

New-Bridge Integrated College

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POST TITLE: Classroom Assistant – Special Educational Needs (temporary)

RESPONSIBLE TO: The Principal through the SEN Co-Ordinator

SALARY: NJC pts 11 - 14 (pro rata) starting on pt 11 (£14.99 per hour)

HOURS OF WORK: 30 Hours per week (Monday to Friday), term time only.

Method of application: Send CV by email to ecordner746@c2kni.net

Essential Criteria:

Level II Diploma in Children's Care Learning & Development (or equivalent) or higher level qualification

Desirable Criteria:

Experience of working with pupils with any of the following: Learning difficulties, Physical Disabilities, Social, Behavioural, Emotional and Wellbeing need

Main duties and responsibilities:

The precise duties of the post will be determined by the Principal/SENCO.

Special classroom support:

Assist the teacher with the support and care of pupil(s) with special educational needs e.g. enable access to the curriculum, attend to personal 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.

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 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 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.

Supervise groups of pupils, or individual pupils on specified activities including talking and listening, using ICT and other duties, as directed by the class teacher.

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

Ensure as far as possible a safe environment for pupils.

Administration:

Assist with classroom administration.

Provide regular feedback about the pupil(s) to the teacher.

Other duties

Attend relevant in-service training.

Such other duties as may be assigned by the Principal/SENCO within the level of the post.

This job description will be subject to review in light of changing circumstances and is not intended to be rigid and inflexible but should be regarded as providing guidelines within which the individual works. Other duties of a similar nature and appropriate to the grade may be assigned from time to time.