

BELFAST HIGH SCHOOL JOB DESCRIPTION

- Post Title:** Classroom Assistant (Part-Time Temporary)
- Location:** Belfast High School
- Hours of Work:** 20.5 hours Classroom Assistant per week (4 days per week)
- Reporting to:** The Special Educational Needs Co-Ordinator,
- Overall role:** Under the direction of the SENCO to work as part of the team within the School to provide all necessary assistance to support a pupil with Aspergers.
This will involve working with a pupil in a classroom situation.

Main Duties and Responsibilities:

1.0 Special Support:

- 1.1 Assist with the support and care of the pupil with special educational needs, for example, enabling access to the curriculum, attending to the personal needs of the pupil;
- 1.2 Develop an understanding of the specific needs of the pupil to be supported;
- 1.3 Assist with authorised programmes, for example, an education plan etc, to participate in the evaluation of the support and encourage pupil participation in such programmes;
- 1.4 Contribute to the inclusion of the pupil within the school under the direction of the Special Educational Needs Co-ordinator;
- 1.5 Support the implementation of behavioural management programmes as directed;
- 1.6 Assist the pupil in moving around the School.

2.0 General Support:

- 2.1 Assist the pupil with educational needs to learn as effectively as possible in group situations and on their own by assisting with the management of the learning environment through:
 - Clarifying and explaining instruction;
 - Ensuring the pupils are able to use equipment and materials provided;
 - Assisting in monitoring and encouraging the pupil as required;
 - Assisting in educational areas requiring reinforcement or development;
 - Promoting the independence of the pupil to enhance learning;
 - Helping the pupil stay focused on the work set and record homework;
 - Encourage social interaction
 - Allow time out if necessary
- 2.2 Awareness and knowledge of the School's policies and procedures;
- 2.3 Awareness of confidential issues linked to home, pupil, teacher, schoolwork, etc and to keep and treat confidences appropriately;
- 2.4 Establish a supportive relationship with the pupil concerned;
- 2.5 Prepare and produce appropriate resources to support the pupil;
- 2.6 Accompany staff and assist the pupil with off-site activities when required;
- 2.7 Ensure as far as possible a safe environment for the pupil;
- 2.8 Take appropriate action if there are any signs or symptoms from the pupil that may suggest the need for expert or immediate attention.

3.0 Administration:

- 3.1 Assist with classroom administration;
- 3.2 Assist as required with the implementation of the system for recording pupil progress;
- 3.3 Contribute to the maintenance of the pupil progress records;
- 3.4 Provide regular feedback about the pupil to the Special Educational Needs Coordinator, class teachers and other involved in the care of the pupil;
- 3.5 Copy written materials; assist with the production of charts and displays; record radio and television programmes; catalogue and process books and resources.

4.0 Other Duties:

- 4.1 Attend appropriate training courses;
- 4.2 Carry out any other duties, which may be assigned to the post holder by the SENCO that are within the level of the post.

Qualifications/Experience

1. Qualified Status
NVQ III in Child Care and Education (0-16 years)
NNEB Diploma in Post Qualify Studies **now** Advanced Diploma in Child Care and Education.
Teaching Qualification in a Special, Primary or Post-Primary school approved by the Teacher Training Institution, formerly DENI.
BA Early Childhood Studies.
NVQ III/SVQ III Teaching/Classroom Assistants
2. Applicants must have a good general education (minimum 5 GCSEs, or equivalent. including English and Mathematics).
3. Preference may be given to applicants holding relevant qualifications or experience.

Conditions of Service

Hours of Work: 20.5 hours pw Classroom Assistance

Salary Scale: Classroom Assistant rate based on NJC Scale 14-17

Further information about the Conditions of Service including periods of notice, pension, holiday and sick pay arrangements etc will be available upon request.

Closing date for receipt of completed application forms is 12.00 noon, 26th October 2017