requirements.
- Undertake any other duties commensurate with the grade and responsibilities of the post as reasonably directed by the Headteacher or line manager.

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Person specification

Criteria	Qualities	How this will be assessed	Essential/Desirable
Qualifications and training	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	CV/Pre-employment checks	E
	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	CV	D
Experience	Experience working in a school environment or other educational setting	CV/Interview	E
	Experience working with children / young people with SEN	CV/Interview	E
	Experience planning and delivering learning activities	CV/Interview	D
Skills and knowledge	Good literacy and numeracy skills	CV/Interview	D
	Good organisational skills	CV/Interview	D
	Ability to build effective working relationships with pupils and adults	CV/Interview	E
	Skills and expertise in understanding the needs of all pupils	CV/Interview	E
	Knowledge of how to help adapt and deliver support to meet individual needs	CV/Interview	E
	Subject and curriculum knowledge relevant to the role	CV/Interview	D
	Excellent verbal communication skills	CV/Interview	E
	Ability to work as part of a team and be flexible	CV/Interview	E
	Active listening skills	CV/Interview	E
	Ability to remain calm in stressful situations	CV/Interview	E
	Knowledge of safeguarding requirements	CV/Interview	E
	Good ICT skills	CV/Interview	D
Personal qualities	Enjoyment of working with children	Interview	E
	Sensitivity and understanding	Interview	E
	Commitment to getting the best outcomes for pupils	CV/Interview	E
	Commitment to maintaining confidentiality	CV/Interview	E

	Commitment to safeguarding wellbeing and equality	CV/Interview	E
	Resilient, positive and enthusiastic	Interview	E
	Capacity to inspire, motivate and challenge children	CV/Interview	E
Other requirements	Satisfactory police check	Pre-employment checks	E
	Isle of Man worker	Application	D

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: October 2025

Next review date: July 2026

Headteacher/line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____