

# **Strangford College**

## **Job Application Pack**

for the post of



## **Classroom Assistant / General Assistant**

Completed applications should be returned to:  
Principal's Secretary, Strangford College, Abbey Road, Millisle, Newtownards,  
BT22 2GB.

**Applications should be received no later than 12 noon on  
Wednesday 23<sup>rd</sup> January 2019.**



Dear Candidate

I am absolutely delighted that you have shown an interest in applying for this post at Strangford College.

We are a grant maintained, 11-18, integrated college. We are situated in the village of Carrowdore, in an attractive and purpose built campus. We are fortunate to have enthusiastic, well behaved students in our community. It is our ambition to be one of the best schools in Northern Ireland, and as such, we have a focus on quality, creative Teaching for Learning. It is our aim to tap into the wealth of potential held by all our students to help them to compete at the highest levels in our ever changing world.

This is an excellent time to join Strangford College. We are highly oversubscribed and have plans to expand.

The job is a term time position as Classroom Assistant / General Assistant. The post involves assisting working as part of a Learning Support team to ensure the school meets the needs of our students with special needs.

The successful applicant should be a good team worker and should have experience of working with children.

The Governors are absolutely passionate about securing the very best for Strangford College and the Community - they will expect commitment and drive, but coupled with sensibility and humility. A sense of humour and a willingness to work hard are also huge attributes.

I very much look forward to hearing from you. I appreciate the amount of time that goes into an application, so thank you in advance for considering joining us.

Very best regards

Clare Foster

Principal

# Job Description



## **STRANGFORD INTEGRATED COLLEGE**

### **JOB DESCRIPTION**

**POST TITLE:** Classroom Assistant – Special Educational Needs

**RESPONSIBLE TO:** SENCO

**SALARY SCALE:** NJC Pts 14-17

#### **JOB PURPOSE:**

Under the direction of the class teacher/outreach teacher/board office, assist with the educational support and the care of the pupil(s) with special educational need who is/are in the teacher's care in or outside the classroom.

#### **MAIN DUTIES AND RESPONSIBILITIES:**

The precise duties of the post will be determined by the principal/outreach teacher/board officer.

##### **1. SPECIAL CLASSROOM SUPPORT**

- 1.1** 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.
- 1.2** Develop an understanding of the specific needs of the pupil(s) 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(s) participation in such programmes.
- 1.4** To contribute to the inclusion of the pupil in mainstream schools under the directions of the class teacher.
- 1.5** Assist with operational difficulties and non invasive medical/clinical difficulties pertaining to pupil(s) disabilities.
- 1.6** Support in implementing behavioural management programmes as directed.
- 1.7** Assist pupil(s) in moving around school and on and off transport.

## **2. GENERAL CLASSROOM SUPPORT**

- 2.1** Assist 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 material 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;
- 2.2** Be aware of school policies, procedures and of confidential issues linked to home/pupil/teacher/school work and to keep confidences appropriately.
- 2.3** Establish a supportive relationship with the pupils concerned.
- 2.4** Prepare and produce appropriate resources to support pupil(s) and take care of material for play sessions.
- 2.5** Supervise groups of pupils, or individual pupils on specified activities including talking and listening, using ICT , extra curricular activities, and other duties, as directed by the class teacher/officer.
- 2.6** Under the direction of the teacher, and following an appropriate risk assessment, assist with off-site activities.
- 2.7** Provide continuity of adult care of e.g. supervising play and cloakrooms including hand washing, toileting etc.
- 2.8** Provide supervision/support including the administration of prescribed medicines and drugs for children who are ill and deal with minor cuts and grazes.
- 2.9** Ensure as far as possible a safe environment for pupils.
- 2.10** Report to the class teacher any signs or symptoms displayed which may suggest that a pupil requires expert or immediate 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 pupil(s) progress records.

**3.4** Provide regular feedback about the pupil(s) to the teacher/officer.

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

#### **4. OTHER DUTIES**

**4.1** Attend relevant in-service training.

**4.2** Assist work placement students with practical tasks.

**4.3** Such other duties as may be assigned by the principal/outreach teacher/board officer within the level of the post.

## Strangford Integrated College

### Personnel Specification for the post of Classroom Assistant

**Job Ref:** SC\CLA

**Post/s:** Hours to be agreed with suitable candidates. Posts are term time only.

Possible additional supervisory assistant hours at lunch and break times.

