

# Ballymena Academy

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

## JOB DESCRIPTION

**POST TITLE: SEN Classroom Assistant x 2**

**Date:** September 2023

### JOB DETAILS

- a. Responsible to: The Principal, Deputy Principal, Vice Principals and Learning Support Co-ordinator.
- b. Working hours: **Post 1** – Monday to Friday, September to June, 20 hours per week.  
**Post 2** – Monday to Friday, September to June, 27.5 hours per week.
- c. Salary: NJC pts 5 to 6; £11.49 to £11.70 per hour (starting point to be determined by experience).
- d. Essential 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 English and Mathematics as well as previous post-qualification as a Classroom Assistant (minimum of 9 months preferred) **OR**
  - A minimum of 2 years' experience gained within the last 5 years, working in a paid capacity with children in an educational setting **OR**
  - Be a qualified teacher as recognised by GTCNI.
- e. Desirable criteria:
- Demonstrable proficiency in the use of IT.
  - Experience of working with pupils with ASD.
  - A minimum of 2 years' experience gained within the last 5 years, working in a paid capacity as a Classroom Assistant with a child/children with Special Educational Needs.
- f. Person Specification:
- Good record of punctuality and attendance.
  - Good communication and social skills.
  - Ability to work with children and adults in a professional manner.
  - Ability to work under pressure to strict deadlines.
  - Flexibility, confidentiality, approachability.
- g. 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
  - A probationary period of 6 months will apply to each post.

## **JOB PURPOSE:**

Under the direction of the Learning Support Co-ordinator and class teachers, assist with the educational support and care of the individual pupil with special educational needs, inside and outside of 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.

Support class teachers and assist with the delivery of the curriculum in a manner that best meets the needs of the pupil with special educational needs.

Support the Senior Leadership Team in all aspects of school improvement work and contribute to the school development consultation process as and when required.

## **MAIN DUTIES AND RESPONSIBILITIES:**

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

### **1.0 SPECIAL CLASSROOM SUPPORT**

- 1.1** Assist the classroom teachers with the support and care of the pupil with special educational needs, e.g. by enabling 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** Contribute to the inclusion of the pupil in mainstream school activities under the direction of the class teacher and the Learning Support Co-ordinator.
- 1.5** Assist with operational difficulties arising from the needs of the pupil and with non-invasive medical or clinical issues pertaining to the specific needs of the pupil.
- 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 in getting on and off transport as required.

### **2.0 GENERAL CLASSROOM SUPPORT**

- 2.1** Assist the 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 the equipment and materials provided;
  - assisting in motivating and encouraging the pupil as and when required;
  - assisting in areas requiring reinforcement or development (e.g. reading, spelling, language, behaviour, handwriting and presentation);
  - promoting the independence of the pupil to enhance learning;

- helping the pupil to concentrate and remain focused on the task set;
- meeting physical and medical needs as required whilst encouraging independence.

**2.2** Be aware of school policies, school procedures and confidential issues linked to home/pupil/teacher/school work and keep confidences appropriately.

**2.3** Establish a supportive relationship with the pupil concerned.

**2.4** Prepare and produce appropriate materials and resources to support the pupil as directed by the class teacher.

**2.5** Supervise the individual pupil on specified activities including talking and listening, using ICT, co-curricular activities, and any other such duties as directed by the class teacher.

**2.6** Under the direction of the class teacher, and following an appropriate risk assessment, assist the pupil to participate in off-site activities, school visits, trips and excursions.

**2.7** Provide continuity of adult care and ensure as far as possible a safe environment for the pupil, e.g. supervising play and cloakrooms, including handwashing, toileting, etc.

**2.8** Provide supervision and support for pupils who become ill or who are injured in class, around school and at break times, including the administration of prescribed medicines, drugs and first aid and dealing 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 medical attention.

### **3.0 ADMINISTRATION**

**3.1** Assist with classroom administration.

**3.2** Assist the class teacher and/or other professionals with the implementation and maintenance of systems for tracking pupil progress.

**3.3** Contribute to the maintenance of the pupil's progress records.

**3.4** Provide regular feedback 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 courses offered by the school and undertake additional personal study where necessary to better support the individual needs of the pupil.

**4.2** Assist the pupil with practical tasks.

**4.3** Carry out such other duties as may be assigned by the Principal/Corporate Services Manager/Pastoral VP/ Learning Support Co-ordinator within the level of the post.

Essential and/or desirable criteria may be further enhanced for shortlisting purposes. Applicants should ensure the application form is completed carefully and accurately.

All appointments to Ballymena Academy are subject to the provisions of the Protection of Children and Vulnerable Adults (NI) Order 2003, and the Rehabilitation of Offenders (Exceptions) Order (NI) 1979. Applicants must disclose any convictions, spent or unspent or any charges outstanding. A security check is carried out. This appointment procedure is in keeping with Department of Education regulations on Child Protection.

The appointment process is scheduled to take place on **Wednesday 7<sup>th</sup> June**. Applicants who are shortlisted will be informed on Thursday 1<sup>st</sup> June.

The Job Description may be subject to amendment or modification from time to time, following consultations with the holder of the post, to meet the changing needs of the school.

### **Returning your Application Form and Monitoring Form**

Completed Application and Monitoring Forms must be returned by the specified closing time and date using one of the following methods:

- post
- hand delivery
- e-mail

**Completed Application Forms must be received by 12.00 noon on the closing date (Wednesday 31<sup>st</sup> May). Late, or faxed, Application Forms will not be accepted.**

If posting or e-mailing an Application Form, it is the responsibility of the applicant to ensure that the application is received by the closing time/date.

Please ensure that when e-mailing the Application Form that the subject line is completed with the Job Title as indicated on the Application Form.

For posted applications, please ensure that the correct postage for the weight and size (including thickness) of the envelope is adhered to in order to ensure that the application is received by the closing time/date.

Address (Postal/hand delivery):

The Monitoring Officer,  
Ballymena Academy,  
89 Galgorm Road,  
Ballymena,  
CO. ANTRIM.  
BT42 1AJ

E-Mail address: [tmcleister957@c2kni.net](mailto:tmcleister957@c2kni.net)