

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.

DISCLOSURE OF CRIMINAL BACKGROUND

The Safeguarding Vulnerable Groups (Northern Ireland) Order 2007 defines working directly with children or young people or in specified places as ‘regulated activity’.

In the event that you are recommended for appointed to a post that involves ‘regulated activity’, the Education Authority will be required to undertake an Enhanced Disclosure of Criminal Background. **Please note that you WILL be expected to meet the cost of an Enhanced Disclosure Certificate. Details of how to make payment will be sent to you at the pre-employment stage.**

Pay and Conditions:

- NJC payscale 4 £11.08 per hour term time contract.
- Hours of work 9.00 to 3.20 pm 32.5 hours per week
- Annual leave entitlement 22 days pro rata plus statutory days 10 days. These days are expected to be used during school closure days.