

ABBEY CHRISTIAN BROTHERS' GRAMMAR SCHOOL

JOB DESCRIPTION: GENERAL ASSISTANT

SCALE POINT 11

General Duties and Responsibilities in relation to SEN pupils

- To assist pupils with organisational skills.
- To assist pupils with managing tasks in practical subjects.
- To assist pupils at unstructured times such as transitioning between classes and break and lunchtime.
- To assist pupils to defuse situations of emotional overload, removing pupils from class when instructed by the teacher.
- Ensuring that homework is recorded correctly.
- To keep pupils up to date with changes of routine.
- To provide domestic assistance to pupils as and when required.
- Any other relevant duty as determined by the Headmaster.

Essential Criteria:

- Calm disposition; patience; an ease with young people; ability to accept difference; good social skills; energetic.
- Experience of working with young people aged 8-18 in the last two years.
- Good attendance record.
- The willingness to undertake ongoing training.
- Appropriate qualification of 5 GCSE/GCE "O" level (Grades A*-C, including mathematics and English) or NVQ

Desirable Criteria:

- Previous experience of working with a pupil with Autistic Spectrum Disorder and behavioural difficulties for more than a six month period.

Nov2015