

Ballymena Academy

89 Galgorm Road, Ballymena, Co. Antrim BT42 1AJ

JOB DESCRIPTION

POST TITLE: S.E.N. Classroom Assistant

Date: June 2019

JOB DETAILS

- a. **Responsible to:** The Principal, Deputy Principal, Vice-Principals and Learning Support Co-ordinator
- b. **Working hours:** Approximately 8.55 a.m. to 3.25 p.m. Monday to Friday. September to June – start September 2019, 27½ hours per week. In the event of part-time jobs, in consultation with the Learning Support Co-ordinator. Additional supervisory hours may be offered on appointment.
- c. **Wage level:** Points 14 – 17 - starting point to be determined by experience.
- d. **Essential qualifications/criteria**
- NVQ 3 (or equivalent) in a relevant childcare qualification plus a minimum of 5 GCSEs passed at C Grade or above (or equivalent) including Mathematics and English as well as previous post-qualification experience as a Classroom Assistant (minimum of 9 months preferred) **OR**
 - A minimum of 2 years' experience gained within the last five years, working in a paid capacity with children in an educational setting **OR**
 - Be a qualified teacher as recognised by GTCNI
- Desirable criteria**
- Demonstrable proficiency in the use of I.T.
 - Experience of working with pupils who exhibit behavioural difficulties.
 - A minimum of 2 years' experience gained within the last five years, working in a paid capacity as a Classroom Assistant with child/children with Special Educational Needs
- e. **Duration of post**
- For as long as the pupil(s) with special needs attends the School; **OR**
 - The Education Authority decides that the pupil no longer requires assistance at School, based on the annual review of the pupil's statement; **OR**
 - Subject to continued funding.

JOB PURPOSE

Under the direction of the class teacher/Learning Support Co-ordinator/board office, assist with the educational support and care of the individual pupil with special educational needs inside and outside the classroom to develop social skills, promote inclusion and assist the Learning Support Co-ordinator with maintaining student records and the educational development of each child.

MAIN DUTIES AND RESPONSIBILITIES

The precise duties of the post will be determined by the Principal/Corporate Services Manager/Pastoral VP/Learning Support Co-ordinator.

1. SPECIAL CLASSROOM SUPPORT

- 1.1 Assist the classroom teachers with the support and care of the pupils with special educational needs e.g. enable access to the curriculum.
- 1.2 Develop an understanding of the specific needs of the pupil to be supported.
- 1.3 Assist with authorised programmes (e.g. Education Plan, Care Plan), participate in the evaluation of the support and encourage pupil participation in such programmes.
- 1.4 To contribute to the inclusion of the pupil in a mainstream school under the directions of the class teacher.
- 1.5 Assist with operational difficulties and non-invasive medical/clinical difficulties pertaining to the pupil's disabilities.
- 1.6 Assist the pupil with the operation of a mobile electronic device, undertaking data transfer and assisting the pupil in downloading same, as necessary.
- 1.7 Support the implementation of behavioural management programmes as directed.
- 1.8 Assist the pupil in moving around school and on and off transport as required.

2. GENERAL CLASSROOM SUPPORT

- 2.1 Assist pupil to learn as effectively as possible both in group situations and on their own by assisting with the management of the learning environment through:
 - clarifying and explaining instruction;
 - Modifying teaching material into an accessible format;
 - ensuring the pupil is able to use equipment and materials provided;
 - assisting in motivating and encouraging the pupil as required;
 - assisting in areas requiring reinforcement or development;
 - promoting the independence of pupils to enhance learning;
 - helping the pupil stay on work set;
 - meeting physical/medical needs as required whilst encouraging independence;
- 2.2 Be aware of school policies, procedures and of confidential issues linked to the home/pupil/teacher/school work and to keep confidences appropriately.
- 2.3 Establish a supportive relationship with the pupil concerned.
- 2.4 Prepare and produce appropriate resources to support the pupil and take care of material for play sessions.
- 2.5 Supervise the individual pupil on specified activities including talking and listening, using ICT, extra curricular activities, and other duties, as directed by the class teacher.
- 2.6 Under the direction of the teacher, and following an appropriate risk assessment, assist with off-site activities.
- 2.7 Provide continuity of adult care of e.g. supervising play and cloakrooms including hand-washing, toileting etc.
- 2.8 Provide supervision/support including the administration of prescribed medicines and drugs for children who are ill and deal with minor cuts and grazes.
- 2.9 Ensure as far as possible a safe environment for pupils.
- 2.10 Report to the class teacher any signs or symptoms displayed which may suggest that a pupil requires expert or immediate attention.

3. ADMINISTRATION

- 3.1 Assist with classroom administration.
- 3.2 Assist the class teacher and/or other professionals with the implementation of the system for recording the pupil's progress.
- 3.3 Contribute to the maintenance of the pupil's progress records.
- 3.4 Provide regular feedback about the pupil to the classroom teachers and the Learning Support Co-ordinator.
- 3.5 Assist the Learning Support Co-ordinator with administrative tasks, as required.
- 3.6 Assist classroom teachers with the modification of teaching materials into an accessible format, including the transfer of digital materials onto a mobile electronic device

4. OTHER DUTIES

- 4.1 Attend relevant in-service training.
- 4.2 Assist the pupil with practical tasks.
- 4.3 Such other duties as may be assigned by the Principal/Vice Principal/Learning Support Co-ordinator within the level of the post.

It is acknowledged that the contents of this generic job description are not subject to appeal.

Signed: (Postholder): _____

Print Name (Block Capitals):

Date: _____

Signed (Designated Line Manager):

Print Name:

Date: _____

Signed (Principal):

Print Name:

Date: _____