



# Andreas School

Andreas Village  
Isle of Man, IM7 4EZ  
Headteacher: Mr Will Nelson  
Telephone: (01624) 880375  
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wiki:- [www.sch.im/andreas](http://www.sch.im/andreas)  
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## EDUCATION SUPPORT OFFICER

### LEVEL 2

<b>Post Title:</b>	Education Support Officer
<b>Hours:</b>	17.5hrs Mornings 8.45am – 12.15pm (term time only)
<b>Grade:</b>	Level 2
<b>Leave:</b>	During the contract duration educational support workers are paid for any school holidays, which fall within the period of their written statement of particulars of terms and Conditions of Employment. Payment for school holidays will be pro-rata to the hours worked.
<b>Location:</b>	<b>Andreas Primary School</b>
<b>Line Manager</b>	Head of School

**This job is a Natural Discharge Contract Linked to funding.**

### **Main Purpose of Job**

To work as part of the Education Support Staff team, supporting one or more children with their learning. This will initially be based in a mixed Y5/6 classroom.

### **Job Responsibilities**

At Level 2, job responsibilities will be working under the guidance of teaching/senior staff. The post will involve working within an agreed system of supervision, to provide support in addressing the needs of pupils, particularly the needs of pupils who need help to overcome barriers to learning.

### **SUPPORT FOR PUPILS**

- Act as a key support worker for one or more children, including a meet and greet service at the start of the day.
- Support one or more children in their learning mainly within the main classroom environment. This will involve working with the class teacher and SENCO to personalise and then deliver learning tailored to each child's unique needs.
- Participate in comprehensive assessment of pupils to identify the correct support for individual children.
- Assist each child's class teacher with the development and implementation of Individual Education/Behaviour/Support/Mentoring plans
- Establish productive working relationships with all pupils, acting as a role model
- Provide information and advice to enable pupils to make choices about their own learning/behaviour/attendance
- Challenge and motivate pupils, promote and reinforce self-esteem

- Provide feedback to pupils in relation to progress, achievement, behaviour, attendance etc.

### **SUPPORT FOR TEACHERS**

- Support pupils' access to learning using appropriate strategies, resources etc.
- Work with other staff in planning, evaluating and adjusting learning activities as appropriate
- Provide objective and accurate feedback and reports as required to other staff on pupils' achievement, progress and other matters, ensuring the availability of appropriate evidence
- Work with other staff to update records, contributing to reviews of systems/records as requested
- Assist in the development and implementation of appropriate behaviour management strategies
- Establish constructive relationships with parents/carers, exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to school and community links
- Assist in the development, implementation and monitoring of systems relating to attendance and integration

### **SUPPORT FOR THE CURRICULUM**

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs.
- Be aware of and appreciate a range of activities, courses, organisations and individuals to provide support for pupils to broaden and enrich their learning

### **SUPPORT FOR THE SCHOOL**

- Be aware of and comply with all school policies and procedures, particularly those relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the 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
- Attend and participate in meetings as required.
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Supervise pupils on visits, trips and out of school activities as required.

### **PROTECTION OF CHILDREN**

All applicants should note that, in order to fulfil its responsibilities in relation to the protection of children, the Department of Education Sport and Culture will ask the police to check for any record of convictions or cautions on successful candidates.

### **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 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 Isle of Man Safeguarding Children's Board Inter Agency 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.

**Date compiled:** August 2025

**Compiled by:** Will Nelson, Headteacher

This job description and allocation of responsibilities may be amended by agreement from time to time and will be reviewed on an annual basis.

Signed \_\_\_\_\_ (Post holder)

\_\_\_\_\_ (Headteacher)

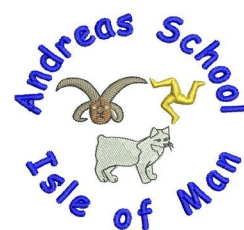


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Level 2 Education Support Officer  
17.5hrs Per week Natural Discharge Contract linked to funding.

Specification	Essential/ Desirable	Application, CV, Interview, Pre-employment Checks
<b>Qualifications</b>		
GCSE Maths and English at Grade C (4) or above, or Key Skills Level 2 Application of Number and Communication Awards	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	E	CV / Pre-employment Checks
Relevant CPD	D	CV / Interview
Training in various medical needs, e.g. diabetes, anaphylaxis, asthma	D	CV / Interview
First Aid Training	D	CV / Interview
<b>Experience</b>		
Experience of supporting and extending learning in Key Stage 1 or Key Stage 2	E	CV / Interview
Experience of supporting pupils on the Autistic Spectrum	E	CV / Interview
Experience of working with pupils and parents to remove barriers to their learning.	E	CV / Interview
Experience of putting into place, teaching and learning practices which ensure that all pupils achieve well in relation to their capabilities and their earlier attainment	D	CV / Interview
Experience of conducting a variety of assessment programmes.	D	CV / Interview
<b>Knowledge, Skills and Understanding</b>		
To have a good understanding of Autism and how this impacts a child's ability to learn and how these barriers can be reduced.	E	CV / Interview
To be able to establish productive working relationships with pupils, parents and school staff and an understanding of why these are so important in supporting a child's learning.	E	CV / Interview
Be an innovative and reflective practitioner.	E	CV / Interview
Knowledge of sources of stress for children within their learning and how these can be removed.	E	CV / Interview
Up-to-date knowledge and understanding, based on experience, of how children learn.	E	CV / Interview
Understanding both formal and informal assessment procedures and an ability to participate in the process.	E	CV / Interview
Understands the importance of a secure and happy school environment	E	CV / Interview

to enable children to learn.		
To be able to provide feedback to pupils in relation to progress, achievement, behaviour, attendance etc	E	CV / Interview
Excellent communication skills.	E	CV / Interview
To have a good understanding of basic IT Skills (Word Processing, e-mail, web browsing, saving and retrieving work etc)	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	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
Ability to remain calm and measured in stressful situations	E	CV / Interview
<b>Other Requirements</b>		
Isle of Man Worker	D	Application
Satisfactory Police Check	E	Pre-employment Checks
Physically able to carry out the requirements of the role	E	Pre-employment Checks