



**ST LOUIS GRAMMAR SCHOOL, BALLYMENA**

**TEMPORARY**

**CLASSROOM ASSISTANT**

**Part-time (15 hours/week)**

**APPLICATION PACK**



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## Accessibility and Accessible Format

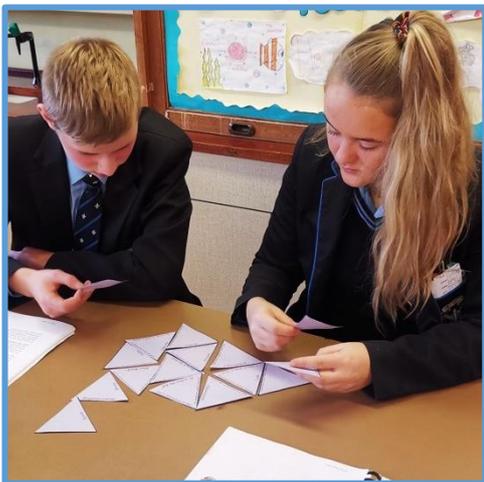
Candidates with a disability who require assistance will be facilitated upon request. Candidates who wish to receive Application Forms and Application Packs in accessible formats are requested to inform Mrs T. Weir of their requirements as soon as possible, as the closing date for applications remains the same for all applicants.

The Application Form is a separate stand-alone document.

## Special Requirements

If you require reasonable adjustments prior to your interview, these can be arranged by emailing: [tweir593@c2kni.net](mailto:tweir593@c2kni.net)





## **JOB ADVERTISEMENT**



**St Louis Grammar School**  
**Cullybackey Road, Ballymena BT43 5DW**  
**Tel: 028 2564 9534**  
**Enrolment No: 1080**

### **Part-time Temporary Classroom Assistant**

St Louis Grammar School is a Catholic, Voluntary Grammar School committed to providing excellent educational opportunities for each pupil to develop his/her unique talents to the full in a secure, caring environment.

Our motto "**Ut Sint Unum**" That all may be one, reinforces our St Louis family value system and family centred approach to education.

#### **AIMS**

- To be a community inspired by the Catholic faith, living out Gospel Values and reflecting all traditions of our Irish Cultural Heritage.
- To enable pupils to acquire a sense of purpose and have a good opinion of themselves by giving all access to a religious, academic, moral, social and physical education with appropriate provision for pupils with special needs, in an attractive school environment.
- To provide teachers with the necessary accommodation, equipment and training to achieve the above aims.
- To involve Parents, Educational Bodies and Industry in the work of the school and benefit the greater Ballymena Community.
- To foster a spirit of cheerful co-operation and provide a caring environment which promotes high achievement and self-esteem among staff and pupils.

**The Board of Governors seeks to appoint a dynamic, committed, child-centred Classroom Assistant as soon as possible.**

Details of the post and an Application Pack are available from the school website [www.stlouisgrammar.com](http://www.stlouisgrammar.com)

The closing date for receipt of completed Application Forms is **3pm on Wednesday 24<sup>th</sup> February 2021**. Please return application forms (including Monitoring Form) **by email only** to [tweir593@c2kni.net](mailto:tweir593@c2kni.net)

Applicants should note that interviews will take place in school during the month of March (date to be confirmed).

The school is committed to safeguarding children and young people. The successful candidate will undergo an enhanced AccessNI check as well as prudent checks of references and employment history.



# St Louis Grammar School, Ballymena

## Job Description

<b>Job Title:</b> Part-time Temporary Classroom Assistant (15 hours/week)	
<b>Purpose of Post:</b> Under the direction of the class teacher, assist with the educational support and the care of the pupil with special educational needs who is in the teacher's care in or outside the classroom.	
<b>MAIN DUTIES AND RESPONSIBILITIES</b> The precise duties of the post will be determined by the Principal and Learning Support Co-Ordinator.	
<b>1. SPECIAL CLASSROOM SUPPORT</b>	
1.1	Assist the teacher with the support and care of pupil with special educational needs.
1.2	Develop an understanding of the specific needs of the pupil to be supported.
1.3	Assist with authorised programmes (eg. Education Plan, Care Plan), participate in the evaluation of the support and encourage pupil 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 disabilities.
1.6	Support in implementing behavioural management programmes as directed via I.E.P.'s (Individual Action Plans).
1.7	Assist pupil in moving around school and on and off transport.
<b>2. GENERAL CLASSROOM SUPPORT</b>	
2.1	Assist pupil's learning as effectively as possible, both in group situations and on their own by assisting with the management of the learning environment through: <ul style="list-style-type: none"> <li>• clarifying and explaining instruction;</li> <li>• ensuring the pupil is able to use equipment and materials provided;</li> <li>• assisting in motivating and encouraging the pupil as required;</li> <li>• assisting in areas requiring reinforcement or development;</li> <li>• promoting the independence of pupil to enhance learning;</li> <li>• helping pupil stay on work set;</li> <li>• meeting physical/medical needs as required whilst encouraging independence</li> </ul>
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 pupil concerned.
2.4	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.
2.5	Ensure as far as possible a safe environment for pupil.
2.6	Report to the class teacher any signs or symptoms displayed which may suggest that a pupil requires expert or immediate attention.
<b>3. ADMINISTRATION</b>	
3.1	Provide regular feedback about the pupil to the teacher/Learning Support Co-Ordinator.
3.2	Take part in termly reviews with the Learning Support Co-Ordinator.
3.3	Take part in IEP/Transition Plan update meeting.
<b>4. OTHER DUTIES</b>	
4.1	Attend relevant in-service training.
4.2	Such other duties as may be assigned by the Learning Support Co-Ordinator.
<b>5. WAGES/HOURS</b>	
Spinal Points 5 (£10.2880) – 6 (£10.4936) /hour Term Time Only	

