



*"Inspiring minds to ignite lifelong learning"*



**Onchan Primary School**  
School Road, Onchan, Isle of Man IM3 4PD

**email:** OnchanEnquiries@Sch.im

**tel:** 01624 673465

## **Education Support Officer Pupil/Teacher Support: Level 2**

### **Isle of Man Department of Education, Sport and Culture**

**Responsible to:** Headteacher

**Grade:** ESO / Pay Band 7 - Level 2 (0.76 FTE, 32.5hr per week, starting at 8.30am)

### **Main Purpose of Job**

To work as part of the Education Support Staff Section, the postholder 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 under the instruction/guidance of senior staff.

The post will involve providing technical/resource education support including all or some of the duties under the general headings listed below.

### **SUPPORT FOR PUPILS**

- Support pupils in accessing learning activities under the guidance of the teacher
- Provide and develop effective behaviour management support
- Provide feedback to pupils in relation to progress and achievement
- To facilitate intervention programmes to accelerate and/or support pupils' learning
- Supervise and provide support for pupils, with additional needs, ensuring their safety and access to learning activities
- 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
- To assist with personal care needs of those children who require this support
- To promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Set challenges and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher

### **SUPPORT FOR THE TEACHER**

- Create and maintain a purposeful, orderly and productive working environment
- Timely and accurate preparation and use of specialist equipment/resources/ materials as required by staff/curriculum/lesson plans etc.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assist with the planning of learning activities



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- Monitor pupils' responses to learning activities and accurately record achievement/progress as required
- Provide regular and detailed feedback to teachers on pupils' achievement, progress, problems etc
- Promote good pupil behaviour, dealing promptly with conflict and incidents inline with established policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers
- Maintain records as requested
- Ensure the health and safety and good behaviour of pupils at all times
- Administer routine tests and undertake routine marking of pupils' work
- Provide clerical/admin support e.g. photocopying, filing, money etc

#### **SUPPORT FOR THE CURRICULUM**

- Undertake structured and agreed learning activities/intervention programmes, adjusting activities according to pupil responses and needs
- Undertake programmes linked to local and national learning strategies, e.g. literacy, numeracy, 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 and confidentiality, 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 management as required
- Assist with the supervision of pupils out of lesson times, e.g. clubs, extra-curricular activities, support for pupils at
- lunchtimes and breaks.

#### **KNOWLEDGE/SKILLS**

- Effective and proactive use of ICT to support learning
- Use of relevant equipment/resources
- Knowledge of particular subject/technical area
- Knowledge of relevant polices/codes of practice and awareness of relevant legislation
- Ability to identify own training and development needs and co-operate with means to address these
- Ability to relate well to children and adults
- Relevant knowledge of first aid.



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- Working knowledge of national curriculum and other relevant learning programmes
- Understanding of principles of child development and learning processes and barriers to learning
- Ability to plan effective actions for pupils at risk of underachieving
- Full understanding of the range of support services/providers
- Ability to self-evaluate learning needs and actively seek learning opportunities
- Work constructively as part of a team, understanding classroom roles and responsibilities.

### **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 in the school, they must report any concerns to the designated Child Protection Officer.*

**Signed:**

**Date:**

**Person Specification**



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Specification	Essential/ Desirable	Method of Assessment
<b>Qualifications &amp; Experience</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>and</b> 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
Able to provide pastoral support to pupils.	E	CV/Interview
Able to attend to pupils' personal needs and provide advice to assist in their social, health & hygiene development.	E	CV/Interview
Able to assist the teacher with the development and implementation of Personalised Education Plans.	E	CV/Interview
Able to support effective provision for pupils with additional needs.	E	CV/Interview
Able to establish productive working relationships with pupils, acting as a role model.	E	CV/Interview
Able to provide support for pupils during lessons and during lunchtime where necessary.	E	CV/Interview
Able to provide information and advice to enable pupils to make choices about their own learning/behaviour/attendance.	E	CV/Interview
Able to challenge and motivate pupils, promote and reinforce self-esteem.	E	CV/Interview
Able to provide feedback to pupils and staff in relation to progress, achievement, behaviour, attendance etc.	E	CV/Interview
Able to work within a Nurture framework.	E	CV/Interview
Ability to facilitate intervention programmes to accelerate and/or support pupils' learning.	E	CV/Interview
Understanding of how children learn.	E	CV/Interview
<b>Knowledge &amp; Skills</b>		
Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation.	E	CV/Interview
Working knowledge of the primary curriculum and other relevant learning programmes.	E	CV/Interview
Ability to support pupils' learning across the school.	E	CV/Interview
Ability to use technology to support pupil learning and assist planning and personal development.	E	CV/Interview
Understanding of principles of child development and learning processes and, in particular, barriers to learning.	E	CV/Interview
Ability to plan effective actions for pupils at risk of underachieving.	E	CV/Interview
Understanding of the principles of Nurture and Inclusion.	E	CV/Interview



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Full understanding of the range of support services/providers.	D	CV/Interview
Ability to self-evaluate learning needs and actively seek learning opportunities.	E	CV/Interview
Ability to relate well to children and adults.	E	CV/Interview
Work constructively as part of a team, understanding classroom roles and responsibilities.	E	CV/Interview
First aid training or willingness to undertake it.	E	CV/Interview
Safeguarding training or willingness to undertake it.	E	CV/Interview
<b>Disposition/Attitude</b>		
Commitment to team working.	E	CV/Interview
Commitment to equal opportunities and inclusion.	E	CV/Interview
Flexibility and adaptability at all times.	E	CV/Interview
Able to celebrate success.	E	CV/Interview
Commitment to support colleagues.	E	CV/Interview
Able to use own initiative.	E	CV/Interview
Positivity to work effectively both indoor and outdoor developing play.	E	CV/Interview
Ability to remain calm and measured in stressful situations.	E	CV/Interview
Commitment to helping pupils become: <ul style="list-style-type: none"> <li>• successful learners</li> <li>• responsible and aware individuals</li> <li>• confident and self-assured people, and</li> <li>• purposeful contributors to the Island's society.</li> </ul>	E	CV/Interview
<b>Other Relevant Requirements</b>		
Physically able to carry out the requirements of the role.	E	Pre- Employment Check
Satisfactory Police Check.	E	Pre- Employment Check
Isle of Man Worker.	D	Application