



# Campbell College Belfast

## Classroom Assistants (Special Educational Needs)

CAMPBELL  
COLLEGE

Est 1894

Campbell College is an interdenominational voluntary grammar school for dayboys and boarders. Our campus is unrivalled by any other school in Northern Ireland: all facilities are on one site and we bring breadth to the education of our students within a secure environment. There are approximately 950 pupils aged 11–18 in the Middle and Senior Schools, of whom over 200 are in the Sixth Form.

Further information may be obtained on the College website

[www.campbellcollege.co.uk](http://www.campbellcollege.co.uk)

### **Information about the Appointment**

Classroom Assistants assist with the educational progress and the pastoral care of the pupil(s) with special educational needs who is/are in the teacher's care inside or outside the classroom. They contribute to the inclusion of the pupil(s) in mainstream school.

Classroom Assistants are responsible, in the first instance, to the teachers, Head of Learning Support and, ultimately, to the Headmaster and Board of Governors.

These posts, commencing on 25<sup>th</sup> August 2020 (exact date TBC), will vary between 10 hours to 27.5 hours per week and are term time only. The hours of employment are dependent on the individual pupil and the nature of his Statement of Educational Need.

The duration of appointment is subject to review and is dependent upon the continuation of funding from DENI.

### **Main Duties and Responsibilities:**

#### **Classroom Support**

- Assist the teacher with the support and care of pupil(s) with special educational needs in order that they may access the curriculum.
- Under the teacher's guidance assist with authorised programmes (e.g. Individual Education Plan), and encourage pupil participation in such programmes.
- Assist with operational difficulties and non-invasive medical/ clinical difficulties pertaining to pupil disabilities.
- Support in implementing behavioural management programmes as directed by the class teachers.
- 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 the teacher's instruction.
  - ensuring the pupil is able to use equipment and materials provided.
  - assisting in motivating and encouraging the pupil as required.
  - assisting in areas requiring reinforcement or development.
  - promoting the independence of pupil(s) to enhance learning.
  - helping pupil(s) stay on work set by teacher.
  - meeting physical/medical needs as required whilst encouraging independence
- Facilitate access arrangements for examinations as and when required.

- Be aware of school policies, procedures and of confidential issues linked to home/ pupil/ teacher/ school work and to keep confidences appropriately.
- Under the direction of the teacher, and following an appropriate risk assessment, assist with off-site activities.

### **Other Duties**

- Provide regular feedback about the pupil to the teachers and Head of Learning Support.
- Assist the learning of other pupils as directed by the Class Teacher or Head of Learning Support.
- Attend relevant in-service training.
- Such other duties as may reasonably be assigned by the Headmaster.

### **Criteria for the Appointment**

(a) Essential Criteria:

- A minimum of 2 A level passes, or equivalent.

(b) Desirable Criteria:

- An honours degree in a relevant, post-primary subject
- Qualification(s) relevant to working with pupils with Special Educational Needs
- Recent experience of working with children with Special Educational Needs
- Experience in working with children with literacy difficulties
- Experience and/or qualifications which would enable them to make a strong contribution to the sporting life of the school
- Experience and/or qualifications which would enable them to make a strong contribution to other areas of school life beyond the classroom, e.g. CCF/DoE/Boarding.

The Panel reserve the right to enhance the criteria when short-listing.

**Application is by Application Form. Please also include a completed Monitoring Questionnaire. Applications will be accepted via post or by email to [drae429@c2kni.net](mailto:drae429@c2kni.net)**

**The closing date for applications is Wednesday 10th June at 12 noon.**

For those short-listed, an interview will take place as soon as possible after the closing date.

Candidates should note that failure or refusal on their part in a police and criminal records check, will automatically disqualify them. A negative police and criminal records check, if made, will also disqualify an applicant.

All matters connected with this appointment will be dealt with in a strictly confidential manner.

Signature: *KE Sheppard*

Date: 27/05/2020

**Mrs KE Sheppard**  
Head of Learning Support