



**THE WALLACE HIGH SCHOOL
PREPARATORY DEPARTMENT**

RECRUITMENT

POST TITLE:	Temporary Pre Prep General Assistant [1 Year until 30 June 2022] Post available immediately
HOURS:	40 h.p.w 8.00am-4.30pm Monday-Friday
PURPOSE:	Under the direction of the class leader/educator, assist with the educational support and care of the pupils in a designated class or setting, in or outside the classroom.
RATE OF PAY:	NJC SCP 1-3 £17364-£18065 (pro rata 40hrs/week term time)
RESPONSIBLE TO:	The Principal through class teacher/educator and Head of Preparatory Department

ADDITIONAL HOURS MAY BE AVAILABLE IN OUR AFTER-SCHOOL FACILITY IN AN AD-HOC BASIS TO PROVIDE COVER AS NECESSARY.

GENERAL INFORMATION

The Wallace High School is a co-educational, voluntary grammar school founded in 1880 which provides education for pupils from the age of two and ten months to the age of eighteen. 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. Contained within is a Pre-Preparatory Department giving younger children their all-important introduction to the learning environment for their pre-school year.

The successful applicant will work primarily in the Pre-school setting but may be asked to provide assistance throughout the school as necessary.

MAIN DUTIES AND RESPONSIBILITIES

1. CLASSROOM SUPPORT

1.1 Assist the teacher/educator 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.

1.3 Participate in classroom activities, including involvement with the curriculum, where appropriate, under the direction of the teacher/educator.

1.4 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.

1.5 Provide continuity of adult care of e.g. supervising play and cloakrooms including hand washing and toileting.

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

1.7 Establish a supportive relationship with the pupils concerned.

1.8 Prepare work for pupils as directed by, and in support of, the teacher/educator.

1.9 Set up, clear away and regularly clean equipment.

1.10 Prepare material for play sessions e.g. making dough, paste, cutting paper, costume preparation, involvement in school dramatic activities etc.

1.11 Provide supervision/support including the administration of prescribed medicines and drugs for children who are ill and deal with minor cuts and grazes.

1.12 Ensure as far as possible a safe environment for pupils.

1.13 Report to the teacher/educator any signs or symptoms displayed which may suggest that a child requires expert or immediate attention.

1.14 Under the direction of the teacher/educator, and following an appropriate risk assessment, assist with off-site activities.

2. ADMINISTRATION

2.1 Assist with classroom administration, e.g. marking attendance and dinner registers, 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/educator.

3. 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

Essential Criteria:

1. Hold an appropriate child care qualification that enables the candidate to work as a classroom assistant in a pre-school setting.
For further information please see Acceptable Qualifications for the Early Years, School Age Childcare Childminding Sectors and Home Childcarers in Northern Ireland
<http://childcarepartnerships.hscni.net/wp-content/uploads/2020/06/Qualification-List-Last-Updated-04.06.2020-JA.pdf>
It is the responsibility of the applicant to clearly state their qualifications that enable them to take up this post.

Desirable Criteria:

1. Previous experience of working in a pre-school, day nursery or similar setting, in a voluntary or paid capacity within the last three years.
2. Hold a valid Paediatric First Aid Qualification
3. Minimum of GCSE English and Mathematics at Grade C or higher

The successful applicant must be able to work in a team and co-operate with other team members. Applicants must be interested in the well being of children and must demonstrate excellent interpersonal skills.

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.

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

APPLICATIONS

It is preferred that application forms are emailed to recruit@wallacehigh.net An acknowledgement will be sent by return of email. Applicants should ensure that they **indicate clearly on their application form which post they are applying for** and how they meet the criteria.

The closing date for receipt of application form is Midday Monday 20 September 2021.

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.