



## St Mary's Grammar School, Belfast

### Job Description – Classroom Assistant



‘Nurturing faith, promoting partnership, excelling in teaching and learning, creating a caring school community and inspiring transformational leadership.’

**All staff are expected to support fully the values outlined in our ERST Charter.**  
The Edmund Rice Schools Trust (ERST) Charter is available from [www.erst.ie](http://www.erst.ie).

**POST TITLE:** Classroom Assistant - Special Educational Needs (Pts 14-17)  
(£17,681 – £18,672) based on 36 hours division.

**RESPONSIBLE TO:** The Vice-Principal (Pastoral)

#### **JOB PURPOSE:**

Under the direction of the Class Teacher/SENCo, assist with the educational support and the care of the pupil(s) with special educational needs in or outside the classroom.

#### **MAIN DUTIES AND RESPONSIBILITIES:**

The precise duties of the post will be determined by the Vice-Principal/Director of Corporate Services/SENCO

### **1. SPECIAL CLASSROOM SUPPORT**

- 1.1 Assist the teacher with the support and care of pupil(s) with special educational needs.
- 1.2 Develop an understanding of the specific needs of the pupil(s) to be supported.
- 1.3 Assist with authorised programmes (e.g. Education Plan, Care Plan), participate in the evaluation of the support and encourage pupil(s) participation in such programmes.
- 1.4 To contribute to the full inclusion of the pupil under the directions of the class teacher.
- 1.5 Assist with operational difficulties and non-invasive medical / clinical difficulties pertaining to pupil(s) disabilities.
- 1.6 Support in implementing behavioural management programmes as directed.
- 1.7 Assist pupil(s) in moving around school and on and off transport.

### **2. GENERAL CLASSROOM SUPPORT**

- 2.1 Assist pupil(s) to learn as effectively as possible both in group situations and on their own by assisting with the management of the learning environment through:
  - clarifying and explaining instruction;
  - ensuring the pupils are able to use equipment and materials provided;
  - assisting in motivating and encouraging the pupil(s) as required;
  - assisting in areas requiring reinforcement or development;
  - promoting the independence of pupils to enhance learning;
  - helping pupil(s) stay on work set;
  - meeting physical / medical needs as required whilst encouraging independence.
- 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 pupils concerned.
- 2.4 Prepare and produce appropriate resources to support pupil(s).
- 2.5 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.

- 2.6 Under the direction of the teacher, and following an appropriate risk assessment, assist with off-site activities.
- 2.7 Ensure as far as possible a safe environment for pupils.
- 2.8 Report to the class teacher any signs or symptoms displayed which may suggest that a pupil requires expert or immediate attention.

### **3. ADMINISTRATION**

- 3.1 Assist with classroom administration.
- 3.2 Assist the class teacher and / or other professionals with the implementation of the system for recording the pupil(s) progress.
- 3.3 Contribute to the maintenance of pupil(s) progress records.
- 3.4 Provide regular feedback about the pupil(s) to the teacher.
- 3.5 Duplicate written materials, assist with production of charts and displays, catalogue and process books and resources.
- 3.6 Follow fully all school policies and procedures.

### **4. OTHER DUTIES**

- 4.1 Attend relevant induction and in-service training.
- 4.2 Assist work placement students with practical tasks.
- 4.3 Such other duties as may be assigned by the Vice-Principal/Director of Corporate Services/SENCO within the level of the post.
- 4.4 Supervise pupils in class, at break and lunchtime. Such work will be paid separately.
- 4.5 Act as a Student Mentor to aid Pastoral support.

**All Classroom Assistants are expected to fully comply with the rules and regulations as stated in the Classroom Assistant's Handbook.**

*It is acknowledged that the contents of this generic job description are not subject to appeal.*

[May 2019]