

Mill Strand  
Integrated  
School  
& Nursery

# **Classroom Assistant**

**Mill Strand Integrated School & Nursery**

**Candidate Information Pack**

**July 2020**

## Classroom Assistant

The Board of Governors of Mill Strand Integrated School & Nursery is seeking to create a shortlist of suitable candidates for Classroom Assistant positions that may become available within the next 12 months. The school is currently awaiting confirmation of hours for three positions in the school.

In addition to Classroom Assistant work, additional hours of employment may also be offered for lunch-time supervision duties, if available and in the school's After School Club/Children's Centre.

### **Contract Type**

Fixed-Term/Secondment opportunity (May be subject to extension or may be reduced for any valid reason)

### **Duration of Contract/Contract End Date**

These are fixed-term posts available until 30 June 2021 subject to extension or review.

### **Status**

Part-Time

### **Contract Options**

Term-time plus five additional days

### **Hours per Week**

To be confirmed

### **Working Pattern**

Monday – Friday

### **Grade/Scale**

Classroom Assistant NJC pts 4 £18,426 per annum pro rata

### **Additional Allowance(s)**

Not Applicable

### **Anticipated Interview Date(s)**

TBC

### **Additional Information**

# Job Description

<b>Job title</b>	<b>Classroom Assistant</b>
<b>Hours of Work</b>	To be confirmed. Please see additional information provided on the school web-site.
<b>Job Purpose</b>	Under the direction of the 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.
<b>Main Duties and Responsibilities</b>	The precise duties of the post will be determined by the Principal
<b>Special Classroom Support</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Develop an understanding of the specific needs of the pupil(s) to be supported.</li> <li>• 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.</li> <li>• Contribute to the inclusion of the pupil in mainstream schools under the directions of the class teacher.</li> <li>• Assist with operational difficulties and non-invasive medical/clinical difficulties pertaining to pupil(s) disabilities.</li> <li>• Support in implementing behavioural management programmes as directed.</li> <li>• Assist pupil(s) in moving around school and on and off transport</li> </ul>
<b>General Classroom Support</b>	<ul style="list-style-type: none"> <li>• Assist pupil(s) learn 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 pupils are able to use equipment and materials provided;</li> <li>- assisting in motivating and encouraging the pupil(s) as required;</li> <li>- assisting in areas requiring reinforcement or development;</li> <li>- promoting the independence of pupils to enhance learning;</li> <li>- helping pupil(s) stay on work set;</li> <li>- meeting physical/medical needs as required whilst encouraging independence.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• Be aware of school policies, procedures and of confidential issues linked to home/pupil/teacher/schoolwork and to keep confidences appropriately.</li> <li>• Establish a supportive relationship with the pupils concerned.</li> <li>• Prepare and produce appropriate resources to support pupil(s) and take care of material for play sessions.</li> <li>• 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/officer.</li> <li>• Under the direction of the teacher, and following an appropriate risk assessment, assist with off-site activities.</li> <li>• Provide continuity of adult care of e.g. supervising play and cloak-rooms including hand washing, toileting etc.</li> <li>• Provide supervision/support including the administration of prescribed medicines and drugs for children who are ill and deal with minor cuts and grazes.</li> <li>• Ensure as far as possible a safe environment for pupils.</li> <li>• Report to the class teacher any signs or symptoms displayed which may suggest that a pupil requires expert or immediate attention.</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>• Assist with classroom administration.</li> <li>• Assist the class teacher and/or other professionals with the implementation of the system for recording the pupil(s) progress.</li> <li>• Contribute to the maintenance of pupil(s) progress records.</li> <li>• Provide regular feedback about the pupil(s) to the teacher</li> <li>• Duplicate written materials, assist with production of charts and displays, record radio and television programmes, catalogue and process books and resources.</li> </ul>
<b>Other Duties</b>	<ul style="list-style-type: none"> <li>• Attend relevant in-service training.</li> <li>• Assist work placement students with practical tasks.</li> <li>• Such other duties as may be assigned by the principal/teacher- within the level of the post.</li> </ul>

This job description will be subject to review in light of changing circumstances and is not intended to be rigid and inflexible but should be regarded as providing guidelines within which the individual works. Other duties of a similar nature and appropriate to the grade may be assigned from time to time.

