

COLERAINE GRAMMAR SCHOOL



Job Title: General Assistant (Special Educational Needs).

Responsible for: To assist in the support and inclusion of a pupil with Special Educational Needs within the school.

Terms: 25 hours per week
NJC Pts 2-3 - £18,516 to £18,887 per annum

JOB PURPOSE:

Under the direction of the Special Needs Co-ordinator/Class Teacher/Learning Support Teacher, to assist with the educational support and the care of a pupil with special educational needs in and outside the classroom.

MAIN DUTIES AND RESPONSIBILITIES:

The precise duties of the post will be determined by the Headmaster/Special Needs Co-ordinator/Learning Support Teacher.

1 SPECIAL CLASSROOM SUPPORT

- 1.1 Assist the teacher with the support and care of a pupil with special educational needs e.g. enable access to the curriculum.
- 1.2 Develop an understanding of and undergo training in, the specific needs of the pupil to be supported. Training provided by a Paediatric Diabetic Nurse will ensure the assistant understands and can support the diabetic needs of the pupil.
- 1.3 Assist with authorised programmes (e.g. Education Plan, Care Plan), participate in the evaluation of the support and encourage pupil participation in such programmes.
- 1.4 To contribute to the inclusion of the pupil in mainstream school under the directions of the class teacher.

1.5 Assist pupil in moving around school.

2 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:

- ensuring the pupil's medical needs are managed safely and appropriately;
- ensuring the pupil is 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 the pupil to enhance learning;
- helping the pupil stay engaged on set work.

2.2 Be aware of the school policies, procedures and of confidential issues linked to home/pupil/teacher/school, and to keep confidences appropriately.

2.3 Establish a supportive relationship with the pupil concerned.

2.4 Supervise on specified activities including talking and listening, using ICT, extra-curricular activities, and other duties, as directed by the class teacher/SENCO.

2.5 Under the direction of the teacher, and following an appropriate risk assessment, assist with off-site activities related to the pupil.

2.6 Provide continuity of adult care of e.g. supervising break/lunch if required.

2.7 Report to the class teacher any signs or symptoms displayed which may suggest that a pupil requires attention.

3 ADMINISTRATION

3.1 Assist with classroom administration.

3.2 Assist the class teacher and/or other professionals with the implementation of the system for recording the pupil's progress.

3.3 Contribute to the maintenance of the pupil's progress records.

3.4 Provide regular feedback about the pupil to the teacher/SENCO.

3.5 Assist in the provision of Access Arrangements (e.g. scribe/reader).

4 OTHER DUTIES

4.1 Attend relevant in-service training.

4.2 Such other duties as may be assigned by the Headmaster/SENCO within the level of the post.

Personnel Specification

Essential Criteria

- A relevant qualification in this area.
- Experience of working with children with special educational needs.
- Willingness to undertake relevant training in the pupil's specific needs.

Desirable Criteria

- Experience of working with children with special needs in a post-primary setting.

Qualities, skills and abilities

- Ability to work calmly and with patience
- Adaptability
- A positive interest in working with children
- Able to work on own and as part of a team
- A clear communicator
- Willingness to reflect on practice and to develop new skills