

# St Louis Grammar School

BALLYMENA



EXCELLENCE ENDEAVOUR EMPOWERMENT

**Full-time and Part-time Temporary (Term Time) Learning Support Assistants**

**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.

Our Prospectus will accompany this Application Pack. 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: 960**

## **Full-time and Part-time Temporary (Term Time) Learning Support Assistants**

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 they 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 committed and child centred Learning Support Assistants from September 2025.**

Application Packs are available from the school website [www.stlouisgrammar.com](http://www.stlouisgrammar.com)

The closing date for receipt of completed Application Forms is **12 noon on Wednesday 28<sup>th</sup> May 2025**. Please return application forms (including Monitoring Form) **by email only** to [tweir593@c2kni.net](mailto:tweir593@c2kni.net) **\*Please put post title in email subject heading\***

The school is committed to safeguarding children and young people. The successful candidate will undergo an enhanced \*AccessNI check (currently £33) as well as prudent checks of references and employment history. \*AccessNI Code of Practice is available upon request.



# St Louis Grammar School, Ballymena

## Job Description

<b>Job Title:</b> Full-time and Part-time Temporary (Term Time) Learning Support Assistant (range of hours available)
<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 May also be required to complete break/lunchtime supervision of student. 4.3 Such other duties as may be assigned by the Learning Support Co-Ordinator.
<b>5. WAGES/HOURS</b>  Classroom Assistant scale will range between Spinal Points 11 (£14.5269) – 14 (£15.2487) /hour General/Supervisory Assistant scale will range between Spinal Points 5 (£13.2062) – 8 (£13.8466)/hour Term Time (September – June) Monthly paid (Option to spread payment over 12 months) Term time school holidays at full pay

6.	You shall serve a period of six months on probation (excluding July and August). If your performance is not to the expectation of management, your probationary period can be extended if deemed necessary.
7.	The sickness allowance entitlement is one month full pay and one month half pay for each year of continuous service up to a maximum of six months.
8.	One month notice of intention to terminate employment is required by the Board of Governors. In the case of gross misconduct, services may be terminated without notice. Disciplinary and grievance procedures for all non-teaching staff are available from the Principal. The responsibilities and terms and conditions may from time to time be reviewed in the light of new legislation and/in the needs of the school. Such changes will be the subject of negotiation between the Bursar and the Principal/Board of Governors.

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





# **St Louis Grammar School, Ballymena**

## **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/certificates.	
<b>QUALIFICATIONS AND TRAINING</b>	
<b>ESSENTIAL</b>	<b>DESIRABLE</b>
	<ul style="list-style-type: none"> <li>• Additional award bearing courses completed</li> <li>• Hold a minimum of a Level 2 childcare qualification as approved by EA (list of approved qualifications is available to download from EA website <a href="http://www.eani.org.uk">www.eani.org.uk</a>)</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> <li>• Have a minimum of six months' experience of working with a child/children in a formal learning environment eg. School, nursery or playgroup</li> </ul>
<b>SKILLS</b>	
<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<ul style="list-style-type: none"> <li>• Evidence of a working knowledge of information technology systems including: Microsoft Word and Outlook and/or C2k schools' IT systems</li> </ul>	<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. \*AccessNI Code of Practice is available upon request.

## Contextual Information

The work and performance of the Learning Support 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. If you have a criminal record, this will not automatically debar you from employment. Policy on Recruitment of Ex-Offenders is available upon request.

## 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) \*Please put post title in email subject heading\***

**All correspondence will be via email.**

## The Recruitment Schedule

Post advertised:	13 <sup>th</sup> May 2025
Closing date for applications:	28 <sup>th</sup> May 2025 (12 noon)
Interviews:	To be confirmed

## 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.





### **Principal**

Mrs J O'Neill BSc, PGCE, MBA, PQH (NI)

### **Board of Governors**

Mrs M. Black CBE (Chairperson), MA Ed; BSc (Hons); Post Grad Dip H Ed; Cert H Econ;  
P Dip (Executive Coaching); HMFPH, Mr D. Wright (Vice Chairperson),  
Mr A. Law, Mr S. McCann, Mrs S. McCarry, Mr G. McGarry,  
Very Reverend M. McGinnity PP, Dr C. Wilson.



### **St Louis Grammar School, Ballymena**

Cullybackey Road, Ballymena BT43 5DW

**Tel: 028 2564 9554 Email: [mail@stlouisgrammar.com](mailto:mail@stlouisgrammar.com)  
[www.stlouisgrammar.com](http://www.stlouisgrammar.com)**

School App available to download from App Store/Google Play Store  
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