In accordance with Section 75 of the Northern Ireland Act (1998), the post-holder is expected to promote good relations, equality of opportunity and pay due regard for equality legislation at all times.

# Person Specification - Classroom Assistant

## NOTES TO JOB APPLICANTS

1. You must clearly demonstrate on your application form under each question, how, and to what extent you meet the required criteria as failure to do so may result in you not being shortlisted. You should clearly demonstrate this for both the essential and desirable criteria, where relevant.
2. You must demonstrate how you meet the criteria by the closing date for applications, unless the criteria state otherwise.
3. The stage in the process when the criteria will be measured is outlined in the table below.
4. Shortlisting will be carried out on the basis of the essential criteria set out in Section 1 below, using the information provided by you on your application form.
5. Please note that the Selection Panel reserves the right to shortlist only those applicants that it believes most strongly meet the criteria for the role.
6. In the event of an excessive number of applications, the Selection Panel also reserves the right to apply any desirable criteria as outlined in Section 3 at shortlisting, in which case these will be applied in the order listed. It is important therefore that you also clearly demonstrate on your application form how you meet any desirable criteria.

## SECTION 1 ESSENTIAL CRITERIA

The following are essential criteria which will initially be measured at the shortlisting stage and which may also be further explored during the interview/selection stage. You should therefore make it clear on your application form how, and to what extent you meet these criteria. Failure to do so may result in you not being shortlisted.

Factor	Essential Criteria	Method of Assessment
<b>Qualifications/ Professional Membership</b>	Hold a minimum of a Level 2 childcare qualification as approved by Education Authority (A list of approved qualifications is available to download from the EA website <a href="http://www.eani.org.uk">www.eani.org.uk</a> )	Shortlisting by Application Form
<b>Experience</b>	Have a minimum of six months' experience of working with a child/children in a formal learning environment e.g. school, nursery, playgroup or special school.	Shortlisting by Application Form
<b>Skills / Abilities</b>	Evidence of a working knowledge of information technology systems including: <ul style="list-style-type: none"> <li>• Microsoft Word and Outlook, and/or</li> <li>• C2K schools IT systems.</li> </ul> Experience of assisting child with toileting difficulties.	Shortlisting by Application Form

## SECTION 2 - ESSENTIAL CRITERIA

The following are additional essential criteria which will be measured during the interview/selection stage.

Factor	Essential Criteria	Method of Assessment
<b>Knowledge</b>	<p>Demonstrable knowledge of the following:</p> <ul style="list-style-type: none"> <li>• The requirements of a Classroom Assistant (inc SEN)</li> <li>• Child development issues</li> <li>• Health and safety requirements, relevant to the role</li> </ul> <p>Knowledge of how to assist children with difficulties in 2 of the following areas: literacy, numeracy, speech and language, non-verbal communication strategies and social skills.</p>	Interview
<b>Skills / Abilities</b>	<p>Evidence of an ability to work flexibly and creatively to help ensure a child-centred learning experience</p> <p>Highly effective interpersonal and communication skills</p> <p>Proven team working and collaborative skills</p> <p>Evidence of effective planning and organising skills to ensure work is completed on time to the required standard</p>	Interview
<b>Values Orientation</b>	<p>Evidence of how your experience and approach to work reflect the school's values/ethos. You will find information about the school's values/ethos on our school web-site.</p>	Interview

## SECTION 3 - DESIRABLE CRITERIA

Some or all of the desirable criteria may be applied by the Selection Panel in order to determine a manageable pool of candidates. Desirable criteria will be applied in the order listed. You should make it clear on your application form how, and to what extent you meet the desirable criteria, as failure to do so may result in you not being shortlisted.

