

PHOENIX IPS & NURSERY UNIT

JOB DESCRIPTION

JOB TITLE: General Classroom Assistant

REPORTS TO: The Principal, through the class teacher

JOB PURPOSE

Under the direction of the class teacher, assist with the educational support and care of the pupils in a designated class or classes, in or outside the classroom.

MAIN DUTIES AND RESPONSIBILITIES

The precise duties of the post will be determined by the principal.

CLASSROOM SUPPORT

- Assist the teacher in the efficient running of the class.
- Assist, as required, 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 pupils as required;
 - contributing to areas requiring reinforcement or development, e.g. language, behaviour, reading, spelling, handwriting/presentation etc;
 - promoting independent learning;
 - helping pupils concentrate on and finish work set.
- Participate in classroom activities, including involvement with the curriculum, where appropriate, under the direction of the class teacher/officer.
- Assume responsibility for supervising groups of children, or individual children on specified activities including talking and listening, use of library activities, using ICT, extra curricular activities and other duties.
- Provide continuity of adult care of e.g. supervising play and cloakrooms including hand washing and toileting.
- Be aware of school policies, procedures and of confidential issues linked to home/pupil/teacher/school work and to keep confidences appropriately.
- Establish a supportive relationship with the pupils concerned.
- Prepare work for pupils as directed by, and in support of, the teacher.
- Set up, clear away and regularly clean equipment.
- Prepare material for play sessions e.g. making dough, paste, cutting paper, costume preparation, involvement in school dramatic activities etc.
- Provide supervision/support including the administration of prescribed medicines and drugs for children who are ill and deal with minor cuts and grazes.

- Ensure as far as possible a safe environment for pupils.
- Report to the class teacher any signs or symptoms displayed which may suggest that a child requires expert or immediate attention.

ADMINISTRATION

- Assist with classroom administration, e.g. collecting dinner money, lost property etc.
- Duplicate written materials, assist with production of charts and displays, catalogue and process books and resources.
- Contribute to the maintenance of pupil progress records.
- Provide regular feedback about the pupils to the teacher.

OTHER DUTIES

- Attend relevant in-service training.
- Assist work placement students with practical tasks.
- Such other duties as may be assigned by the principal/outreach teacher/Education Authority officer within the level of the post.

This job description will be subject to review in light of changing circumstances and is not intended to be rigid and inflexible but should be regarded as providing guidelines within which the individual works. Other duties of a similar nature and appropriate to the grade may be assigned from time to time.

In accordance with Section 75 of the Northern Ireland Act (1998), the post-holder is expected to promote good relations, equality of opportunity and pay due regard for equality legislation at all times.

Posts involving work in educational institutions are subject to the provisions of the Safeguarding Vulnerable Groups (NI) Order 2007. The successful applicant will require an enhanced disclosure check.

PERSON SPECIFICATION

NOTES TO JOB APPLICANTS

1. You must clearly demonstrate on your application form under each question, how, and to what extent you meet the required criteria as failure to do so may result in you not being shortlisted. You should clearly demonstrate this for both the essential and desirable criteria, where relevant.
2. You must demonstrate how you meet the criteria by the closing date for applications, unless the criteria state otherwise.
3. The stage in the process when the criteria will be measured is outlined in the table below.
4. Shortlisting will be carried out on the basis of the essential criteria set out in Section 1 below, using the information provided by you on your application form.
5. Please note that the Selection Panel reserves the right to shortlist only those applicants that it believes most strongly meet the criteria for the role.
6. In the event of an excessive number of applications, the Selection Panel also reserves the right to apply any desirable criteria as outlined in Section 3 at shortlisting, in which case these will be applied in the order listed. It is important therefore that you also clearly demonstrate on your application form how you meet any desirable criteria.

SECTION 1 - ESSENTIAL CRITERIA

The following are **essential** criteria which will initially be measured at the shortlisting stage and which **may also be further explored during the interview/selection stage**. You should therefore make it clear on your application form how, and to what extent you meet these criteria. Failure to do so may result in you not being shortlisted.

Factor	Essential Criteria	Method of Assessment
Qualifications	Hold a minimum of a Level 2 childcare qualification as approved by EA (a list of approved qualifications is available to download from the EA website www.eani.org.uk)	Shortlisting by Application Form
Experience	Have a minimum of six months' experience of working with a child/children in a formal learning environment e.g. school, nursery or playgroup	Shortlisting by Application Form
Skills / Abilities	Evidence of a working knowledge of information technology systems including: <ul style="list-style-type: none"> • Microsoft Word and Outlook, and/or • C2K schools IT systems 	Shortlisting by Application Form

SECTION 2 - ESSENTIAL CRITERIA

The following are **additional essential** criteria which will be measured during the interview/selection stage.

Factor	Essential Criteria	Method of Assessment
Knowledge	Demonstrable knowledge of the following: <ul style="list-style-type: none">• The requirements of a Classroom Assistant• Child development issues• Health and safety requirements, relevant to the role	Interview
Skills / Abilities	Evidence of an ability to work flexibly and creatively to help ensure a child-centred learning experience Highly effective interpersonal and communication skills Proven team working and collaborative skills Evidence of effective planning and organising skills to ensure work is completed on time to the required standard	Interview
Values Orientation	Evidence of how your experience and approach to work reflect the school's values/ethos. You will find information about the school's values/ethos on our school website	Interview

SECTION 3 - DESIRABLE CRITERIA

Some or all of the desirable criteria may be applied by the Selection Panel in order to determine a manageable pool of candidates. Desirable criteria will be applied in the order listed. You should make it clear on your application form how, and to what extent you meet the desirable criteria, as failure to do so may result in you not being shortlisted.

Factor	Desirable Criteria	Method of Assessment
Qualifications / Experience	Have a minimum of one year's experience of working with a child/children Have a minimum of six months' experience working as a Classroom Assistant with a child/children with special educational needs	Shortlisting by Application Form