

***St Michael’s College, Enniskillen***

***Job Description***

***Classroom Assistant***

***(Special Needs) (Term Time)***

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***Classroom Assistant (Special Needs) (Term Time)***

***Job Description***

***For Immediate Start***

*The person appointed will be responsible to the Principal and Vice-Principal, reporting to the SENCO and Form Teacher.*

This post will involve working on an individual basis with pupils who have statements of special educational needs. The classroom assistant will be expected to support the school and other agencies in order to:

* enable the pupils to access the Northern Ireland Curriculum at levels appropriate to their age, abilities and attainment;
* develop an understanding of the specific needs of the pupil(s) to be supported and assist with authorised programmes;
* support in implementing behaviour management programmes where appropriate

and as directed;

* assist pupil(s) in moving around school and on and off transport where appropriate and as directed;
* develop their abilities to maintain attention and concentration in learning situations;
* enhance pupil self-esteem and self-confidence;
* enhance pupil awareness and understanding of social interaction so that they can develop meaningful friendships;
* support and develop their organisational skills;
* provide access to alternative methods of recording where needed.

***NB. The successful candidate will be provided with all necessary training and support.***

***Classroom Assistant (Special Needs) (Term Time)***

**The main duties and responsibilities of the post are:**

**1. Classroom duties including:**

1. Assisting pupils as directed by the teacher;
2. Preparation for class and help in setting up of various items of apparatus as required for different subjects;
3. Establish a supportive relationship with the pupil(s) concerned;
4. Prepare and produce appropriate resources to support the pupil(s);
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 school;
6. Supporting pupils in ensuring that all class work and homework is complete;
7. Working with pupils to support Literacy, Numeracy and the development of social skills;
8. Care of pupil(s) in teacher’s absence, e.g. morning break, lunchtime;
9. Accompanying class to all extra-curricular activities, where appropriate;
10. Ensure as far as possible a safe environment for pupils;
11. Report to the class teacher any signs or symptoms displayed which may suggest that a pupil requires expert or immediate attention;
12. Assist the class teacher and/or other professionals with the implementation of the system for recording the pupil(s) progress;
13. Duplicate written materials, assist with production of charts and displays etc.

**2. General duties including:**

1. Supervision in playground at break time and lunch time and assisting with recreational activities aimed at the social development of the pupil;
2. Dealing with minor first aid;
3. Assisting pupils in transit from classroom to transport, where appropriate;
4. General assistance with whole school learning support initiatives;
5. Attend relevant in-service training.

**3.** 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 reasonable duties in addition to those set out above.