THE WALLACE HIGH SCHOOL
PREPARATORY DEPARTMENT

POST TITLE:	SEN Classroom Assistant, Preparatory Department Key Stage 2 – Primary 6 (initially) Post available August 2023
HOURS:	25 h.p.w SEN Assistant + 5 h.p.w Supervisory Assistant (subject to funding) Monday-Friday 8:45am-3.15pm
PURPOSE:	Under the direction of the class teacher, assist with the educational support and care of the pupil in a designated class or setting, in or outside the classroom.
RATE OF PAY:	Job Evaluated Classroom Assistant Rates: Scale 5-6, £21,575-£21,968 (pro rata, 25 hours SEN term time) Scale 1-2, £20,258-£20,441 (pro rata, 5 hours Supervisory term time)
RESPONSIBLE TO:	The Principal through class teacher and Head of Preparatory Department.

Additional hours may be available in our Pre-Prep 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, sharing a range of the grammar school resources (accommodation, specialist sports coaching, foreign language assistants) and 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 initially in Primary 6 but may be asked to provide assistance throughout the school as necessary.

MAIN DUTIES AND RESPONSIBILITIES

1. SPECIAL CLASSROOM SUPPORT

- Assist the teacher with the support and care of pupil(s) with medical and special educational needs
- Develop an understanding of the specific needs of the pupil(s) to be supported.
- Assist with authorised programmes (e.g. Education Plan, Care Plan), participate in the evaluation of the support and encourage pupil(s) participation in such programmes.

- Contribute to the inclusion of the pupil in mainstream schools under the directions of the class teacher.
- Support in implementing behavioural management programmes as directed.
- Assist pupil(s) in moving around school and on and off transport.

2. GENERAL CLASSROOM SUPPORT

- Assist the teacher in the efficient running of the class/setting.

- Assist pupil(s) 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 pupil(s) as required;
    - assisting in areas requiring reinforcement or development;
    - promoting the independence of pupils to enhance learning;
    - helping pupil(s) stay on work set;
    - meeting any physical/medical needs as required whilst encouraging independence.

- Be aware of school policies, procedures and of confidential issues linked to home/pupil/teacher/school work and to keep confidences appropriately.
- Establish a supportive relationship with the pupils concerned.
- Prepare and produce appropriate resources to support pupil(s)
- Supervise groups of pupils, or individual pupils on specified activities as directed by the class teacher/officer.
- Under the direction of the teacher, and following an appropriate risk assessment, assist with off-site activities.
- Provide continuity of adult care of e.g. supervising play and cloakrooms including hand washing, toileting etc.
- Provide supervision/support including the administration of prescribed medicines and drugs for children who are ill and deal with minor cuts and grazes.
- Ensure as far as possible a safe environment for pupils.
- Report to the class teacher any signs or symptoms displayed which may suggest that a pupil requires expert or immediate attention.

3. ADMINISTRATION

- Assist with classroom and whole school administration.
- Assist the class teacher and/or other professionals with the implementation of the system for recording the pupil(s) progress.
- Contribute to the maintenance of pupil(s) progress records.
- Provide regular feedback about the pupil(s) to the teacher/officer.
- Duplicate written materials when required.

4. OTHER DUTIES

- Attend relevant in-service training.
- 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 primary school setting.
   For further information please see JNC Circular No. 34

2. Have a minimum of six months' paid experience of working with a child/children in a formal learning environment e.g. school, nursery or playgroup.

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

3. Have experience of supporting a child/children with a confirmed diagnosis of Autistic Spectrum Disorder.

Desirable Criteria:

1. Minimum of GCSE English and Mathematics at Grade C or higher.

2. A relevant qualification in Paediatric First Aid.

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.

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

The pay spine for this position is based on the job evaluated Classroom Assistant Pay Scale. 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 in Word format to 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 **12 noon on Friday, 26 May 2023.**

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.