



## GENERAL 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 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](http://www.accessni.gov.uk) or [www.deni.gov.uk](http://www.deni.gov.uk)). The successful applicant will be required to pay the fee for this process.

## **GENERAL ASSISTANT (TERM TIME)**

### **Introduction**

Under the direction of the SENCO/Class Teacher, to be responsible for the provision of assistance to teachers in or outside the classroom.

### **Terms and Conditions of Service**

The successful applicants for the positions of General Assistant 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:**

### **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;
- assist with moving around the school;
- supervise pupil using the bathroom;
- promoting the independence of pupils to enhance learning;
- helping pupil(s) stay on work set;
- meeting physical 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 materials when pupil(s) are unable to do so themselves.
- 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 SENCO/class teacher.
- Under the direction of the teacher, and following an appropriate risk assessment, assist with off-site activities.
- Provide continuity of adult care e.g. supervising lunch and break times.
- Provide supervision/support 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.

#### **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.
- Photocopy written materials, assist with production of charts and displays, record radio and television programmes, catalogue and process books and resources.
- Assist tutor and SENCO in evaluation of Individual Education Plan and Annual Review.
- Assist with general whole school administration.
- Assist at School Reception, when required.

#### **OTHER DUTIES**

- Contribute to the extra-curricular life of the school, for example, participation in after school Homework Clubs.
- Attend relevant in-service training.
- Such other duties as may be assigned by the Principal/SENCO within the level of the post.
- Assist in administration of designated departments on staff training days when training is not relevant to classroom assistants.

#### **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.

**PERSONNEL SPECIFICATION**

**GENERAL ASSISTANT (TERM TIME)**

<b>FACTORS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications</b>	5 GCSEs or equivalent including English Language and Mathematics (Grades A*-C).	Have a current First Aid Certificate.
<b>Relevant Experience</b>		Experience of working in a school setting with children.
<b>Knowledge</b>	Knowledge of the requirements of a General/Supervisory Assistant.  Knowledge of Health and Safety legislation.	
<b>Skills</b>	Planning and organisational skills  Interpersonal skills  Communication skills	Be competent in Basic ICT skills.
<b>Personal Qualities</b>	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	
<b>Other Requirements</b>		Willingness to participate in extra-curricular activities.

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

*August 2025*