GENERIC JOB DESCRIPTION

**POST TITLE:** Classroom Assistant – Special Educational Needs

**GRADE:**  PT 5 - 6

**LOCATION:** Oakgrove Integrated College

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

**JOB PURPOSE:**

Under the direction of the SENCO/teaching assistant co-ordinator/class teacher, assist with the educational support and the care of the pupil(s) with special educational needs who is/are in the teacher’s care in or outside the classroom.

**MAIN DUTIES AND RESPONSIBILITIES**:

The precise duties of the post will be determined by the principal/SENCO/teaching assistant co-ordinator.

1. **SPECIAL CLASSROOM SUPPORT**
   1. Assist the teacher with the support and care of pupil(s) with special educational needs e.g. enable access to the curriculum, attend to personal needs including dietary, feeding, toileting etc.
   2. Develop an understanding of the specific needs of the pupil(s) to be supported.
   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.
   4. To contribute to the inclusion of the pupil in mainstream schools under the directions of the class teacher.
   5. Assist with operational difficulties and non invasive medical/clinical difficulties pertaining to pupil(s) disabilities.
   6. Support in implementing behavioural management programmes as directed.
   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 pupils(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) and take care of material for play sessions.

**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/teaching assistant co-ordinator/SENCo.

**2.6** Under the direction of the teacher, and following an appropriate risk assessment, assist with off-site activities.

**2.7** Provide supervision/support including the administration of prescribed medicines and drugs for children who are ill and deal with minor cuts and grazes.

**2.8** Ensure as far as possible a safe environment for pupils.

**2.9** 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 the pupil(s) progress records.

**3.4** Provide regular feedback about the pupil(s) to the teacher/SENCo/teaching assistant co-ordinator.

**3.5** Duplicate written materials, assist with production of charts and displays, catalogue and process books and resources.

**4 OTHER DUTIES**

**4.1** Attend relevant in-service training.

**4.2** Assist work placement students with practical tasks.

**4.3** Such other duties as may be assigned by the Principal/SENCo/teaching assistant co-ordinator within the level of the post.

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

Appendix 1

* NVQ III in Child Care and Education

\* NNEB Diploma in Nursery Nursing

* NNEB Diploma in Post Qualifying Studies now Advanced Diploma in Child Care Education
* A teaching qualification recognised by DENI to teach in a school
* Nursing: SRN (applies only in instances where the classroom assistant is responsible for one or more statemented child/children)
* Nursing: SEN (applies only in instances where the classroom assistant is responsible for one or more statemented child/children)
* BTEC National Certificate in Caring Services
* Certificate in Social Services now Diploma in Social Work
* Open University Special Needs in Education Diploma
* BTEC National Certificate/Diploma Nursery Nursing now Childhood Studies
* Post primary Classroom Assistant course
* Qualification in Health & Social Care