



## LORETO COLLEGE COLERAINE

### Job Description

### CLASSROOM ASSISTANT

#### Spirituality and Excellence

#### *General*

Loreto College is a Catholic Co-educational Voluntary Grammar School catering for 11-18 year old pupils. The current enrolment number is 958. As a Catholic School the College is committed to transmitting the values and moral perspectives consistent with a Christian conscience and the teaching of the Catholic Church. All staff are expected to support the aims and ethos of the College and in their behaviour and lifestyle are expected to uphold these values.

#### *Job Specific*

Between 10 and 27.5 hours per week (depending on the needs of the pupils)  
Scale Point – NJC (Former Ancillary and General Staff)  
SCP Pt 5

The post involves assisting pupils with particular difficulties although occasionally support may be required for other pupils. Continuous assessment of the pupils' progress will determine whether the post will be available on an annual basis.

#### *Responsible and Reporting to*

The person appointed will be responsible to the SENCO and ultimately the Principal.

#### *Main Duties and Responsibilities:*

- 1 General care of statemented pupils, as directed by the SENCO and class teacher.
- 2 Classroom duties including:
  - (a) planning and preparation for class and setting up of various items of apparatus as required for different subjects;
  - (b) being present in appropriate classes of the pupils and **assisting with the class at the direction of the teacher**;
  - (c) care of the pupils in teacher's absence i.e. morning break, lunchtime;

The appointee will be allocated to the pupils at different time/classes as required. This allocation will reflect those areas/subjects where difficulties tend to occur.

- 3 General duties including:
  - (a) providing Learning Support in literacy and numeracy on a one to one basis for the pupils as required;
  - (b) getting to know the pupils well in order to maximise the assistance that can be given and the benefits the pupil will receive;
  - (c) becoming familiar with the condition that causes difficulties for the pupils and to be pro-active in identifying, in advance, when difficulties might arise;
  - (d) supervision of pupils at lunchtime/break-time as and when needed;
  - (e) dealing with minor first aid if qualified;
  - (f) assisting pupils between classrooms;

(g) encouraging the pupils to become involved in other school activities where there is opportunity to socialise with peers;

(h) liaising closely with teachers, Head of Year and the SENCO.

It is recognised that by the nature of this work a degree of flexibility is required and accordingly staff may be requested to carry out certain duties in addition to those set out above. Specifically, where contact with the pupils is not required the person appointed will be expected to:

- Undertake Learning Support in literacy and numeracy for small groups as required
- Undertake routine office duties at the direction of the Office Manager and/or the Principal
- Any other reasonable duties as identified by the Principal/SENCO

### **Essential Criteria**

All applicants are expected to uphold the values contained in the Aims of the College and actively support its ethos. Applicants should have:

- a relevant qualification as detailed in appendix1 or relevant experience working as a classroom assistant.
- Grade C or better in GCSE Maths and English (or equivalent)
- experience of working within a school environment
- ability to relate well with children and adults
- an ability to use skills, expertise and experience to work independently to support pupil learning with individual children, small groups and whole class
- good written and oral communication skills
- ability to work flexibly either on own or as part of a team
- sensitivity to the needs of vulnerable children and their parents

### **Desirable Criteria**

Preference may be given to candidates who are able to demonstrate:

- good A-level grades
- experience of working with children with general and specific learning difficulties
- effective use of ICT to support teaching and learning
- enthusiasm and ability to use initiative
- ability to contribute to meetings and liaise with other agencies
- a willingness to work co-operatively with a wide range of professionals
- a willingness to undertake further appropriate training as required by Senior Leadership Team

### **Personal**

The person appointed should be able to demonstrate commitment and enthusiasm for this post. He/She should have the energy and initiative to develop the post in the best interests of the pupils and the College in general. The person appointed will be open to sharing ideas and exploring new methods and will be able to enthuse and motivate pupils. He/She will have the quality of learning and teaching at all times as his/her focus. He/She will show commitment to achieving high standards and to continuing personal and professional development. He/She will show a high level of confidentiality and discretion combined with a calm and positive approach.

### **Professional Development**

As a learning for-all school the College is committed to facilitating the professional and personal development of staff as outlined in the Staff Development Policy. Staff are expected to take overall responsibility for their own professional development both within the school and in external courses/training.

**The College reserves the right to enhance these criteria for the purpose of short-listing.**

## Appendix 1

- NVQ III in Child Care and Education
- \* NNEB Diploma in Nursery Nursing
- NNEB Diploma in Post Qualifying Studies now Advanced Diploma in Child Care Education
- A teaching qualification recognised by DENI to teach in a school
- Nursing: SRN (applies only in instances where the classroom assistant is responsible for one or more statemented child/children)
- Nursing: SEN (applies only in instances where the classroom assistant is responsible for one or more statemented child/children)
- BTEC National Certificate in Caring Services
- Certificate in Social Services now Diploma in Social Work
- Open University Special Needs in Education Diploma
- BTEC National Certificate/Diploma Nursery Nursing now Childhood Studies
- \* Post primary Classroom Assistant course

## **Spirituality and Excellence**