***NB: It is acknowledged that the contents of this generic Job Description are not subject to appeal.***



## St Louis Grammar School, Ballymena Personnel Specification – Classroom Assistant

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/certificates.

<b>QUALIFICATIONS AND TRAINING</b>	
<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<ul style="list-style-type: none"> <li>NVQ Level 3 or equivalent in a relevant childcare qualification</li> </ul>	<ul style="list-style-type: none"> <li>Additional award bearing courses completed</li> </ul>
<b>EXPERIENCE</b>	
<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<ul style="list-style-type: none"> <li>Experience of working in an educational setting</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a post primary environment</li> </ul>
<b>SKILLS</b>	
<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<ul style="list-style-type: none"> <li>High degree of ICT competency</li> </ul>	
<b>PERSONAL QUALITIES</b>	
<b>ESSENTIAL</b>	<b>DESIRABLE</b>
	<ul style="list-style-type: none"> <li>Flexible approach to working with SEN students</li> <li>Ability to cultivate good working relationships with students and colleagues</li> </ul>

*Applicants should note that the essential criteria may be enhanced at shortlisting.*

# **Contextual Information and Safeguarding**

## **Attendance at Interview**

Please note that candidates should make every effort to attend for interview at the specified date and time. It may not be possible to arrange alternative interview dates.

## **Confirmation of Appointment**

Before appointment, the successful candidate could be asked to provide evidence that they have no prevailing medical issues, provide authentic certificates of qualifications, agree to an AccessNI check and have acceptable references.

## **Contextual Information**

We currently have six Classroom Assistants working in St Louis. The work and performance of Classroom Assistants are monitored by the Learning Support Co-Ordinator.

## **Data Protection**

Any data about you will be held securely with access restricted to those involved in dealing with your application in the recruitment and selection process. By signing and submitting your Application Form, you are giving consent to the processing of your data by the school.

## **Disclosure**

This position is exempt from the provisions of the Rehabilitation of Offenders (Exceptions) Order 1979. You are not entitled to withhold information about convictions, cautions or reprimands under the provisions of the Order. Any failure to disclose such convictions could lead to disqualification or termination of employment. Any information given will only be used in connection with posts to which the Order applies.

## **Equality and Diversity**

We recognise the benefits of a diverse workforce. We are committed to eradicating discrimination in the workforce and becoming an employer of choice.

## **References**

Applicants are required to identify two referees on their Application Form, one of whom should be their current employer (if applicable). Referees may be contacted prior to interview.

## **Safeguarding**

St Louis Grammar School, Ballymena is committed to safeguarding and promoting the welfare of its children and young people.



## The Application Process

### Information for Potential Applicants

Please note that your application will be copied and distributed to the school's Board of Governors Selection Panel for this appointment. It is important that any communication with us is clear and concise.

All shortlisted candidates have the option of visiting the school before interviews are held. To arrange this, please contact Mrs T. Weir, the Principal's Secretary, on 028 2564 9534 or [tweir593@c2kni.net](mailto:tweir593@c2kni.net)

### How to Apply

Please download the Application Pack, Application Form and Monitoring Form from: [www.stlouisgrammar.com](http://www.stlouisgrammar.com)

**The Application Form (including Monitoring Form) should be completed in full and emailed to Mrs T. Weir, Principal's Secretary at [tweir593@c2kni.net](mailto:tweir593@c2kni.net)**

**All applications will be acknowledged by email.**

### The Recruitment Schedule

Post advertised:	Tuesday 9 <sup>th</sup> February 2021
Closing date for applications:	Wednesday 24 <sup>th</sup> February 2021 (3pm)
Shortlisting:	To be confirmed
Interviews:	early March 2021

### Recruitment Process

Once you have submitted your application, it will be assessed against the criteria in the Personnel Specification. If you attain high scores, you will then be invited to attend an interview.