

# **Department of Education, Sport & Culture**

## **Job Description**

**Title:** Relief Senior Education Support Officer - Level 3 (Teacher Support)

**Grade:** SESO / Pay Band 13 (Level 3)

**Hours:** As and when required. There is no obligation for those on the relief manual worker list to undertake work or indeed for the Department of Education, Sport and Culture to provide work

### **Main Purpose of Job**

To work as part of the Education Support Staff Section, to assist and support teachers/ pupils within the Island's schools.

### **Job Responsibilities**

At Level 3, job responsibilities will be under the guidance of teaching/senior staff. The post will involve working within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources. Staff may also supervise whole classes occasionally during the short-term absence of teachers. The primary focus will be to maintain good order and to keep pupils on task. Cover supervisors will need to respond to questions and generally assist pupils to undertake set activities.

The post will involve providing education support to the pupils/students including all or some of the following duties.

### **Support for Pupils:**

- Use specialist (curricular/learning) skills/training/experience to support pupils
- Assist with the development and implementation of IEPs
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self reliance
- Provide feedback to pupils in relation to progress and achievement

### **Support for the Teacher:**

- Work with the teacher to establish an appropriate learning environment
- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence

- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
- Undertake marking of pupils' work and accurately record achievement/progress
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Liaise sensitively and effectively with parents/carers and participate in feedback sessions/meetings, as directed
- Administer and assess routine tests and invigilate exams/tests
- Provide general clerical/admin support, e.g. administer coursework, produce worksheets for agreed activities etc.

### **Support for the Curriculum:**

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
- Implement local and national learning strategies, e.g. literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Help pupils to access learning activities through specialist support
- Determine the need for, prepare and maintain general and specialist equipment and resources

### **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
- Establish constructive relationships and communicate with other agencies/ professionals, in liaison with the teacher, to support achievement and progress of pupils
- Attend and participate in regular meetings
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- Undertake planned supervision of pupils' out of school hours learning activities
- Supervise pupils on visits, trips and out of school activities as required

### **Qualifications and Experience**

#### **Essential:**

- GCSE Maths and English Grades A\* - C, or Key Skills Level 2 Application of Number and Communication Awards or Functional Skills Mathematics and English Level 2; **and**

- NVQ Level 3 for Teaching Assistants, or equivalent relevant qualification (e.g. Level 3 Certificate for Teaching Assistants, Children's Care, Learning and Development NVQ Level 3) or relevant higher level qualification; **and**
- Experience working with children/young people of relevant age

#### **Training:**

- Training in the relevant strategies; for example, literacy and/or in particular curriculum or learning area (e.g. bi-lingual, sign language, dyslexia, ICT)
- Appropriate first aid training

#### **Knowledge/Skills:**

- Can use ICT effectively to support learning
- Use of other equipment technology – video, photocopier
- Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation
- Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies
- 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
- Work constructively as part of a team, understanding classroom roles and responsibilities and own position within these

#### **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 department's 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.