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

PREPARATORY SCHOOL

APPOINTMENT OF GENERAL

CLASSROOM ASSISTANT (25 HRS/WK)

Background Information for Applicants

30 AUGUST 2019
CONTENTS

1. INTRODUCTION ........................................................................................................................................3
2. DESCRIPTION OF THE COLLEGE ........................................................................................................4
3. APPOINTMENT PROCEDURE AND PROCESS ..................................................................................7
4. PERSON SPECIFICATION ..................................................................................................................9
5. SUMMARY EMPLOYMENT TERMS AND CONDITIONS ...................................................................10
1. INTRODUCTION

1.1 The Board of Governors of Victoria College Belfast is now seeking to appoint a Classroom Assistant within the Preparatory School for the 2019/20 academic year. The successful applicant will be employed on a temporary basis initially. The post holder will be required to work from 8.00 am to 12.00 pm Monday, Wednesday and Friday, and 8.00 am to 3.00 pm Tuesday and Thursday during term time in the Primary 3 and Primary 6 classes within the Preparatory School of the College as directed by the Head of the Preparatory School, with a thirty-minute unpaid break each Tuesday and Thursday. The hourly rate for the position falls in the band £8.76 - £9.29 (NJC Spinal Column Points 6 to 13).

Completed application forms and equal opportunities monitoring forms must be returned to Miss Nicola Mawhinney no later than 15.00 on Tuesday 17 September 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 Junior Pre-School class for boys and girls aged from 2 years, the Pre-School class for girls in the year before they start formal schooling, 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 and appropriate class teacher.

CORE VALUES

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

- providing the best education;
- 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 assist in the delivery of the Primary Curriculum, with classroom administration and pupil record keeping.
- To support daily routines and assist with classroom management.
- To assist with the preparation and organisation of equipment, resources and materials in the setting.
- To work with groups of children under the direction of the class teacher/leader.
- To co-operate in planning of educational activities for groups of children or individuals.
- To assist in putting up displays throughout the setting and with photocopying.
- To assist in maintaining the quality of the internal learning environment.
- To supervise children in and around the setting and at playtimes.
- To administer First Aid to children who become ill; in the setting and at playtimes.
- To work effectively with the school staff team and support students on placement, as appropriate.
- To work within all agreed policies and procedures.
- To support the Prep Senior Leadership Team (SLT) in school improvement work and contribute to school development consultation processes.
- Such other duties as may be required from time to time as commensurate with the grading of the post.

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(s) as required;
  - assisting in areas requiring reinforcement or development;
  - promoting the independence of pupils to enhance learning;
  - helping pupil(s) remain focused on the tasks set;
  - meeting the physical/ 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 pupils.
- Prepare and produce appropriate resources to support pupils(s) and take care of material for play based learning sessions.
- Supervise groups of pupils, or individual pupils, on specified activities including talk and listening, using ICT, extra-curricular activities, and other duties, as directed by the class teacher/ SENCo.
- 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.
- Ensure as far as possible a safe environment for pupils.
Administration:

- Assist with classroom administration.
- Assist the class teacher and/or other professionals with the implementation of the system for recording pupil(s) progress.
- Contribute to the maintenance of pupil(s) progress records.
- Provide regular feedback and written evaluations were appropriate about the pupil(s) to the teacher/ SENCo/ 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 him/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 17 September 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 completed application forms, the Selection Panel will meet to review the information provided by each applicant and to identify those applicants to invite 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
- Achieved NVQ Level 2 or equivalent recognised qualification childcare qualification  
  (See attached list)

**Relevant Experience**

- Experience of working as a Classroom Assistant or Teaching Assistant in a nursery, Primary School or Secondary School (placement experience acceptable)

**Skills and Attributes**

- Evidence of a strong interest in supporting the individual needs of all pupils
- Excellent interpersonal, organisational and communication skills
- Ability to demonstrate a good working relationship with a team of teachers

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:

- Six month’s continuous experience of working as a Classroom Assistant or Teaching Assistant in a nursery, Primary School or Secondary School in a paid capacity;
- Experience of working in a Primary School environment; and,
- Have achieved NVQ Level 3 or equivalent in a relevant childcare qualification by time of taking up post;
4. **PERSON SPECIFICATION**

4.1 The College will expect the successful applicant for this position 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:

<table>
<thead>
<tr>
<th>Educational &amp; Professional Qualifications</th>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Knowledge of the requirements of a Classroom Assistant</td>
<td>* Have achieved NVQ Level 3 or equivalent in a relevant childcare qualification by taking up post</td>
<td></td>
</tr>
<tr>
<td>* Achieved NVQ Level 2 or equivalent in a relevant childcare qualification (see attached list) by taking up post</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Relevant Experience</th>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Experience of working as a Classroom Assistant or Teaching Assistant in a Nursery, Primary School or Secondary School (placement experience acceptable)</td>
<td>* Six months’ continuous experience of working as a Classroom Assistant or Teaching Assistant in a nursery, Primary School or Secondary School in a paid capacity</td>
<td></td>
</tr>
<tr>
<td>* Experience of working in a nursery or Primary School environment</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Skills &amp; Attributes</th>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<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>
<td></td>
</tr>
<tr>
<td>* Excellent interpersonal, organisational and communication skills</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
5. SUMMARY EMPLOYMENT TERMS AND CONDITIONS

5.1 The successful applicant for the position will be paid according to the relevant NJC Spinal Column Points for the role. The hourly rate for the position falls in the band £8.76 - £9.29 (NJC Spinal Column Points 6 to 13). In addition, the successful applicants 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 12.00 pm Monday, Wednesday and Friday, and 8.00 am to 3.00 pm on Tuesday and Thursday during term time in the Preparatory School as directed by the Head of the Preparatory School, with a thirty-minute unpaid break each Tuesday and Thursday.

5.3 This post is for 25 hours per week:

5.4 This appointment is subject to annual or more frequent review as necessary.

5.5 The post is subject to the successful completion of a probationary period of six months.