

## CHRISTIAN BROTHERS' GRAMMAR SCHOOL, OMAGH

### JOB DESCRIPTION

<b>Title:</b>	Classroom Assistant (Special Educational Needs)
<b>Responsible to:</b>	Principal & Special Educational Needs Co-ordinator
<b>Salary Scale:</b>	£16,781 - £17,772 (pro rata per annum)

The post will be hourly paid at the appropriate rate for 190 days per year.

**Hours of Work:** From 8.50 a.m. until 3.50 p.m.

This is a temporary position from September 2017 until June 2018, with possibility of extension.

#### **Job Purpose**

The postholder is one of a team of classroom assistants who will work with pupils with special educational needs to assist them in their educational, personal and social development.

Each member of the team will be required to rotate in their duties and the children they will support. This rotation will allow the needs of these children to be met between 8.50 a.m. and 3.50 p.m. each school day including during morning break and lunch break.

The team will be expected to meet the children each morning before 8.50 a.m., support them throughout the school day and ensure that they have been collected at the end of the school day.

#### **Main duties and responsibilities:**

- To establish a constructive and caring relationship with the individual pupils allocated, supporting, assisting, guiding and directing them as required.
- To work closely with individual subject teachers to help facilitate the inclusion of pupils with special educational needs into subject lessons, where necessary, preparing or modifying appropriate classroom resources to help meet the needs of the children allocated.
- To liaise closely with the Special Educational Needs Co-ordinator in relation to the needs and progress of allocated pupils.
- To maintain a daily log of classroom/lesson observations, experiences and incidents as directed by the Special Educational Needs Co-ordinator.
- To make the Special Educational Co-ordinator aware of any significant incidents that occur during the course of a school day.
- To be familiar with and contribute to the implementation of the Individual Education Plans (IEP) for pupils with special educational needs.
- To contribute to the review and evaluation of Individual Education Plans on a regular basis.

- To support the social, emotional and behavioural needs of pupils with special educational needs in line with the guidance provided in their IEP and in relevant school policies.
- To assist with the Intimate Care needs of the allocated children as required by their special needs and set out in their IEP.
- To supervise the pupils with special educational needs during morning and lunch breaks as directed.
- To assist with off-site activities such as educational visits.
- To participate in all relevant training as directed by the Special Educational Needs Co-ordinator.

*This job description is not meant to be an exhaustive list covering all the duties and responsibilities of the post. The full remit of the post will evolve with the needs of the allocated children with special educational needs as they develop through their time at the school.*

## **Classroom Assistant (Special Educational Needs)**

### **Personnel Specification – Qualifications and Experience**

#### **Essential Criteria:**

The Classroom Assistant will:

- have attained Qualified Status for classroom assistants;
- have experience of working with children with special educational needs in a formal classroom setting;
- be suitable for working with children and young people in accordance with all regulations relating to Child Protection as prescribed by the Department of Education.

#### **Desirable Criteria:**

Experience of working in a formal setting with children with at least one of the following:  
ASD/ADHD/SLD/SEBD

The selection panel will use this personnel specification to shortlist the candidates. The criteria may be enhanced to facilitate a manageable shortlist of the candidates.

The onus is on candidates to provide sufficient information on their application forms in order to demonstrate how they meet each of the criteria. Failure to do so may result in a candidate not being shortlisted since the selection panel cannot make assumptions in the absence of essential information.