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**Omagh Integrated PS, Nursery & Pre-School**

**Classroom Assistant (Special Educational Needs)**

**JOB DESCRIPTION**

**POST TITLE:** Classroom Assistant (Special Educational Needs)

**CONTRACT TYPE:** Temporary full-time 20 hours per week

**RATE OF PAY:** NJC PT 11 – 14 £13.83 - £14.56 per hour

**RESPONSIBLE TO:** Principal

**PURPOSE:**

Under the direction of the class teacher/Learning Support Co-ordinator, assist with the educational support and care of the pupils in a designated class or classes, in or outside of the classroom.

**MAIN DUTIES AND RESPONSIBILITIES:**

The precise duties of the post will be determined by the Principal & Learning Support Coordinator.

**SPECIAL NEEDS CLASSROOM SUPPORT**

* Support pupils’ learning as effectively as possible, in keeping with advised Education/Behaviour/Care Plans. Assist with evaluation of support and encourage student participation/cooperation.
* To contribute to the inclusion of the pupil in mainstream schools under the directions of the class teacher.
* Assist with operational difficulties and non-invasive medical/clinical difficulties pertaining to pupil(s) disabilities.
* Support in implementing behavioural management programmes as directed.
* Assist pupil(s) in moving around school and on and off transport.
* 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.
* Provide continuity of adult care e.g. supervising break/lunch.
* Be aware of school policies, procedures and confidential issues linked to home/pupil/teacher/schoolwork and to keep confidences appropriately.
* Establish a supportive relationship with the pupil(s) concerned.
* Prepare work for pupils as directed by, and in support of, the teacher.
* Set up, clear away and regularly clean equipment where required.
* 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 child requires expert or immediate attention.

**2.** **GENERAL CLASSROOM SUPPORT**

* 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 instructions;
	+ 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 physical/medical needs as required whilst encouraging independence;
* Be aware of school policies, procedures and of confidential issues linked to
* home/pupil/teacher/schoolwork and to keep confidences appropriately.
* Establish a supportive relationship with the pupils concerned.
* Prepare and produce appropriate resources to support pupil(s) and take care of material for classes.
* Supervise groups of pupils, or individual pupils on specified activities including talking and listening, using ICT, visiting the library, extra-curricular activities, and other duties, as directed by the class teacher/learning support coordinator.
* 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 during unstructured times such as break/lunchtime/arrival and departure from the building.
* 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.

**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 class teacher/pastoral team/LSC etc
* Assist with classroom administration, e.g. collecting money, lost property etc.
* Duplicate written materials, assist with production of charts and displays.

**OTHER DUTIES**

* Attend relevant in-service training.
* Assist work placement students with practical tasks.
* Support with invigilation of exams and assessments
* Such other duties as may be assigned by the Principal/LSC within the level of the post.

**PERSON SPECIFICATION**

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| Applicants must have the following by the closing date for receipt of completed applications. | **ESSENTIAL** | **DESIRABLE** |
| **QUALIFICATIONS** | * Minimum of 5 GCSE A\*- C including English and Maths or equivalent or
* A qualification deemed to be equivalent to qualified status or degree qualification.

  | * Other relevant professional development/training to support young people with additional needs
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| **EXPERIENCE** |  | * A minimum of 3 months experience working with a child/children in a formal learning environment e.g. school, nursery or playgroup
* Evidence and experience of ability to contribute to the content of IEPs/PLPs.
* Evidence of experience working with pupils with any of the following: Learning difficulties, Physical Disabilities, Social, Behavioural, Emotional and Wellbeing needs, ASD, SpLD or ADHD.
* Evidence and experience of record keeping.
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| **KNOWLEDGE** | * Knowledge of the requirements of a Classroom Assistant (Special Needs).
* Child development issues
* Knowledge of working with pupils who have additional needs
 | * Knowledge of Child Protection and Safeguarding
* Knowledge of Health and Safety protocols
* Knowledge of first aid
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| **SKILLS** | * Interpersonal skills
* Communication skills
* ICT skills
* Creative skills
* Planning and organisational skills
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| **PERSONAL QUALITIES** | * Commitment to integrated education
* Child-centred
* Co-operative and approachable
* Ability to work as a member of a team
* Initiative and flexibility
* Confidentiality
* Enthusiasm
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| **OTHER REQUIREMENTS** | * Willingness to undertake job related training as and when required.
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Candidates must be able to demonstrate how they meet the essential criteria. The Board of Governors reserves the right to enhance the essential criteria, if necessary, to facilitate a manageable short list.

Posts involving work in educational institutions are subject to the provisions of the Safeguarding Vulnerable Groups (NI) Order 2007. The successful applicant will require an enhanced disclosure check which at present costs £33.

**REFERENCES**

This appointment will be subject to satisfactory references being received. One reference should be from a person who is able to comment on your suitability to work with children/young people in an educational setting. The school will seek references from present/previous employers for posts involving ‘regulated activity’.

Unsuccessful reserve candidates will have their details retained for further temporary posts.

Should the candidates not wish to have their details retained they should notify the school secretary via email.

**Applications should be submitted to:**

**The Principal**

**Omagh Integrated PS & Nursery**

**72 Crevenagh Road**

**Omagh**

**Co Tyrone**

**BT79 0GW**

**Application forms may also be submitted via**

**info@integratedprimary.omagh.ni.sch.uk**

**Tel: 02882 242008**

**Late application forms will not be accepted.**

**Closing date for receipt of applications:**

**3pm on Thursday 28th November 2024**

**Omagh Integrated PS, Nursery & Pre – School is an Equal Opportunity Employer**