

COLERAINE GRAMMAR SCHOOL



Job Title: Classroom Assistant, Permanent Position (Special Educational Needs).

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

Terms: 27.5 (TBC) hours per week starting 18th August 2026

The pay scale will be SEN CA- J2

JOB PURPOSE:

Under the direction of the Special Needs Co-ordinator/Class Teacher/Learning Support Teacher, assist with the educational support and the care of the 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 pupil with special educational needs e.g. enable access to the curriculum.
- 1.2 Develop an understanding of the specific needs of the pupil to be supported.
- 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 (if required).

2 GENERAL CLASSROOM SUPPORT

- 2.1 Assist 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:
- Meeting the pupil at the start of every school day to support transition into school;
 - Support pupil with transitions between lessons and if needed, accompany pupil on movement breaks when needed during lesson time;
 - clarifying and explaining instructions;
 - 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 on work set.
- 2.2 Be aware of 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.

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 and where applicable, parents.
- 3.5 Assist in the provision of relevant Access Arrangements as required (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

- GCSE English and Mathematics or equivalent (Grades A*-C).
- Experience of working with children/young people.

Desirable Criteria

- Experience working with SEN children or young people.

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, including undertaking any required specific training for this role.