



THE WALLACE HIGH SCHOOL PREPARATORY DEPARTMENT

2 vacancies:

1 x 20 hours per week

1 x 15 hours per week

POST TITLE:	Temporary SEN Classroom Assistant (Primary 7)
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 11-14 £28,142 - £29,540 (pro rata, term time)
RESPONSIBLE TO:	The Principal through class teacher and Head of Preparatory Department.

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.

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) learning (both in group situations and on their own) by supporting 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. Option 1

Hold a minimum of a Level 2 (or equivalent)* qualification in a relevant area from a recognised accredited awarding body.

**Qualification must be at Certificate or Diploma level. Award level is not acceptable.*

AND

Have a minimum of 6 weeks experience which has been gained either through working in a formal learning environment or through a placement completed as part of your level 2 (or equivalent) qualification.

OR

Option 2

Have a minimum of 12 months' experience of working in a formal learning environment e.g. school, nursery or playgroup setting.

2. Demonstrate a working knowledge of Child Protection and Safeguarding.

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 Thursday, 5 February 2026.**

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.

PRE-EMPLOYMENT ACCESSNI CHECK

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.

The successful applicant will be required to pay for their AccessNI Enhanced Disclosure Certificate; the amount of which will be refunded to the successful applicant in their first salary payment.

Fair Employment and Treatment (NI) Order 1998

EQUAL OPPORTUNITY STATEMENT TO ALL EMPLOYEES

The policy of the Board of Governors is to provide equal opportunities for all job applicants and employees.

All appointments and promotions are made on merit. The School does not directly or indirectly discriminate on grounds of religious belief, political opinion, race, gender, sexuality, marital status or disability.

To ensure that selection procedures are consistent and seen to be fair by all employees and job applicants, job descriptions and personnel specifications are used; the main duties and necessary requirements for any vacant post are clearly defined.

All vacancies are advertised. All applicants for non-teaching posts are initially required to complete an application form which, where applicable, is accompanied by a request for a voluntary unsigned statement on community background for the collection of equal-opportunity data. This request form is not included as part of the formal application but is retained separately and has no influence on any employment decision. Where short-listing is appropriate to the filling of the vacancy, interviews are offered on the basis of job-related criteria; written assessments, with reasons for acceptance or rejection, are retained for a period of one year on each individual interviewed.

The School maintains a neutral working environment in which no employee, pupil or visitor should feel embarrassed, threatened or intimidated because of his/her religious belief, political opinion, race, gender, sexuality, marital status or disability. The display by an employee or pupil of flags, emblems, posters or graffiti or the circulation of any material or any activity whatsoever likely to give offence or cause apprehension among particular groups is therefore prohibited. All members of the school, staff and pupils alike, are expected to contribute positively to the maintenance of good community relations. Employment contracts make clear that any break of equal-opportunity practice is regarded as a disciplinary offence.

The Board commits itself to keep under review the operation of its equal-opportunity policy, as specified in Article 55 of the Order, to take account of changing circumstances, adopting, where necessary, appropriate affirmative action measures to ensure the provision of equality of opportunity and fair participation for all sections of the community.