

Kent County Council

Job Description: *Virtual School Kent Education Support Officer*

Directorate:	Children, Young People and Education
Unit/Section:	Virtual School Kent
Grade:	KR6
Responsible to:	VSK Deputy Head

Purpose of the Job:

The primary focus of the post will be to work under the professional direction of the Assistant Head as part of the professional team to support learning activities for pupils. Within an agreed system of supervision the VSK Support Officer (VSKSO) would deliver sessions set by or with the Assistant Head or teachers and/or support pupils undertaking lessons delivered via distance learning or computer aided techniques.

The post holder will be expected to progress pupils' learning and to assess, record and report on development, progress and attainment as agreed with the teacher.

Main duties and responsibilities:

- Organise and manage an appropriate learning environment and assist the teacher to plan teaching and learning objectives to ensure pupil progress and development.
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives, providing feedback and reports to teachers in order to provide evidence of the range and level of progress and attainment.
- Support the role of carers in pupils' learning and lead meetings with carers to provide constructive feedback on pupils' progress to ensure pupils achieve their best results.
- Act as a role model and establish clear framework for discipline in line with established policies, anticipate and manage behaviour in order to promote pupils' self control and independence to ensure good behaviour and respect for others is maintained.
- Use detailed knowledge and specialist skills to support pupils' learning, establishing productive working relationships, promoting inclusion and working to support pupils consistently whilst recognising and responding to individual needs. This will ensure equality of opportunity and ensure learning outcomes are achieved for all pupils.
- Understand and comply with policies and procedures relating to child protection, equal opportunities, health, safety, security, confidentiality and data protection, reporting concerns to an appropriate person in order to maintain a safe and secure learning environment.

- Contribute to the overall work/aims of the Virtual School and in liaison with the host school, establish constructive relationships and communicate with other agencies/professionals, in order to support the achievement and progress of pupils
- Participate in training and other learning activities as required and attend relevant meeting to ensure own continuing professional development.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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Person Specification: *Virtual School Kent Education Support Officer*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none">• Meet Higher Level Teaching Assistant standards – see tda document “Professional standards for HLTA status” for further information.• Have qualifications in Maths/numeracy and English/literacy equivalent to at least NVQ2
EXPERIENCE	<ul style="list-style-type: none">• Successful relevant experience of working with children of relevant age within a learning environment.
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Be able to work effectively as part of a team and contribute to group planning etc. but also be able to work independently and on own initiative.• Must be flexible with effective time management skills.• Be able to work calmly under pressure with the ability to adapt quickly and effectively to changing circumstance/situations.• Have a creative approach to problem solving and use this to inspire and motivate pupils.• Must have excellent communications skills in order to build rapport with adults and children, both verbally and in writing.• Must have ability to critically evaluate own performance.
KNOWLEDGE	<ul style="list-style-type: none">• Full working knowledge of relevant policies, codes of practice and legislation plus working knowledge and experience of implementing national curriculum and other relevant learning programmes.• Good understanding of child development with the ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment.
BEHAVIOURS AND KENT VALUES	Kent Values: Open Invite Contribution and Challenge Accountable