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

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

Background Information for Applicants

30 APRIL 2019
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1. INTRODUCTION

1.1 The Board of Governors of Victoria College Belfast is now seeking to appoint a Classroom Assistant within the Preparatory School setting from the beginning of the 2019/20 academic year. This post involves 1:1 assistance for a pupil with identified needs during their time in Victoria College Preparatory School. The successful applicant will be employed on a temporary basis for as long as the pupil is attending the Preparatory School or the identified needs require additional support. Appointment is subject to review as necessary in order to meet the needs of the specific child concerned. The post will be subject to termination, increase or decrease in hours as the needs dictate. The post holder will be required to work from 8.00 am to 2.00 pm, Monday to Friday during term time in the Preparatory School of the College as directed by the Head of the Preparatory School, with a fifteen-minute paid tea break and thirty-minute unpaid break each working day. The hourly rate will be in line with the appropriate NJC Pay Scale but has yet to be determined.

Completed application forms and equal opportunities monitoring forms must be returned to Miss Nicola Mawhinney no later than 15.00 on Tuesday 14 May 2019.
2. DESCRIPTION OF THE COLLEGE

PREPARATORY SCHOOL

2.1 Victoria College Preparatory School, including the Day Care classes, is situated on the Cranmore Campus, which may be accessed either from Cranmore Park or from Marlborough Park South. There are currently two classes within the Day Care setting in the Preparatory School: the Pre-School class and the Junior Pre-School class, and one class for each year group in Primary 1-7.

As an Assistant, you will be accountable to the Governors through the Principal. The Preparatory School is organised and administered by the Head of School with the day-to-day organisation of the daily activities within the classroom directed by the classroom teacher. The successful candidate will be required to work within a highly motivated team to support the work of the class teacher and should have the ability to support and encourage pupils of all levels to reach their full potential. Relevant guidance and support will be provided by the Head of Preparatory School, SENCo and appropriate class teacher.

CORE VALUES

2.2 Victoria College Belfast is committed to ensuring that every girl reaches her full potential and enjoys the whole school experience by:

- providing the best education for girls;
- creating a safe and supportive learning environment;
- providing high quality learning for every pupil;
- setting challenging goals and celebrating success;
- ensuring that pupils develop skills for life and work;
- maximising opportunities for personal development;
- building positive relationships through mutual trust and respect;
- promoting loyalty and commitment to the school community; and
- encouraging pupils to be active and caring citizens.
PROFESSIONAL DUTIES

Classroom Assistant duties relating to specific pupil support:
- To attend to personal needs as appropriate.
- To develop an understanding of the specific allergies of the pupil to be supported.
- To provide continuity of adult care in a safe environment.

General Classroom Assistant duties:
- To ensure pupils 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 instructions;
  - ensuring pupils are able to use equipment and materials provided;
  - assisting in motivating and encouraging the pupil as required;
  - assisting in areas requiring reinforcement or development;
  - promoting the independence of pupils to enhance learning;
  - helping pupil remain focused on the tasks set;
  - meeting the medical needs as required whilst encouraging independence;
- Be aware of school policies, procedures, and of confidential issues linked to the pupil/home/teacher/school work and to keep confidences appropriately.
- Establish a supportive relationship with all pupils.
- Prepare and produce appropriate resources to support pupils and take care of material for play based learning sessions.
- Supervise individual pupil on specified activities including talking and listening, using ICT, extra-curricular activities, and other duties, as directed by the 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 play and cloakrooms including hand washing, toileting, etc.
- Provide supervision/support to deal with minor cuts and grazes.
- Ensure as far as possible a safe environment for all pupils.

Administration:
- Assist with classroom administration.
- Assist the class teacher and/or other professionals with the implementation of the system for recording pupil progress.
- Contribute to the maintenance of pupil progress records.
- Provide regular feedback and written evaluations were appropriate about the pupil to the teacher/Early Years Leader/Head of Prep.
- Duplicate materials; assist with the production of charts and displays, catalogue and process books and resources.

