



Our Lady and St Patrick's College, Knock

Classroom Assistant

Personnel Specification

Please ensure that you provide evidence to address the criteria on the Personnel Specification. Evidence will be gathered from the application form, at interview (if shortlisted) and through references and certificates.

QUALIFICATIONS AND TRAINING

| ESSENTIAL | DESIRABLE |
|--|--|
| <ul style="list-style-type: none"> Applicants must possess 5 GCSEs, including English Language and Mathematics. | <ul style="list-style-type: none"> Relevant childcare qualification. 2 A Levels. First Aid qualification. |

EXPERIENCE

| ESSENTIAL | DESIRABLE |
|--|---|
| <ul style="list-style-type: none"> Experience of working with children in an educational setting. Knowledge of the requirements of a Classroom Assistant (SEN). Knowledge of child development issues. Knowledge of Health and Safety and Child Protection issues. | <ul style="list-style-type: none"> One year's experience. Experience in an educational setting. Knowledge of SIMS. |

SKILLS

| ESSENTIAL | DESIRABLE |
|--|---|
| <ul style="list-style-type: none"> Committed to effective teamwork. ICT skills. Excellent planning and organisational skills. | <ul style="list-style-type: none"> Strong attention to detail. |

PERSONAL QUALITIES

| ESSENTIAL | DESIRABLE |
|--|--|
| <ul style="list-style-type: none"> An excellent personal and professional role model who supports the College ethos; Child-centred approach. A strong sense of integrity and confidentiality. Good interpersonal skills. Energetic, innovative, resilient and positive. Proactive and a high degree of initiative. | <ul style="list-style-type: none"> Willingness to participate in the College's extra-curricular activities. |



Our Lady and St Patrick's College, Knock

Classroom Assistant

Job Description

1. Job Title: Term Time Permanent Classroom Assistant (39 weeks per year)

2. Hours/Salary:

- 32.50 hours per week
- £27,269 - £28,624 pro-rata (salary scale based on full time hours, 52 weeks per year/36 hrs per week - Point 11-14, NJC)

3. Reporting Relationships/Line Managers: The post holder reports to the:

- Learning Support Co-ordinator
- College Business Manager

4. General Duties:

- 4.1 Assisting teachers in the classroom with the support and care of the student(s).
- 4.2 Developing an understanding of the specific needs of the student(s) to be supported, ensuring as far as possible a safe environment.
- 4.3 Assisting the student(s) to learn as effectively as possible both in group situations and on their own.
- 4.4 Assisting in motivating and encouraging the student(s) as required.
- 4.5 Promoting the independence of the student(s) to enhance learning.
- 4.6 Ensuring that all learning materials and other College equipment needed are available as and when they are required.
- 4.7 Ensuring that any student(s) is met in the morning and returned to home transport at the end of the College day, if required.
- 4.8 Supervising the student(s) before classes in the morning, during the mid-morning and lunchtime break and in movement between classes, if required.
- 4.9 Escorting the student(s) to the lavatory and helping with general management such as PE and games, if necessary.
- 4.10 Under the direction of a teacher, and following appropriate risk assessment, assist with off-site activities.
- 4.11 Be aware of school policies, procedures and of confidential issues linked to home/student/teacher/school work and to keep confidences appropriately.
- 4.12 Report to the class teacher any signs or symptoms displayed which may suggest that a student requires expert or immediate attention.
- 4.13 Contributing to an assessment of the student(s) progress and development.
- 4.14 Liaising with parents as required by the Learning Support Co-ordinator.
- 4.15 Providing administrative assistance during student non-contact time.
- 4.16 Provide assistance to subject departments, the Library and Sixth Form Study.
- 4.17 Supervision duties as required.
- 4.18 Exam invigilation duties as and when required.
- 4.19 Attending relevant in-house training.
- 4.20 To carry out, as required by the Learning Support Co-ordinator/College Business Manager, any other relevant duties.