



CLASSROOM ASSISTANT (TERM TIME)

SCHOOL INFORMATION

Assumption Grammar School is a Catholic voluntary grammar school for girls founded in 1933 by the Missionary Sisters of the Assumption. In September 2009, Assumption became a Specialist School for Music with Physical Education. Pupil enrolment is 910.

The school offers a full range of state-of-the-art facilities to support a full, broad and balanced curriculum. There is in place an infrastructure that enables the school to be forward thinking in curricular and business terms while remaining true to the values established by the Missionary Sisters of the Assumption.

The whole staff and community work as one team which embraces the school's "Fully Alive" ethos. This ethos is characterised by the strong pastoral care dimension which permeates every aspect of school life. All members of the school community share responsibility for maintaining the caring atmosphere of the school and each staff member, teaching and support, is expected to be guided by this in all dealings with the pupils.

Line of Accountability

The successful applicant will be responsible to the SENCO, Director of Corporate Services, Principal and the Board of Governors. He/She will also come into contact with a wide range of staff and pupils and will be expected to work harmoniously and productively with them all.

Child Protection

Assumption Grammar School is fully committed to the implementation of Child Protection procedures as outlined by the Department of Education in their circulars 2006/06, The Recruitment of People to Work with Children and Young People in Educational Settings, and 2008/03, Pre-employment Checking of Persons to Work in Schools – New Arrangements. Therefore, all applicants should be aware of the following:

- The successful applicant will be required to complete an Enhanced Disclosure Certificate Application form to facilitate criminal background checking by AccessNI and produce the required identification documents. **The appointment is strictly conditional upon a satisfactory completion of the vetting process** (further information is available from www.accessni.gov.uk or www.deni.gov.uk). The successful applicant will be required to pay the fee for this process.

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Introduction

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

Terms and Conditions of Service

The successful applicants for the positions of Classroom Assistant (SEN) will be employed on a fixed term (term-time) basis until 30 June 2026 and may be subject to extension or reduced for any valid reason, subject to satisfactory conduct and performance.

MAIN DUTIES AND RESPONSIBILITIES:

1 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.
- 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.

2 General Classroom Support

- Assist pupil(s) learning 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/school work 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 play sessions.
- Supervise groups of pupils, or individual pupils on specified activities including talking and listening, using ICT, extra-curricular activities, and other duties, as directed by the class teacher/officer.
- 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 play and cloakrooms including hand washing, toileting etc.
- 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.

3 Administration

- Assist with classroom administration.
- Assist with Special Educational Needs 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 teacher/officer.

- Duplicate written materials, assist with production of charts and displays, record radio and television programmes, catalogue and process books and resources.

4 General Conditions

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

5 Training

- Employees will accept any training to facilitate the undertaking of duties for jobs up to and including their own grade.
- Employees will accept training for jobs graded at higher levels than their own. Payment will only be made where there is a requirement by the authority for the higher level duties to be carried out.

6 General Responsibilities

- Contribute to the extra-curricular life of the school, for example, participation in after school Homework Clubs.
- To carry out duties as may be required from time to time commensurate with the overall responsibility of the post.
- To comply and actively promote school policies, including Equal Opportunities and Health and Safety.
- To promote positive student conduct.
- To deal with all telephone and personal enquiries efficiently and effectively, in a way that promotes a positive image of the school.
- To be smartly dressed, establish a business-like environment and promote excellent relationships and a positive ethos when communicating with students, staff, parents and external contact.

7 Supervisory Duties

- To supervise children consuming meals and packed lunches, including:
 - the movement of children between classrooms and dining areas where necessary, including dining areas outside the school premises.
 - the supervision of queues, seating arrangements, and the circulation of pupils to and from service points.
 - the supervision of the conduct of diners.
 - ancillary associated duties (e.g., cleaning up spillage's, ensuring tables are cleared and cleaned, removal of litter from all areas used for the consumption of food including packed lunches, etc).
 - assisting children where necessary.
 - duties as delegated in connection with Cash Cafeterias.

REVIEW ARRANGEMENTS

The details contained in this job description reflect the content of the job at the date it was prepared. However, it is inevitable that, over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the school will expect to revise the job description from time to time and will consult with the post holder at the appropriate time.

PERSONNEL SPECIFICATION

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FACTORS	ESSENTIAL	DESIRABLE
Qualifications	5 GCSEs or equivalent including English Language and Mathematics (Grades A*-C).	NVQ Level 2 or equivalent in a relevant childcare qualification; Have a current First Aid Certificate.
Relevant Experience		Experience of working in a school setting with children.
Knowledge	Knowledge of the requirements of a Classroom Assistant. Knowledge of Health and Safety legislation.	
Skills	Planning and organisational skills Interpersonal skills Communication skills	Be competent in Basic ICT skills.
Personal Qualities	Co-operative Approachable Child-centred approach Ability to work as a member of a team Ability to use initiative Flexible Willing to carry out instructions Sensitive Empathetic Confidentiality Enthusiasm	
Other Requirements		Willingness to participate in extra-curricular activities.

The Board of Governors reserves the right to enhance the Criteria outlined above.

August 2025