



**JOB TITLE:** Education Support Officer – Foundation Learning

**GRADE:** Education Support Officer / Pay Band 7

**HOURS:** 32.5 hours per week (Term Time Only)



## ABOUT UCM

University College Isle of Man (UCM) has a long-standing reputation for excellence in learning, training and education on the Island. We are proud to have inspired, challenged and empowered our students over the years to make a positive impact on the world around them.

Our vision is to be recognised as a great place to learn and work, making a real difference to the lives of learners, and to act as a driving force in future skills development and sustainability for the Island.

Our mission is to provide inspirational and inclusive education and training which is transformational.

Our staff help our organisation work towards our strategic objectives and in turn those of the Department for Education, Sport and Culture and the wider government. Our values, to grow, thrive and belong, put our students at the heart of everything we do.

We offer a broad range of courses to meet the needs of the economy and the individual, and we support upskilling and retraining through full time, part time and work based flexible provision. Our courses are delivered across six campuses boasting fantastic facilities and we also deliver the Education Programme at the Isle of Man Prison.

In order to support staff excellence and wellbeing, staff have access to a wide range of professional development and social and wellbeing activities.

## 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 Child Protection and Safeguarding Officer.



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.

## **KEY INFORMATION**

**Grade:** Education Support Officer, Pay Band 7 (Spine points 14-18)

**Salary:** £28,426 - £34,289 (pro-rata per annum)

**Hours:** 32.5 hours per week, Term Time Only, Monday to Friday 09:00 – 16:00 with a half an hour lunch break

**Department:** Wellbeing

**Responsible to:** Assistant Programme Manager Foundation Learning

**Location:** University College Isle of Man spans several sites: Homefield Road, Thie Ushtey, the William Kennish Building.

The post-holder's main place of work will be Homefield Road, but work may be required at any of our sites and may involve movement between sites.

### **Main Purpose of Job**

The role is to support students with moderate learning difficulties, disabilities and autism in Wellbeing area. Also to work as part of the UCM team to support students who are based in the Specialist Provision Centre with moderate, severe, and complex needs. The staff will be working with students who may have social/emotional, behavioural, physical, sensory, and/or learning difficulties/disabilities. Students sometimes require a high degree of intimate personal care.

The role holder will work across departments within UCM as required by the organisation.

It is the aspiration of the Department of Education, Sport and Culture for all young people to have the 'Freedom to Flourish' by becoming:

- Successful learners
- Responsible and aware individuals
- Confident and self-assured people, and



- Purposeful contributors to the Island's society.

## **MAIN ACTIVITIES**

The Isle of Man is committed to providing inclusive education and Specialist Provision Centres provide highly personalised learning provision for students who require a curriculum and provision that is significantly different to that ordinarily available in UCM. This will include attending to student's personal and medical needs. Training will include completing and passing medical competencies as required. Work may be carried out in the Foundation Learning Centre, the wider UCM environment including the Complex Needs Unit and during offsite activities.

### **Support for Students**

- Promote the inclusion and acceptance of all students.
- Provide support for all students, particularly those based in the SPC, ensuring their safety, and enabling them to access learning activities as independently as possible.
- Attend to students' personal needs and provide advice to assist in their social, health & hygiene, and life skills development.
- Encourage students to interact with others and engage in activities led by Assistant Programme Manager and Lecturing staff.
- Assist UCM staff with the development and implementation of Individual Education/Behaviour/Support/Mentoring plans.
- Support provision for students with special needs including in the wider UCM environment and on offsite visits.
- Establish productive working relationships with students, acting as a positive role model.
- Challenge and motivate students and promote and reinforce their self-esteem.
- Provide feedback to students in relation to progress, achievement, behaviour, attendance etc.
- Support enrichment and extra-curricular activities as appropriate.
- Following relevant medical training this role will utilise skills to carry out, for example: enteral peg feeding; suction training; catheterisation; administering medication; and other medical care duties within the scope of their competencies and in line with the relevant risk assessments/framework/policies. Other members of staff who are suitably trained and qualified will be available to support as required.



### **Support for Lecturers**

- Create and maintain a purposeful, orderly, and supportive environment, in accordance with lesson plans and assist in the display of learners' work.
- Use strategies, in liaison with the Assistant Programme Manager and Lecturers to support students to achieve learning goals.
- Assist with the planning of learning activities.
- Monitor students' responses to activities and accurately record achievements and progress as directed.
- Provide detailed and regular feedback to the Assistant Programme Manager and Lecturing staff on student's achievements, progress, problems etc.
- Promote positive student behaviour, dealing promptly with conflicts and incidents in line with established policy and encourage students to take responsibility for their own decisions/behaviour.
- Establish constructive relationships with parents/carers.
- Provide administrative support e.g. photocopying, filing, administer coursework etc.

### **Support for the curriculum**

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to student responses and needs.
- Support the use of ICT in learning activities and develop students' competence and independence in its use.
- Prepare, maintain and use any specialist equipment/resources required to meet the diverse needs of students.
- Undertake programmes linked to learning strategies.
- Under the direction of the Assistant Programme Manager and Lecturing staff work with other professionals and agencies to provide/support/deliver effective interventions specific to individuals or small groups of students.

