VICTORIA COLLEGE BELFAST
2A Cranmore Park Belfast BT9 6JA

POST PRIMARY SCHOOL

APPOINTMENT OF CLASSROOM ASSISTANT (SEN)

Job Description

17 JANUARY 2020
JOB DESCRIPTION:

POST TITLE: Classroom Assistant (SEN), Post Primary School

SALARY: Spinal Column Points 14 to 17

RESPONSIBLE TO: The SENCO and the Assistant SENCO

RESPONSIBLE FOR: Not Applicable

JOB PURPOSE:

Under the direction of the Assistant Principal, the Assistant SENCO and Class Teachers assist with the educational support and care of pupil with Special Educational Needs, both inside and outside of the classroom.

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

Support Class Teachers and assist with the delivery of the curriculum in a manner that best meets the needs of the pupil with Special Educational Needs.

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

MAIN DUTIES AND RESPONSIBILITIES:

The precise duties of the post will be as determined by the Assistant Principal and the Assistant SENCO.

1.0 SPECIAL CLASSROOM SUPPORT

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

1.2 Assist Class Teachers with the support and care of the pupil with Special Educational Needs (for example, by enabling access to the curriculum and by attending to personal needs such as diet, feeding, toileting etc.).

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

1.4 Assist with the development and delivery of personalised programmes of support, contribute to the review and evaluation of personalised programmes of support, and encourage pupil participation in such programmes.

1.5 Contribute to the inclusion of the pupil in mainstream school activities under the direction of the Class Teacher, the Assistant SENCO and the Assistant Principal.

1.6 Assist with operational difficulties arising from the needs of the pupil and with non-invasive medical or clinical issues pertaining to the specific needs of the pupil.

1.7 Provide support in the implementation of behavioural management programmes as directed.

1.8 Assist the pupil in moving around school and in getting on and off transport as required.
2.0 GENERAL CLASSROOM SUPPORT

2.1 Assist the pupil 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 the pupil is able to use the equipment and materials provided;
▪ assisting in motivating and encouraging the pupil as and when required;
▪ contributing to areas requiring reinforcement or development (for example, reading, spelling, language, behaviour, handwriting and presentation etc.);
▪ promoting the independence of the pupil to enhance learning;
▪ helping the pupil to concentrate and remain focused on the task set;
▪ meeting physical and medical needs as required whilst encouraging independence.

2.2 Establish a supportive relationship with the pupil concerned.

2.3 Assist the pupil to learn as effectively as possible in both group situations and independently.

2.4 Prepare and produce work for the pupil as directed by the Class Teacher.

2.5 Be aware of school policies, school procedures and confidential issues linked to home, pupil, teacher, school and work. Keep confidences appropriately.

2.6 Prepare and produce appropriate materials and resources to support the pupil as directed by the Class Teacher.

2.7 Supervise groups of pupils, or individual pupils, on specified activities including the use of the library, the use of Information and Communications Technology, extra-curricular activities, and any other such duties as directed by the Class Teacher.

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

2.9 Provide continuity of adult care and ensure as far as possible a safe environment for the pupil.

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

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

3.0 ADMINISTRATION

3.1 Assist with classroom administration.

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

3.3 Assist the Class Teacher, the Assistant SENCO, the Assistant Principal, and other professionals with the implementation and maintenance of systems for tracking pupil progress.
3.4 Provide regular feedback and written assessments of pupil progress to the Class Teacher, the Assistant SENCO and the Assistant Principal.

3.5 Assist Class Teachers, the Assistant SENCO and the Assistant Principal with the periodic review and update of Individual Education Plans and other personalised programmes of support.

3.6 Liaise with external agencies where necessary to further support, review and assess the needs of the pupil.

3.7 Provide pupil related information and feedback as and when required by the Assistant SENCO and the Assistant Principal.

4. OTHER DUTIES

4.1 Attend any relevant training courses offered by the College and undertake additional personal study where necessary to better support the individual needs of the pupil.

4.2 Accept any training offered by the College that is needed to facilitate the proper performance of duties up to and including the duties set out in this job description (such training to include induction training and refresher training).

4.3 Assist work placement students with practical tasks.

4.4 Carry out such other duties as may be assigned by the Assistant Principal, the Assistant SENCO or Class Teachers within the level of the post.

5. GENERAL CONDITIONS

5.1 All duties must be carried out strictly in accordance with:

   ▪ all relevant Acts of Parliament, Statutory Instruments and Regulations;
   ▪ all relevant Codes of Practice and guidelines; and
   ▪ any other legal requirements.

5.2 All of the necessary administration associated with the correct performance of the job must be completed by the post-holder on an accurate and timely basis using computerised and manual systems as required.

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.