

**OMAGH INTEGRATED PRIMARY SCHOOL LTD**

**SPECIAL NEEDS ASSISTANT - JOB DESCRIPTION**

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

**LOCATION:** Omagh Integrated Primary School Ltd

**HOURS:**  15 hpw

**RATE OF PAY:** £8.9396 - £9.4676 per hour (NJC pts 14 – 17)

**RESPONSIBLE TO:** In the classroom you will work under the direction of the class teacher.

You will report directly to the SENCO/LSC for any advice/direction in relation to the learning needs of your pupil(s).

As part of the non-teaching staff you will report to the School Bursar/HR Manager for Non-Teaching Staff, for allocation of duties, time off etc.

**JOB PURPOSE:**

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

**MAIN DUTIES AND RESPONSIBILITIES:**

The precise duties of the post will be determined by the principal, SENCO and teacher.

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 programme (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 I mainstream school under the directions of the class teacher.
   5. Assistant with operational difficulties and non-invasive medical/clinical difficulties pertaining to pupil(s) disabilities.
   6. Support in implementing behavioural management programmes as directed and record as necessary.
   7. Assist pupil(s) in moving around school and on and off transport.

**2 GENERAL CLASSROOM SUPPORT**

2.1 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:

- 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;

- 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 pupil(s) 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 n specified activities including talking and listening, using ICT, extra-curricular activities, and other duties, as directed by the class teacher/SENCO.

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

2.7 Provide continuity of adult care of e.g. supervising play and cloakrooms including hand washing, toileting etc.

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

2.9 Ensure as far as possible a safe environment for pupil(s)

2.10 Report to the class teacher/SENCO 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 and observation records.

3.4 Provide regular feedback about the pupil(s) to the teacher/SENCO.

3.5 Duplicate written materials, assist with production of charts and displays, record radio and television programmes, 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 and HR Manager for Non-Teaching Staff.