### **Support for UCM**

- Be aware of and comply with policies and procedures relating to student 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 students have equal access to opportunities to learn and develop.



- Contribute to the overall ethos, work and aims of the education setting.
- Under the direction of the SPC Manager communicate with other agencies and professionals and establish constructive relationships to support the achievement and progress of students.
- Attend and participate in regular meetings.
- Participate in training and performance development and other learning activities as required.
- Accompany and support individuals and groups of students on visits and during offsite learning activities including when being transported.

### **Support to the SPC Unit**

- Create and maintain a purposeful, orderly, and supportive environment, in accordance with lesson plans and assist in the display of learners' work.
- Use strategies, in liaison with the SPC Manager/teachers, to support learners to achieve learning goals.
- Monitor learners' responses to activities and accurately record achievements and progress as directed.
- Provide detailed and regular feedback to teachers on learners' achievements, progress, problems etc.
- Promote positive learner behaviour, dealing promptly with conflicts and incidents in line with established policy and encourage learners to take responsibility for their own decisions/behaviour.
- Provide administrative support e.g. photocopying, filing, administer coursework etc.

The line manager for this post will be the Assistant Programme Manager or their designated representative. They are also responsible for performance management of the role. The UCM Principal or designated senior lead will be responsible for all aspects of your management including health and safety in the workplace, and attendance at work.

**Relationships:** Liaising with colleagues in the faculty and across UCM in the delivery of courses. Liaising with external agencies, national awarding bodies, employers and students as part of the process of ensuring the effectiveness and relevance of courses offered by UCM.

The contents of this job description will be reviewed and updated as necessary to ensure that it remains accurate and complete.

### **IS THIS THE RIGHT JOB FOR YOU?**



## Person Specification - Education Support Officer – Wellbeing

**E – ESSENTIAL | D – DESIRABLE**

**A – APPLICATION | C – CV | P – PRE-EMPLOYMENT CHECKS | I – INTERVIEW**

ATTRIBUTES	ESSENTIAL / DESIRABLE	METHOD OF ASSESSMENT
<b>QUALIFICATIONS</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>E</b>	<b>C / P</b>
Teaching Assistant NVQ Level 2 or equivalent (e.g. Level 2 Certificate for Teaching Assistants, Children’s Care, Learning and Development NVQ Level2, etc); or a relevant higher-level qualification.	<b>D</b>	<b>C</b>
<b>EXPERIENCE</b>		
Experience working with relevant age young people	<b>E</b>	<b>C / I</b>
Experience of attending to student’s personal needs and assisting in their social, health & hygiene development. This includes completing medical competencies.	<b>D</b>	<b>C / I</b>
Experience of working with students on the autistic spectrum, who have significant communication and behavioural challenges.	<b>D</b>	<b>I</b>
<b>KNOWLEDGE AND SKILLS</b>		
Ability to provide curriculum & pastoral support to students with moderate, severe and profound learning difficulties/disabilities with support from the Assistant Programme Manager, Lecturers and Senior Support Officers.	<b>E</b>	<b>C / I</b>
Ability to establish productive working relationships with staff and students, acting as a positive role model.	<b>E</b>	<b>I</b>
Work as part of a team to contribute towards assessment of students and provide input into the development of provision, small step planning and individual education plans and targets.	<b>E</b>	<b>C / I</b>



Able to assist in the production of Education / Behaviour / Support / care plans & risk assessments.	E	C / I
Provide appropriate support for distressed students.	E	C / I
Provide support, information and advice to enable students and young people to make choices about their own learning and behaviour.	D	I
A good working knowledge of strategies to promote the engagement of young people with complex needs in activities including, with Manager/Senior Support Staff support, planning effective actions for students at risk of underachieving and removing barriers to learning.	E	C / I
An understanding of the range of support services/providers available.	D	I
Ability to self-evaluate learning needs and actively seek learning opportunities to further develop your skill set.	E	I
Ability to challenge and motivate students, promote and reinforce self- esteem including providing feedback.	D	I
Able to work constructively as part of a team, understanding roles and responsibilities.	E	I
Self-organiser - able to prioritise workload.	E	I
Sound communication and interpersonal skills, both written and oral.	E	C / I
<b>PERSONAL QUALITIES</b>		
Able to establish productive and mutually respectful relationships with students, young people and adults.	E	I
Commitment to equal opportunities and inclusion.	E	I
Flexibility and adaptability along with the ability to use own initiative.	E	C / I
Warmth and approachability, sense of empathy for students.	E	I
Have high expectations of students and celebrate success.	E	I
Able to establish productive and mutually respectful relationships with students, young people and adults.	E	C / I
Be a reflective practitioner.	E	I
Enthusiastic and positive approach	E	I



## OTHER RELEVANT REQUIREMENTS

Physically able to carry out the requirements of the role.	<b>E</b>	<b>P</b>
Satisfactory Police check.	<b>E</b>	<b>P</b>
Isle of Man Worker.	<b>D</b>	<b>A</b>