Other Duties:
- Attend relevant in-service training.
Please note that the above duties are not intended to be a complete list. The Classroom Assistant shall carry out the professional duties of a Classroom Assistant under the reasonable direction of the Head of Prep. The Classroom Assistant shall perform such particular duties as may reasonably be assigned to her. In view of the rapidly changing face of education, other tasks, which are not outlined at present, may become part of the Classroom Assistant’s responsibilities in the future. This will involve a consultative process.
3. APPOINTMENT PROCEDURE AND PROCESS

APPLICATION PROCEDURE

3.1 Completed application forms should be returned to Miss Nicola Mawhinney at the address set out below no later than 15.00 on Tuesday 14 May 2019. Completed application forms can be returned by post, hand delivered, or submitted electronically to nmawhinney170@c2kni.net

Nicola Mawhinney
Executive Secretary
Victoria College
2A Cranmore Park
Belfast BT9 6JA

SHORTLISTING PROCESS

3.2 Following the closing date for the submission of the completed application form, the Panel will meet to review the information provided by the applicant and proceed to interview. In order to be invited to interview, an applicant must meet the essential eligibility criteria set out below.

Educational and Professional Qualifications

By the closing date for applications, applicants must have:

- Knowledge of the requirements of a Classroom Assistant
- A recognised qualification (See attached list)

Relevant Experience

- At least 6 months’ experience of working as a Classroom Assistant or Teaching Assistant in a nursery, Primary School or Secondary School in a paid capacity by close of application

Skills and Attributes

- Evidence of a strong interest in supporting the individual needs of all pupils
- Evidence of ability to liaise effectively with parents, external agencies and other stakeholders

3.3 The Selection Panel will assess and sift each application form against the essential eligibility criteria set out above and only those applicants that meet the essential eligibility criteria will be invited to attend an interview. It is therefore important that all applicants demonstrate on the application form how and to what extent their personal experience and abilities are relevant to the position and the extent to which they satisfy each of the essential eligibility criteria. Failure to do so will result in an applicant not being shortlisted.
for interview as the Selection Panel cannot make assumptions about experience or ability in the absence of such information.

3.4 In this context, applicants should note that the Selection Panel will not make assumptions from the title of an existing position or the nature of an organisation as to the experience and abilities a particular applicant. The Selection Panel also reserves the right to enhance the essential criteria if required.

3.5 In the event that a large number of applicants satisfy the essential eligibility criteria, then the desirable criteria set out below may be used to identify a shortlist of applicants to interview. The desirable criteria that may be applied are as follows:

- Experience of working with pupils with specific educational/medical needs;
- Training and/or certification in Allergy Awareness;
- Experience in supporting pupils with severe allergies; and
- Ability to demonstrate a good working relationship with a team of teachers.
4. **PERSON SPECIFICATION**

4.1 The College will expect the successful applicants for the positions to demonstrate through the application process and the interview that they possess the qualifications, experience, skills and attributes set out below.

By the closing date for applications, applicants must have:

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<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td><strong>Educational &amp; Professional Qualifications</strong></td>
<td>* Knowledge of the requirements of a Classroom Assistant</td>
<td>* Experience of working with pupils with specific educational/ medical needs</td>
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<td></td>
<td>* A recognised qualification (See attached list)</td>
<td>* Training and/or certification in Allergy Awareness</td>
</tr>
<tr>
<td><strong>Relevant Experience</strong></td>
<td>* At least 6 months paid experience of working as a Classroom Assistant or Teaching Assistant in a nursery, Primary School or Secondary School by close of application</td>
<td>* Experience in supporting pupils with severe allergies</td>
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<tr>
<td><strong>Skills &amp; Attributes</strong></td>
<td>* Evidence of a strong interest in supporting the individual needs of all pupils</td>
<td>* Ability to demonstrate a good working relationship with a team of teachers</td>
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<td></td>
<td>* Evidence of ability to liaise effectively with parents, external agencies and other stakeholders</td>
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5. SUMMARY EMPLOYMENT TERMS AND CONDITIONS

5.1 The successful applicant for the position will be paid according to the relevant NJC Spinal Column Point for the role. In addition, the successful applicant will also have the option of contributing to the pension scheme operated by the Northern Ireland Local Government Officers’ Superannuation Committee.

5.2 The successful applicant will be required to work from 8.00 am to 2.00 pm Monday to Friday during term time in the Preparatory School as directed by the Head of the Preparatory School, with a thirty-minute unpaid break each working day.

5.3 The post is for 27.5 hours per week:

5.4 The appointment is subject to review as necessary in order to meet the needs of a specific child concerned. The post will be subject to termination, increase or decrease in hours as the needs dictate.

5.5 The post extends for the duration of the pupil’s time in Victoria College Preparatory School or until the pupil’s needs no longer require adult support.