Factor	Desirable Criteria	Method of Assessment
<b>Qualifications / Experience</b>	<p>Have a minimum of one years' experience of working with a child/children with special educational needs</p> <p>Have a minimum of six months' experience working as a Classroom Assistant with a child/children with special educational needs</p> <p>Experience of using visual timetables with children.</p> <p>Experience of or qualification Makaton.</p> <p>Experience of using Numicon.</p>	Shortlisting by Application Form

# Application Pack

Application forms and associated documents may be downloaded from the school's website [www.millstrand.co.uk/jobs](http://www.millstrand.co.uk/jobs)

## REFERENCES

This appointment will be subject to satisfactory references being received. One reference should be from a person who is able to comment on your suitability to work with children/young people in an educational setting. The Board of Governors will seek references from present/previous employers for posts involving 'regulated activity'.

## DISCLOSURE OF CRIMINAL BACKGROUND

If you have been appointed for a post that involves 'regulated activity' under the Safeguarding Vulnerable Groups (NI) Order 2007, the Board of Governors will be required to undertake an Enhanced Disclosure of Criminal Background. Please note that you may be expected to meet the cost of an Enhanced Disclosure Certificate, which is currently £33. Details of how to make payment will be sent to you at the pre-employment stage.

Further information can be accessed on [www.nidirect.gov.uk/campaigns/accessni-criminalrecord-checks](http://www.nidirect.gov.uk/campaigns/accessni-criminalrecord-checks) or [www.justice-ni.gov.uk/articles/about-accessni](http://www.justice-ni.gov.uk/articles/about-accessni)

**It is essential that you fully describe in the application form how you meet the criteria sought. Please provide detailed information against each requirement, providing dates and ensuring that where requirements are time bounded (eg. 1 year within the last 5 years) you provide detail and dates that fully satisfy the requirement. It is not appropriate to simply list the various posts that you have held. Assumptions will not be made from the title of your post.**

Canvassing will disqualify

## LATE OR FAXED APPLICATION FORMS WILL NOT BE ACCEPTED

Please complete and return your application form and Equal Opportunities Questionnaire by post/hand delivering to the school office/post box or alternatively by e-mail to [msipsrecruitment@gmail.com](mailto:msipsrecruitment@gmail.com) no later than 12.00 noon on the closing date for receipt of completed applications.

**Mill strand Integrated School & Nursery is an Equal Opportunity Employer**

# Summary of Terms and Conditions of Service

The Conditions of Service are determined by the National Joint Council (NJC) for Local Government Services.

## HOURS

Please refer to the Candidate Information Pack for hours relating to the post. The full-time hours for an EA employee is 36 hours per week. Employees are required to work such hours as are necessary for the efficient discharge of the duties of the post.

## WORKING PATTERN

You are required to be on duty during school term plus five additional days. The timing of the five additional days is at the discretion of the Principal of the school.

## REMUNERATION

Details relating to the salary scale/rate of pay are in accordance with the agreement relating to your grade. Your hours of work exclude meal breaks. The Candidate Information Pack provides the salary scale/rate of pay relating to the post.

Mill Strand Integrated School & Nursery employees are paid by Bankers Automatic Clearing System (BACS) on a monthly basis. Employees must have a current bank account and provide details prior to the first date of commencement of employment.

## ANNUAL LEAVE, PUBLIC HOLIDAYS AND EXTRA-STATUTORY HOLIDAYS

In accordance with the Working Time Regulations (Northern Ireland) 1998 (as amended), all employees have a statutory entitlement to a minimum of 5.6 weeks paid holiday.

The basic annual leave entitlement is increased after 5 years' service in accordance with existing agreements.

In addition, there are normally 12 public and extra-statutory holidays in any leave year.

