VICTORIA COLLEGE BELFAST
(Incorporating Richmond Lodge School)
2A Cranmore Park Belfast BT9 6JA

APPOINTMENT OF SEN/J1 CLASSROOM ASSISTANT
(MEDICAL SUPPORT)
(27.5 HRS/WK)
PREPARATORY SCHOOL

Job Description

30 April 2019
JOB DESCRIPTION:

POST TITLE: Day Care SEN/J1 Classroom Assistant (27.5 hrs/wk)

SALARY: Spinal Column Points tbc

RESPONSIBLE TO: The Head of the Preparatory School and the Class Teacher

RESPONSIBLE FOR: Not Applicable

JOB PURPOSE:

Help the College to ensure that every pupil has full access to the curriculum on offer and provide the support and care necessary.

Support the class teacher and assist with the delivery of the curriculum in a way that best meets the needs of the specific pupil.

Under the direction of the Class Teacher, SENCo and the Senior Leadership Team, assist with the educational support and the care of pupil inside and outside of the classroom.

Support the Senior Leadership Team in all aspects of school improvement work and contribute to the school development consultation process.

MAIN DUTIES AND RESPONSIBILITIES:

The precise duties of the post will be as determined by the Head of the Preparatory School and the Class Teacher.

1. SPECIFIC CLASSROOM SUPPORT

1.1 Establish a supportive relationship with the pupil and assist the teaching and pastoral staff with the overall support and care of the pupil.

1.2 Assist the Class Teacher with the support and care of the pupil.

1.3 Develop an understanding of the specific needs of the pupil to be supported.

1.4 Under the direction of the Class Teacher, and following an appropriate risk assessment, assist the pupil to participate in off-site activities, school visits and excursions.

1.5 Report to the Class Teacher any signs or symptoms displayed which may suggest that a pupil requires expert or immediate medical attention.

2. GENERAL CLASSROOM SUPPORT

2.1 Assist pupils to 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 pupils are able to use the equipment and materials provided;
- assisting in motivating and encouraging pupils as and when required;
• contributing to areas requiring reinforcement or development (for example, reading, language, behaviour, etc.);
• promoting the independence of pupils to enhance learning;
• meeting physical and medical needs as required whilst encouraging independence.

2.2 Be aware of school policies and procedures and of confidential issues linked to home, pupils, teacher, school and work and keep confidences appropriately.

2.3 Establish a supportive relationship with all pupils.

2.4 Prepare and produce work for pupils as directed by the Classroom Teacher.

2.5 Prepare material for play sessions (for example, making dough, costume preparation, paste, cutting paper, involvement in school dramatic activities etc.).

2.6 Supervise groups of pupils, or individual pupils, on specified activities including the use of the library, talking and listening, the use of Information and Communications Technology, and other duties as directed by the Class Teacher.

2.7 Provide continuity of adult care (for example, supervising play and cloakrooms, including hand washing and toileting).

2.8 Provide supervision and support for pupils who become ill or who are injured in class, around school and at playtimes, including the administration of prescribed medicines, drugs and first aid and dealing with minor cuts and grazes.

2.9 Ensure as far as possible a safe environment for pupils.

2.10 Supervise children in and around school and at playtimes.

3. ADMINISTRATION

3.1 Assist with classroom administration.

3.2 Assist the Class Teacher and other professionals with the implementation and maintenance of the systems for tracking and recording pupil progress.

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

3.4 Assist teachers in putting up displays throughout the school.

3.5 Provide regular feedback and written evaluations about the pupils to the Class Teacher.

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 Class Teacher or the Head of the Preparatory School within the level of the post.
All of the duties and responsibilities set out above will be carried out within the context of ensuring the College achieves its aims and objectives.

The duties and responsibilities set out in this job description are neither exclusive nor exhaustive and the post-holder may be required to undertake any other commensurate duties and responsibilities as requested from time to time by the Class Teacher/the Head of the Preparatory School, the Principal, or the Board of Governors. This will involve a consultative process.

This generic job description has been evaluated by the Central Management Support Unit of the Education Authority in November 2006. It is acknowledged that the contents of this job description are not subject to appeal.