



THE WALLACE HIGH SCHOOL

SEN CLASSROOM ASSISTANT (GRAMMAR SCHOOL)

HOURS:

20 hours per week, Monday to Friday (term time)

RATES OF PAY:

Job Evaluated Classroom Assistant Rates: SCP Point 11-14 (£27,269 - £28,624 pro rata)

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. Good Communication skills - including the ability to convey information clearly and effectively both in writing and verbally.
Written communication skills will be assessed through the application form.
Verbal communication skills will be assessed during the interview.
2. GCSE Grade C or above in English Language and Mathematics or Level 2 equivalent.

Desirable Criteria

1. Qualified status as a Classroom Assistant. Minimum NVQ Level 3.
2. Experience of working with a child with a diagnosis of ADHD and/or ASD as a Classroom Assistant in a Post Primary setting.
3. Additional academic qualifications at Level 3 or above.

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 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 deadline for the receipt of applications is **Friday, 14 November 2025 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.