Employees who work less than a 5 day/36 hour week, and/or fewer than 52 weeks per annum, will have an entitlement to leave that is pro rata to the hours, days and weeks worked.

Salary range	Minimum Entitlement	After 5 years' service
NJC Pts 1 - 6	21 days	28 days
NJC Pts 7 - 17	21 days	29 days
NJC Pts 18 - 30	23 days	30 days
NJC Pts 32 - 43	25 days	31 days
NJC Pts 43 and over	27 days	33 days

The leave year extends from 1 April in one year to 31 March the following year. New entrants will be entitled to leave proportionate to the completed months of service during the first year of entry.

School based employees **are not** permitted to take annual leave during term-time or scheduled work periods.

Your annual leave entitlement for the full leave year will be paid annually as a supplement to the July salary. The timing of this payment is currently under review and may be subject to change.

### **SICK PAY**

The school will pay statutory sick pay (SSP) provided an employee satisfies the rules governing this payment.

Employees who work less than a 5 day/36 hour week, and/or fewer than 52 weeks per annum, will have an entitlement that is pro rata to the hours, days and weeks worked.

### **MATERNITY, ADOPTION, PATERNITY AND PARENTAL LEAVE**

Mill Strand Integrated School & Nursery has Schemes in operation for the provision of Maternity, Adoption, Paternity and Parental leave. Further information is available from the school on request.

### **PROBATIONARY PERIOD**

The first 26 weeks of service is defined as the probationary period.

### **SUPERANNUATION**

The Pension Scheme provided by the school is the Local Government Pension Scheme (LGPS) (NI) which is administered by the Northern Ireland Local Government Officer's' Superannuation Committee (NILGOSC).

Membership of the Local Government Pension Scheme for Northern Ireland is available. The school will enrol you in the Scheme on a contractual basis provided your contract lasts for more than 3 months and contributions towards the scheme will be deducted from your pay. In addition, Mill Strand Integrated School & Nursery has a statutory obligation to automatically enrol you in the Scheme provided you meet the eligibility criteria at any time during your employment. Information and assistance on automatic enrolment is available from the school. If you do not wish to remain in the Scheme you may opt out at any time.

For more information on being a member of the Scheme please visit the NILGOSC website: [www.nilgosc.org.uk](http://www.nilgosc.org.uk) or alternatively contact the NILGOSC office as follows:

**In person:** Templeton House, 411 Holywood Road, Belfast, BT4 2LP  
**Telephone:** 0345 3197 325 Fax: 0345 3197 321  
**E-mail:** [info@nilgosc.org.uk](mailto:info@nilgosc.org.uk)

### **RETIREMENT**

Further information is available from the school.

### **NOTICE PERIOD**

The minimum period of notice employees are required to give to terminate employment is not less than 1 calendar month/4 weeks. Employees on salary NJC Pt. 42 and above (or equivalent) are required to give 3 calendar months' notice.

### **UNDERTAKING WORK IN ADDITION TO THIS POST**

The Working Time Regulations 1998 implement a maximum working week of 48 hours and although not expressly stated within the Regulations, UK Government guidance has made clear this total applies cumulatively to all employment held by the individual, not separately to each job.

Taking the Working Time Regulations and Health and Safety obligations into consideration employees who intend to undertake or have secondary employment should notify the school in writing of the nature of the role, the number of hours worked and the times that the additional post/s is/are worked.

### **CHILD PROTECTION**

The Safeguarding Vulnerable Groups (Northern Ireland) Order 2007 defines working directly with children or young people or in specified places as 'regulated activity'. Appointment to a post defined as 'regulated activity' is subject to a satisfactory outcome of the vetting procedure, including receipt of a satisfactory Enhanced Disclosure Certificate from AccessNI which currently costs £33. **Please note that successful candidates may be expected to meet the cost.**

### **OTHER POLICIES AND PROCEDURES**

Other policies and Procedures are available from Human Resource Services on request.