**Rate of Pay:** £9.4191- £9.9470 per hour Classroom assistant – SEN (NJC points

14-17)

£8.9258 - £9.0600 per hour – General Assistant (NJC points 9-11)

£8.7335 - £8.8571 per hour – Supervisory Assistant (NJC points 6-8)

<b>Qualifications</b>	<i>Essential</i>	<ul style="list-style-type: none"><li>Minimum 5 GCSEs including English and Mathematics or equivalent.</li><li>An approved childcare qualification (see list included with pack)</li></ul>
	<i>Desirable</i>	<ul style="list-style-type: none"><li>First Aid Qualification</li></ul>
<b>Experience</b>	<i>Essential</i>	<ul style="list-style-type: none"><li>Experience of working with children with special needs.</li></ul>
	<i>Desirable</i>	<ul style="list-style-type: none"><li>Minimum of six month's experience in a paid capacity of working as a Classroom Assistant in a school environment.</li></ul>

It is essential that you fully describe in the application form how you meet the criteria sought. Please provide information against each requirement, providing dates and ensuring that where requirements are time bounded you provide detail and dates that fully satisfy the requirement. It is not appropriate to simply list the various posts that you have held. Assumptions will not be made from the title of your post.

## **DISCLOSURE OF CRIMINAL BACKGROUND**

**If you have been appointed for a post that involves 'regulated activity' under the Safeguarding Vulnerable Groups (NI) Order 2007, the Education Authority will be required to undertake an Enhanced Disclosure of Criminal Background.** Please note that you WILL be expected to meet the cost of an Enhanced Disclosure Certificate, which is currently £33. Details of how to make payment will be sent to you at the pre-employment stage.

Further details in relation to legislative requirements can be accessed on [www.nidirect.gov.uk/vetting](http://www.nidirect.gov.uk/vetting) or [www.dojni.gov.uk/accessni](http://www.dojni.gov.uk/accessni)

Applications must be returned by Wednesday 23<sup>rd</sup> January 2019 at 12 noon.

The Principal's Secretary  
Strangford Integrated College  
Abbey Road  
Carrowdore  
BT22 2GB

Late applications will not be accepted.

**Posts involving work in educational establishments are subject to the provisions of the Children and Vulnerable Adults (NI) Order 2003.**

Strangford College is an Equal Opportunities Employer



# Memorandum on Child Protection



This information originates in Department of Education Circular 2006/06: [www.deni.gov.uk](http://www.deni.gov.uk)

The Board of Governors of Strangford College seeks to discharge its duty of care to all students attending the College and to conduct employment procedures equitably and well.

**1. Candidates are reminded that:**

- All posts in this College are regarded as 'regulated positions' under the terms of the Protection of Children and Vulnerable Adults (NI) Order 2003 (POCVA).
- It is a criminal offence for any individual to apply for, offer to do or accept any work, paid or unpaid in a regulated position if that individual is:
  - Entered on DHSSPS list of those Disqualified from Working with Children.
  - Entered on Department of Education's list of unsuitable people.
  - Subject to a disqualification from the courts.
  - Where there is reason to suspect that an application has been received from such an individual the matter will be reported to the police and full co-operation given to any subsequent investigations including disclosure of all relevant documents.

**2. Each candidate must:**

- Declare any criminal conviction on the application form.
- Indicate that they are eligible to apply for a regulated position.
- **Provide the following if called for interview:**
  - Photographic proof of identity
  - Original birth certificate
  - Authorisation for school to initiate Vetting and Barring Procedures (used only for candidates recommended for appointment).
- **Provide the following if recommended for appointment**
- Proof of qualifications entered on application form.

**3. Candidates are advised that:**

- False or incomplete declaration of criminal convictions or false claims of qualifications will render an application ineligible and any recommendation for appointment will be withdrawn.
- Where the outcome of a Criminal Record Check, initiated as part of the Vetting and Barring Procedures, is unsatisfactory, in the opinion of the Principal, having consulted the Chairperson of the Board of Governors, a recommendation for appointment will be withdrawn.
- Due process will be followed but, if an individual has taken up post before the discovery of false or incomplete declaration of criminal convictions, or false claims of qualification, or failure to disclose ineligibility to apply for or to hold a regulated position, the employment will be rescinded with immediate effect.
- In making application for a regulated position in Strangford College, candidates acknowledge the school's right to:
  - Carry out pre-employment and criminal record checks.
  - Take cognisance of such information as the school deems appropriate and make decisions accordingly
  - Require full compliance with the requirements set out in this memorandum.
  - Disqualify those candidates who fail to comply.
  - Disclose relevant documents to the PSNI in the event of any investigation.

A Criminal Record will not necessarily be a bar on obtaining a position in the College.

# Information on Acknowledgement





## Information Regarding Acknowledgement

**To:** All Applicants

**Post:** Classroom Assistant / General Assistant

**Date:** January 2019

**Please note:**

Because of increasing postal charges and the administrative time required to acknowledge every application received, your application will not be acknowledged.

If you have not been contacted by **Thursday 31<sup>st</sup> January 2019**, you should assume that your application is unsuccessful on this occasion.

Strangford College thanks you for your interest in this post and we trust you understand why this approach has been adopted.