



ERNE INTEGRATED COLLEGE

Job Description

POST TITLE: General Assistant (Level I) (Special Educational Needs) Term Time Only

RESPONSIBLE TO: The Principal through Learning Support Coordinator

Name:

Appointed with effect from: to be confirmed

Under the direction of the class teacher, assist with the educational support and the care of the student(s) with special educational needs who is/are in the teacher's care in or outside the classroom.

MAIN DUTIES AND RESPONSIBILITIES:

Job Purpose

To be responsible to the Principal for the provision of assistance to teachers'/classroom assistants in/outside school with care of students.

1. General Assistance

- 1.1 Assist students with toileting/personal hygiene/dressing including the use of basic toileting aids.
- 1.2 Ensuring the safe mobility and general supervision of the student/s within school premises, including the playground and on school outings, transporting student's belongings (if required).
- 1.3 Accompanying teachers, classroom assistants and/or therapy staff with groups on outings or in respect of individual/group therapy programmes, e.g. swimming, educational outings, hydrotherapy etc.
- 1.4 Ensure appropriate care and feeding of students at meal times.
- 1.5 Ensure students comply with normal school rules and routines during the school day.
- 1.6 Cleaning equipment connected with daily activities in classroom and assisting with the setting out of the equipment as directed.
- 1.7 Such other duties as may be assigned within the level of the post. Those duties should be non-curricular.

2. General Conditions

- 2.1 All duties must be carried out to comply with:
 - (a) The Health and Safety at Work (NI) order 1978;
 - (b) Acts of Parliament, Statutory Instruments and Regulations and other legal requirements;
 - (c) Codes of Practice.
- 2.2 All duties will be carried out in the working conditions normally inherent in the particular job.

2.3 All necessary paperwork must be completed.

2.4 Duties will be carried out for jobs up to and including those in the same grade, provided such duties are within the competence of the employee.

3. Point: 2 (NJC Scale 2-3)

4. Holiday Entitlement:

Term time employees must work school open days. Accordingly, annual leave and statutory days are paid for by way of an allowance for accrued holidays calculated on a pro rata basis. This allowance is paid as an additional sum at the end of each paid month and amounts to 24 days per year for a 5 day working week (i.e. 2.4 days per month) based on the normal daily hours. This will be increased to 30 days per year (i.e. 3 days per month) after 5 years' service.

5. Salary Scale

The salary scale will be £17,711 - £18,605 pro rata per annum (£9.4351 - £9.6237 per hour).

6. Hours of Work

This combined post of 32.5 hours per week (the breakdown is 27.5 hours per week for the SEN Classroom Assistant and 5 hours per week for the General Assistant Type 1)

7. General Conditions of Appointment

Appointments are subject to –

- (a) the Contracts of Employment and Redundancy Payments Act 1965 as amended and in particular the statutory provisions relating to termination of employment and the period of notice;
- (b) the provisions of the Local Government Superannuation Act (NI) for the time being in force;
- (c) production of satisfactory evidence of health;
- (d) probationary period of six months;
- (e) sickness and maternity benefit regulations as incorporated in the Board's Scheme for Sickness Allowance, details of which are available on request from the Human Resources Department;
- (f) the condition that no other employment is entered into during the period of employment by the College and that no employment by or in the service of another person or body should be undertaken except with express approval of the College.

Posts involving work in educational institutions are subject to the provisions of the Safeguarding Vulnerable Groups (NI) Order 2007

It is acknowledged that the contents of this job description are not subject to appeal.

Post Holder

Date

Principal

Date



ERNE INTEGRATED COLLEGE

Job Description

POST TITLE: Classroom Assistant- (Special Needs) Term Time Only

RESPONSIBLE TO: The Principal through Learning Support Coordinator

Name:

Appointed with effect from: to be confirmed

Under the direction of the class teacher, assist with the educational support and the care of the student(s) with special educational needs who is/are in the teacher's care in or outside the classroom.

