

**THE WALLACE HIGH SCHOOL**

**TEMPORARY SEN GENERAL ASSISTANT (GRAMMAR SCHOOL) (16 hours)**

**Combined with SEN CLASSROOM ASSISTANT (PREPARATORY DEPARTMENT) (10 hours)**

**HOURS: Total of 26 hours per week term time only**

**RATES OF PAY: 16 hours General Assistant (Job Evaluated J1 Rates NJC 9-11)**

**and 10 hours Classroom Assistant (Job Evaluated Rates NJC 14-17)**

**POST AVAILABLE FROM: Monday, 10 December 2018 to Thursday, 27 June 2019**

**PURPOSE: Under the direction of the class teacher, assist with the educational/medical support and care of the pupil in a designated class or setting, in or outside the classroom.**

**JOB DESCRIPTION**

**General Information**

The Wallace High School is a co-educational, voluntary grammar school founded in 1880. The annual intake of pupils into Year 8 is 170 and there are some 300 pupils in the Sixth Form. The school draws its pupils from Lisburn and the surrounding area. In 1976 it moved from its original site to a new building in Clonevin Park which also houses a Preparatory Department of approximately 140 pupils.

The Preparatory Department is a purpose built facility which retains its own identity whilst, at the same time, remaining an integral part of the grammar school. The successful applicant will work with a pupil in Primary 7 in the Preparatory Department as well as a student in Year 14 in the grammar school.

**The Role**

The type of support needed by the pupil will change over time and it is essential that you are prepared to be flexible in your approach.

Assistance may require you to act in a supporting and supervisory role both inside and outside the classroom.

The successful applicant will have excellent interpersonal skills and be of a flexible, child friendly and caring disposition.

You may be required to assist with a range of clerical duties and it is a condition of employment that you are prepared to assist with clerical duties as directed by the Bursar.

**MAIN DUTIES AND RESPONSIBILITIES OF SEN CLASSROOM ASSISTANT**

**(PREPARATORY DEPARTMENT)**

1. **CLASSROOM SUPPORT**

**1.1** Assist the teacher in the efficient running of the class/setting.

**1.2** Assist, as required, pupils 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;

- ensuring the pupils are able to use equipment and materials provided;

- assisting in motivating and encouraging the pupils as required;

- contributing to areas requiring reinforcement or development, e.g. language, behaviour, reading, spelling, handwriting/presentation etc;

- promoting independent learning;

- helping pupils concentrate on and finish work set.

* 1. Participate in classroom activities, including involvement with the curriculum, where appropriate, under the direction of the teacher.
  2. Assume responsibility for supervising groups of children, or individual children on specified activities including talking and listening, use of library activities, using ICT, extra-curricular activities, and other duties.
  3. Provide continuity of adult care of e.g. supervising play and cloakrooms including hand washing and toileting.
  4. Be aware of school policies, procedures and of confidential issues linked to home/pupil/teacher/school work and to keep confidences appropriately.
  5. Establish a supportive relationship with the pupils concerned.
  6. Prepare work for pupils as directed by, and in support of, the teacher.
  7. Set up, clear away and regularly clean equipment.
  8. Prepare material for play sessions e.g. making dough, paste, cutting paper, costume preparation, involvement in school dramatic activities etc.
  9. Provide supervision/support including the administration of prescribed medicines and drugs for children who are ill and deal with minor cuts and grazes.
  10. Ensure as far as possible a safe environment for pupils.
  11. Report to the teacher any signs or symptoms displayed which may suggest that a child requires expert or immediate attention.
  12. Under the direction of the teacher, and following an appropriate risk assessment, assist with off-site activities**.**

1. **ADMINISTRATION**

**2.1** Assist with classroom administration, e.g. collecting dinner money, lost property etc.

**2.2** Duplicate written materials, assist with production of charts and displays, catalogue and process books and resources.

**2.3** Contribute to the maintenance of pupil progress records.

**2.4** Provide regular feedback about the pupils to the teacher.

1. **OTHER DUTIES**

**3.1** Attend relevant in-service training.

**3.2** Such other duties as may be assigned by the Head of Preparatory within the level of the post.

**RECRUITMENT CRITERIA**

For shortlisting purposes you should be able to demonstrate on your application how you meet the following criteria:

**Essential Criteria**

1. GCSE (or equivalent) in English Language and Mathematics – Minimum grade C.

**Desirable Criteria**

1. Hold an appropriate child care qualification that enables the candidate to work as a classroom assistant in a primary school setting.

For further information, please see JNC Circular No. 34

<http://www.eani.org.uk/about-us/hr-equality-legal-services/jnc-circulars/>

1. Experience of working with teenage boys in a classroom setting or in a structured voluntary role with a club/society.
2. Experience of working with pupils on the Autistic Spectrum and/or physical disability.
3. Additional academic qualifications at A’Level/Degree.
4. Competence in the use of Microsoft Office applications.
5. Applicants must be interested in the well-being of children and must demonstrate excellent interpersonal skills.

It is the responsibility of the applicant to clearly state their qualifications that enable them to take up this post.

**Please note that the Board of Governors reserves the right to enhance shortlisting criteria to facilitate shortlisting.**

This post is funded under the special needs programme by the Department of Education. Funding for this position is reviewed annually and the post is dependent on this funding continuing.

The above responsibilities are subject to the general duties and responsibilities contained in the statement of conditions of appointment. This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after due consideration.

**APPLICATIONS**

It is preferred that application forms are emailed to the [recruit@wallacehigh.net](mailto:recruit@wallacehigh.net). An acknowledgement will be sent by return of email. Applicants should ensure that they indicate clearly on their application form how they meet the criteria.

The closing date for receipt of application forms is **Friday, 30 November 2018 at**

**12 midday.**

In order to comply with DE guidelines on Child Protection shortlisted applicants should bring an original birth certificate and/or marriage certificate (if appropriate) plus photographic ID to their interview.

**NB:** It is an offence for an individual who is on either of the Department’s Lists (UP List and/or List 99), or who is the subject of a disqualification order from the courts, to apply for, or offer to do any work, paid or unpaid, in a regulated position.