



## THE WALLACE HIGH SCHOOL

### SEN CLASSROOM ASSISTANT/GENERAL ASSISTANT (GRAMMAR SCHOOL)

#### **HOURS:**

TBC – upon notification by the EA

#### **RATES OF PAY:**

Job Evaluated Classroom Assistant Rates NJC Point 5-6

Job Evaluated General Assistant Rates NJC Point 2-3

### **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. Classroom Assistants report directly to a Senior Teacher of the school.

#### **The Role**

The person appointed will provide assistance, as required, in the care and supervision of a pupil with special needs and provide help to such other pupils as may be identified as requiring assistance.

The successful applicant may be required 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.

The type of support needed will change over time and it is essential the successful applicant is prepared to be flexible in their approach.

The successful applicant may be required to assist with a range of clerical duties and it is a condition of employment that they are prepared to assist with clerical duties as directed by the Senior Teacher.

## RECRUITMENT CRITERIA

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

### Essential Criteria

1. Qualified status as a Classroom Assistant. Minimum NVQ Level 3.
2. GCSE in English Language and Mathematics – Minimum grade C.
3. Experience of working with a child with special needs as a Classroom Assistant in a Post Primary setting.

### Desirable Criteria

1. Additional academic qualifications at 'A' Level/Degree
2. Applicants must be interested in the well-being of children and must demonstrate excellent interpersonal skills.

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, 18 June 2021 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.