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

PREPARATORY SCHOOL DAY CARE
APPOINTMENT OF AFTER HOURS ASSISTANT
(20* HRS/WK, TERM TIME ONLY)

*TOTAL HOURS SUBJECT TO DAILY NEED

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 number of After Hours Assistants within the Preparatory School setting from the beginning of the 2019/20 academic year. The successful applicants will be employed as part of the After Hours team, responsible for the care and provision of support for pupils outside of the classroom environment. Appointment is subject to review as necessary in order to meet the needs of the specific post. 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 14:00 to 18.00, Monday to Friday during term time in the Preparatory School of the College as required and as directed by the Head of the Preparatory School. The hourly rate will be in line with the appropriate NJC Pay Scale point 6.

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 After Hours Assistant, you will be accountable to the Governors through the Principal. The Preparatory School and After Hours are organised and administered by the Head of School with the day-to-day organisation of the daily activities within After Hours directed by the After Hours Leader. The successful candidates will be required to work within a highly motivated team to support the work of the After Hours Leader 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, Senior Leadership Team, Early Years Leader and After Hours Leader.

CORE VALUES

2.2 Victoria College Belfast is committed to ensuring that every child reaches his/her full potential and enjoys the whole learning experience by:

- 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

- To contribute positively to providing safe, creative and stimulating play activities to meet the needs of children aged between 2 and 11 years;
- To assist in the planning, organisation, provision and evaluation of play sessions as part of a team;
- To endeavour to meet the individual needs of all the children and to help provide a warm and caring environment;
- To assist with daily administration and record keeping;
- To take responsibility for groups of children in activities as an individual or supported by other team members;
- To establish good working relationships with parents and provide feedback;
- To provide continuity of adult care e.g. supervising play and cloakrooms including hand washing, toileting, etc.;
- To ensure as far as possible a safe environment for all pupils
- To be conscious of safety at all times and adhere to the Health and Safety policy;
- To administer First Aid as required and document this appropriately;
- To promote equal opportunities within all aspects of work;
- To work within all agreed policies and procedures;
- To attend relevant training courses as required;
- To be aware of school policies, procedures, and of confidential issues linked to the pupil/home/teacher/school work and to keep confidences appropriately; and
- To work supportively with the After Hours Leader, Prep staff and Head of Prep.

Please note that the above duties are not intended to be a complete list. The After Hours Assistant shall carry out the professional duties of a Classroom Assistant under the reasonable direction of the Head of Prep. The After Hours 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 After Hours 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 (placement accepted)

**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; and
- Ability to demonstrate a good working relationship with a team.
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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| **Educational & Professional Qualifications** | * Knowledge of the requirements of a Classroom Assistant  
* A recognised qualification (See attached list) | * Experience of working with pupils with specific educational/ medical needs |
| **Relevant Experience**   | * At least 6 months experience of working as a Classroom Assistant or Teaching Assistant in a nursery, Primary School or Secondary School by close of application (placement accepted) | |}
| **Skills & 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 | * Ability to demonstrate a good working relationship with a team |
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 14:00 to 18:00, Monday to Friday during term time in the Preparatory School as directed by the After Hours Leader and Head of School. The post is for 20 hours per week, however finishing times are flexible depending on the need for cover. Candidates should be aware that this post may result in less than 20 hours per week if the After Hours Facility does not require cover until 6pm on a specific day, i.e. all pupils have been collected earlier than 6pm.

5.2 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.

5.3 The post extends for the duration of need within the After Hours Facility