



The Board of Governors of Acorn Integrated Primary & Nursery School

JOB DESCRIPTION

JOB TITLE: SEN Classroom Assistant

REPORTING TO: Principal and Special Educational Needs Coordinator

LOCATION: Acorn Integrated Primary School

HOURS: 22.5 hours per week

SALARY: Pt 11-14 £14.5269 - £15.2487 per hour

KEY TASKS AND DUTIES:-

1. To assist the child and/or children with accessing the requirements of the Northern Ireland Curriculum.
2. To provide in-class support as directed by the Special Educational Needs Coordinator and class teacher.
3. Prepare and produce appropriate resources to support pupil(s).
4. Supervise groups of pupils, or individual pupils on specified activities such as literacy, numeracy or play activities.
5. To provide continuity of adult care, e.g. supervising play and cloakrooms including handwashing and correct use of toilet facilities
6. To assist with preparing resources to support learning in the class, e.g books, toys, play materials and ICT resources.
7. To supervise where necessary during break and lunch times and home time.
8. To support in implementing behavioural management as directed.
9. To attend training relevant to the role as and when required.
10. Be aware of school policies, procedures and of confidential issues linked to home/pupil/teacher/schoolwork and to keep confidences appropriately.
11. To carry out such other duties at a similar level of responsibility as assigned by the Principal, Special Educational Needs Coordinator or class teacher.

NB: The Classroom Assistant will mainly be assigned to one pupil. The post and associated hours will therefore depend on the pupil's continued statement at the school. These decisions are taken by the Education Authority, in consultation with the school and the child's parents.

Please number and detail each criterion in turn on your application form in section 7.

Essential Criteria

1. A minimum of 5 GCSE passes at grade C or above to include Maths & English, or equivalent qualifications
2. Experience of working with a child/children in either a paid or voluntary capacity
3. Hold or be working towards an approved level 3 childcare qualification

Desirable Criteria

1. Experience of working with a child/children in a school or youth based environment
2. Experience of working with children with special educational needs
3. A willingness to contribute to extra-curricular activities

The Board of Governors reserves the right to refine criteria for shortlisting purposes.

Applications

The closing date for completed and signed application forms is Monday 24 March at 12.00 noon.

Application forms should be addressed to:

Mrs J Fuller
Acorn IPS
110 Victoria Road
Carrickfergus
BT38 7JL

Alternatively, applications can be emailed to jfuller051@c2ken.net