**GENERIC JOB DESCRIPTION**

**POST TITLE:** General Assistant (Supervisory)

**GRADE: PT 2 – 3**

**LOCATION:** Oakgrove Integrated College

**RESPONSIBLE TO:** The Principal through the SENCo/teaching assistant co-ordinator/class teacher

**JOB PURPOSE:**

To be responsible to the Principal for the provision of assistance to teachers/classroom assistants in/outside school with care of pupils.

1 **GENERAL ASSISTANCE**

1.1 Assist pupils with toileting/personal hygiene/dressing including the use of basic toileting aids.

1.2 Ensuring the safe mobility and general supervision of the pupil/s within school premises, including the playground and on school outings, transporting pupil’s belongings (if required).

1.3 Accompanying teachers, classroom assistants and/or therapy staff with groups on outings or in respect of individual/group therapy programmes, e.g. swimming, educational outings, hydrotherapy etc.

1.4 Ensure appropriate care and feeding of pupils at meal times.

1.5 Ensure pupils comply with normal school rules and routines during the school day.

1.6 Cleaning equipment connected with daily activities in classroom and assisting with the setting out of the equipment as directed.

1.7 Such other duties as may be assigned within the level of the post. Those duties should be non-curricular.

1. **ADDITIONAL ASSISTANCE**
   1. Undertake complex medical or invasive medical/clinical procedures.
   2. Use of specialist equipment for toileting and mobility for which specialist training is required.
   3. Provide specialist feeding support following assessment by a Speech and Language therapist under a formal programme identified by that assessment.
2. **GENERAL CONDITIONS**

**3.1** All duties must be carried out to comply with:

(a) the Health and Safety at Work (NI) order 1987;

(b) Acts of Parliament, Statutory Instruments and Regulations and other legal requirements;

(c) Codes of Practice.

**3.2** All duties will be carried out in the working conditions normally inherent in the particular job.

**3.3** All necessary paperwork must be completed.

**3.4** Duties will be carried out for jobs up to and including those in the same grade, provided such duties are within the competence of the employee.

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