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|  | **RATHMORE GRAMMAR SCHOOL**  **General Assistants**  **and**  **Classroom Assistants (SEN)** |

**School Profile**

Rathmore Grammar School is fully committed to the principle of equality of opportunity in employment and welcomes applications from all sections of the community. The school was founded in 1953 and is based in modern, well presented and maintained buildings on a large elevated site at Kingsway, Finaghy on the southern outskirts of Belfast.

Rathmore, with its highly qualified and caring staff, seeks to foster academic excellence while meeting the individual needs of pupils within a well-structured and fully supportive pastoral care system. All pupils are encouraged to develop their gifts and to become self assured, articulate and responsible members of society. The spiritual and moral formation of each pupil is promoted. Pupils are encouraged to mature as fully committed responsible adults, prepared to respect the beliefs and traditions of others and to bring to society the values of the Gospel. The school endeavours to create a friendly, caring atmosphere where pupils feel at home. It recognises the special role of parents in the education of young people and welcomes close contact with them.

The school operates a Child Protection Policy to which all staff must subscribe.

**Special Educational Needs**

The school endeavours to meet the needs of all pupils and makes special provisions for pupils who have special educational needs (SEN), in line with the Department of Education’s (DENI) Code of Practice on the Identification and Assessment of Special Educational Needs and its own SEN policy and procedures. It has a SEN co-ordinator (SENCO) who works closely with the Vice-Principal responsible for Pastoral Care in managing the school’s SEN provision.

The posts are designed to assist pupils who have SEN statements and for each of whom Education Authority has approved funding for an assistant.

We are recruiting for a pool of applicants for both General Assistant and Classroom Assistant posts.

**Outline of Duties and Responsibilities**

**POST (A): General Assistant**

**Responsible to**: In respect of the main duties and responsibilities of the post the General Assistants are responsible, through the SENCO, to the Vice Principal in charge of Pastoral Care and to the Bursar who is responsible for human resource matters in relation to all non-teaching staff.

**Salary Scale for General Assistant:** NJC Scale, points 2 to 3.

This post is **term time only** working 32.5 hours per week at the current rate of £11.9149 per hour to £12.1126 per hour. The actual salary paid will be pro rata depending on the hours worked.

**Status:** These posts are fixed term and subject to continuing Education Authority funding, for a maximum of 32.5 hours per week, term time only (195 days).

**Job Profile**

**1. GENERAL CLASSROOM SUPPORT**

1.1Assist pupil(s) 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 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) stay on work set;
* meeting physical/medical needs as required whilst encouraging independence.
  1. Be aware of school policies and procedures linked to home/pupil/teacher/school work.
  2. Establish a supportive relationship with the pupil.
  3. Prepare and produce appropriate resources to support pupil(s).
  4. Supervise groups of pupils, or individual pupils on specified activities including talking and listening, using ICT, extracurricular activities, and other duties, as directed by the class teacher.
  5. Under the direction of the teacher, and in line with appropriate risk assessment, assist with off-site activities**.**
  6. Provide continuity of adult care of e.g. supervising play and cloakrooms including hand washing, toileting etc.
  7. Provide supervision/support including the administration of prescribed medicines and drugs for children who are ill and deal with minor cuts and grazes.
  8. Report to the class teacher any signs or symptoms displayed which may suggest that a pupil requires expert or immediate attention.

**POST (B): Classroom Assistant**

In addition to General Classroom support as listed above we are also recruiting for Classroom Assistants with additional experience as follows:

**Responsible to**: In respect of the main duties and responsibilities of the post the Classroom Assistants are responsible, through the SENCO, to the Vice Principal in charge of Pastoral Care, and in respect of contractual matters to the Bursar who is responsible for human resource matters in relation to all non-teaching staff.

**Salary Scale for Classroom Assistant (SEN):** NJC Scale, points 5 to 6.

This post is **term time only** working 32.5 hours per week at the current rate of £12.5190 per hour to £12.7284 per hour. The actual salary paid will be pro rata depending on the hours worked.

**Status:** These posts are fixed term and subject to continuing Education Authority funding, for a maximum of 32.5 hours per week, term time only (195 days).

**Job Profile**

**In addition to General Assistant responsibilities as set out above the Classroom Assistant will undertake the following:**

**1. SPECIAL CLASSROOM SUPPORT**

* 1. Assist the teacher with the support and care of pupil(s) with special educational needs e.g. enable access to the curriculum, attend to personal needs including dietary, feeding**,** toileting etc.
  2. Develop an understanding of the specific needs of the pupil(s) to be supported.
  3. Assist with authorised programmes (e.g. Education Plan, Care Plan), participate in the evaluation of the support and encourage pupil(s) participation in such programmes.
  4. To contribute to the inclusion of the pupil in mainstream schools under the directions of the class teacher.
  5. Assist with managing any operational difficulties and non-invasive medical/clinical difficulties pertaining to pupil(s) disabilities.
  6. Support in implementing behavioural management programmes as directed.

**1.7** Assist pupil(s) in moving around school and on and off transport.

**Candidate Profile**

In addition, the duties of the posts require candidates to have:

1. a warm, outgoing personality and sensitivity to the needs of pupils;
2. the ability to meet pupils’ needs with realism and discretion;
3. concern for the overall development of pupils, especially pupils with special needs;
4. enthusiasm, imagination, good communication skills and commitment to team work;
5. commitment to implementing the school’s policies, including its Child Protection Policy.

**Shortlisting for Interview**

**Post (A): General Assistant**

For the General Assistant post applicants must have

* a minimum of 5 GCSE passes including English Language and Mathematics at Grade C or better or equivalent; and
* minimum three months’ experience of working with children in a formal environment e.g. school, nursery or playgroup.

Please note that for shortlisting purposes preference may be given to applicants who have an approved Childcare qualification.

**Post (B): Classroom Assistant**

For the Classroom Assistant posts applicants must have:

* a minimum of 5 GCSE passes including English Language and Mathematics at Grade C or better or equivalent;
* a minimum Level 2 Childcare qualification; and
* a minimum of one year’s experience working with SEN pupils in a formal environment e.g. school, nursery or playgroup.

In order to arrive at a manageable short-list for interview the criteria may be enhanced and preference may be given to applicants who have:

* a relevant/recognised professional qualification;
* experience of working as a Classroom Assistant in a school with a child with special educational needs;
* experience of working with a child who has a diagnosis of Autistic Spectrum Disorder or a physical disability or a medical condition.

**Applications**

The Application Form must not be changed from the format provided to you. Additional pages will not be considered.

**Please ensure you have identified which post(s) you are applying for by ticking (✓) the appropriate box on Page 1 of the application form.**

Candidates should complete the Application Form in full **and** the Employment Monitoring Form and return to the Principal’s PA by **4.00 pm** on **Friday 9 August 2024.** Applications returned by email will not be accepted.

**Please ensure that the Employment** **Monitoring Form is enclosed in a separate envelope addressed to the Monitoring Officer.**

Interviews will be held as soon as possible thereafter.