MAIN DUTIES AND RESPONSIBILITIES:

1. SPECIAL CLASSROOM SUPPORT

- 1.1 Assist the teacher with the support and care of student(s) with special educational needs e.g. enable access to the curriculum, attend to personal needs including dietary, feeding, toileting etc.
- 1.2 Develop an understanding of the specific needs of the student(s) to be supported.
- 1.3 Assist with authorised programmes (e.g. Education Plan, Care Plan), participate in the evaluation of the support and encourage student(s) participation on such programmes.
- 1.4 To contribute to the inclusion of the student in mainstream schools under the directions of the class teacher.
- 1.5 Assist with operational difficulties and non invasive medical/clinical difficulties pertaining to student(s) disabilities.
- 1.6 Support in implementing behavioural management programmes as directed.
- 1.7 Assist student(s) in moving around school and on and off transport.

2. GENERAL CLASSROOM SUPPORT

- 2.1 Assist student(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 students are able to use equipment and materials provided;
 - assisting in motivating and encouraging the student(s) as required;
 - assisting in areas required reinforcement or development;
 - promoting the independence of students to enhance learning;
 - helping student(s) stay on work set;
 - meeting physical/medical needs as required whilst encouraging independence;
- 2.2 Be aware of school policies, procedures and of confidential issues linked to home/student/teacher/school work and to keep confidences appropriately.

- 2.3 Establish a supportive relationship with the students concerned.
- 2.4 Prepare and produce appropriate resources to support student(s) and take care of material for play sessions.
- 2.5 Supervise groups of students, or individual students on specified activities including talking and listening, using ICT, extra curricular activities, and other duties, as directed by the class teacher.
- 2.6 Under the direction of the teacher, and following an appropriate risk assessment, assist with off-site activities.
- 2.7 Provide continuity of adult care of e.g. supervising play and cloakrooms including hand washing, toileting etc.
- 2.8 Provide supervision/support including the administration of prescribed medicines and drugs for students who are ill and deal with minor cuts and grazes.
- 2.9 Ensure as far as possible a safe environment for students.
- 2.10 Report to the class teacher any signs or symptoms displayed which may suggest that a student requires expert or immediate attention.

3. ADMINISTRATION

- 3.1 Assist with classroom administration.
- 3.2 Assist the class teacher and/or other professionals with the implementation of the system for recording the student(s) progress.
- 3.3 Contribute to the maintenance of student(s) progress records.
- 3.4 Provide regular feedback about the student(s) to the teacher.
- 3.5 Duplicate written materials; assist with production of charts and displays, record radio and television programmes, catalogue and process books and resources.

4. OTHER DUTIES

- 4.1 Attend relevant in-service training.
- 4.2 Assist work placement students with practical tasks.
- 4.3 Such other duties as may be assigned by the Principal/Learning Support Coordinator within the level of the post.

5. Point: 5 (NJC Scale 5-6)

6. Holiday Entitlement:

Term Time Only employees must work school open days. Accordingly, annual leave and statutory days are paid for by way of an allowance for accrued holidays calculated on a pro rata basis. This allowance is paid as an additional sum at the end of each paid month and amounts to 24 days per year for a 5 day working week (i.e. 2.4 days per month) based on the normal daily hours. This will be increased to 30 days per year (i.e. 3 days per month) after 5 years' service.

7. Terms and Conditions of Service

The main terms and conditions of employment are those for Classroom Assistants (Special Needs) as laid down by the Joint Negotiating Council for Education and Library Boards (NI) and are drawn mainly from the conditions of service of the National Joint Council for Local Authorities staff.

8. Salary Scale

The salary scale will be £18,795 - £19,171 pro rata per annum (£10.0126 - £10.2129 per hour).

9. Hours of Work

This combined post of 32.5 hours per week (the breakdown is 27.5 hours per week for the SN Classroom Assistant and 5 hours per week for the General Assistant Type 1)

10. General Conditions of Appointment

Appointments are subject to –

(a) the Contracts of Employment and Redundancy Payments Act 1965 as amended and in particular the statutory provisions relating to termination of employment and the period of notice;

(b) the provisions of the Local Government Superannuation Act (NI) for the time being in force;

(c) production of satisfactory evidence of health;

(d) probationary period of six months;

(e) sickness and maternity benefit regulations as incorporated in the Board's Scheme for Sickness Allowance, details of which are available on request from the Human Resources Department;

(f) the condition that no other employment is entered into during the period of employment by the College and that no employment by or in the service of another person or body should be undertaken except with express approval of the College.

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