



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 - £18,065 pro rata per annum (£9.4351 - £9.6237 per hour).

6. Hours of Work

The post is 32.5 hours per week 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