St. Mary's
Grammar School, Magherafelt.

Job Application Pack

Classroom Assistant (SEN) Term-Time

- 1 x post 27.5 hours per week

Gloria Deo Soli

INFORMATION ABOUT ST. MARY'S

St Mary's Grammar School was founded in 1927 by the Sisters of the Holy Family of Bordeaux and is established as a leading grammar school in Northern Ireland attended by 1185 pupils aged 11-18. It is a Catholic, Co-Educational, Voluntary Grammar with a current teaching complement of 65, with 80 support staff.

The school has a reputation for excellence in all aspects of its provision, including the care and welfare of pupils, curriculum offer, extra-curricular activities and learning facilities. As a child-centred school, we promote the all-round, holistic development of our pupils by providing opportunities for them to develop personally, socially, physically, emotionally, spiritually, intellectually and creatively. Our goal is that our pupils will grow as mature, responsible young men and women who will be ready to embrace the challenges and opportunities of life and work in the future, and make a valuable, positive contribution to society. During their time with us and beyond, we hope that our young people will be guided by the faith-based principles and values we instil through the Catholic, Christian ethos of our school and our school motto – 'Gloria Deo Soli' or 'Glory to God Alone'.

As a school, we value highly our partnership with parents/carers and we are committed to working with them in the best interests of their child at all times. Our dedicated staff – teaching and teaching support - ensure that our pupils enjoy a safe, comfortable, stimulating and nurturing school environment each day. Outside the classroom, we provide a broad range of enrichment opportunities, involving pupils in sport, music, drama, student leadership, international travel and public speaking- to name but a few - all of which contribute so significantly to the personal growth and rounded development of our young people. As a result of their positive school experience, St. Mary's pupils excel in public examinations and acquire the qualifications they need to pursue their future educational and career aspirations. More importantly, they leave equipped with the values and character, that enables them to make positive contributions to their own lives and to wider society. The school was named as Sunday Times Secondary School of the Year NI in December 2022.

SCHOOL AIMS AND VALUES

SCHOOL MISSION

Our mission is to provide a stimulating, challenging and caring environment that allows each individual to develop to his/her full potential. The work of our school is underpinned by our core values of:

- Respect
- Compassion
- Integrity
- Humility

AIMS

- Create a vibrant living faith community where everyone is encouraged to live the Gospel values and be committed to a Christian way of life;
- Challenge and stimulate the minds of pupils through excellent teaching, diverse learning opportunities and a rich, balanced curriculum;
- Provide pupils with every opportunity to flourish academically and to develop their skills, gifts and talents as individuals;
- Tailor personalised learning and specialist support to meet the needs of pupils so that they reach their full potential;
- Offer an extensive extra-curricular programme that enriches and extends the curriculum, encouraging pupils to explore and develop their personal interests;
- Develop wide-ranging opportunities for pupil leadership to enable pupils to develop the skills, knowledge and qualities they will need to be leaders in the future;
- Support and encourage pupils to play an active and responsible role in society, develop as global citizens and use their talents for the service of others;
- Work in close partnership with parents/carers and members of the wider community to provide the best possible education for all pupils.

JOB DESCRIPTION

CLASSROOM ASSISTANT (SEN) TERM-TIME

Reporting Structure

The postholder will report to the Principal through the Bursar and the SEN Co-ordinator.

Salary

NJC Point Range: 11 - 14, £14.99 - £15.73 per hour
NILGOSC Pension Scheme applies.

Purpose Of Post

To be responsible under the direction of the Principal/Bursar and SEN Co-ordinator or as a member of a team as may be employed to assist with the educational support and the care of the pupil(s) with special educational needs who is/are in the school's care in or outside the classroom.

Job Description

The precise duties of the post will be determined by the Principal/Bursar/SEN Co-ordinator.

1. Special Classroom Support

1.1 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.

1.2 Develop an understanding of the specific needs of the pupil(s) to be supported.

1.3 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.

1.4 To contribute to the inclusion of the pupil in mainstream schools under the directions of the class teacher.

1.5 Assist with operational difficulties and non-invasive medical/clinical difficulties pertaining to pupil(s) disabilities.

1.6 Support in implementing behavioural management programmes as directed.

1.7 Assist pupil(s) in moving around school and on and off transport.

2. General Classroom Support

2.1 Assist the teacher in the efficient running of the class.

2.2 Assist, as required, 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 instruction;
- ensuring the pupils are able to use equipment and materials provided;
- assisting in motivating and encouraging the pupil(s) as required;
- contributing to areas requiring reinforcement or development eg language, behaviour, reading, spelling, handwriting/presentation etc;
- promoting independent learning;
- helping pupil(s) concentrate on and finish work set;
- meeting physical/medical needs as required whilst encouraging independence.

2.3 Be aware of school policies, procedures and of confidential issues linked to home/pupil/teacher/ school work and to keep confidences appropriately.

2.4 Establish a supportive relationship with the pupils concerned.

2.5 Prepare and produce appropriate resources to support pupil(s) and take care of material for play sessions.

2.6 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.

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

2.8 Provide continuity of adult care of eg supervising play and cloakrooms including hand washing, toileting etc.

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

2.10 Ensure as far as possible a safe environment for pupils.

2.11 Report to the class teacher 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 records.

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

3.5 Duplicate and modify written materials, assist with production of charts and displays, record radio and television programmes, catalogue and process books and resources.

4. General Conditions

4.1 All duties must be carried out to comply with:
a. The Health and Safety at Work (NI) Order 1978;
b. Acts of Parliament, Statutory Instruments and Regulations and other legal requirements;
c. Codes of Practice.

4.2 All duties will be carried out in the working conditions normally inherent in the particular job.

4.3 All necessary paperwork must be completed.

4.4 School duties will be carried out for jobs up to and including those in the same grade, provided such duties are within the competence of the competence of the employee.

5. Training

5.1 Employees will accept any training to facilitate the undertaking of duties for jobs up to and including their own grade.

5.2 Employees will accept training for jobs graded at higher levels than their own. Payment will only be made where there is a requirement by the authority for the higher level duties to be carried out.

6. General Responsibilities

6.1 Assist work placement students with practical tasks.

6.2 To carry out duties as may be required from time to time commensurate with the overall responsibility of the post.

6.3 To comply and actively promote school policies, including Equal Opportunities and Health and Safety.

6.4 To promote positive student conduct.

6.5 To deal with all telephone and personal enquiries efficiently and effectively, in a way that promotes a positive image of the school.

6.6 To be smartly dressed, establish a business-like environment and promote excellent relationships and a positive ethos when communicating with students, staff, parents and external contact.

6.7 To be punctual and maintain a good record of attendance.

The post is reviewed on an annual basis and follows the 'statement' of the pupil.

Review arrangements
The details contained in this job description reflect the content of the job at the date it was prepared. However, it is inevitable that, over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the school will expect to revise the job description from time to time and will consult with the post holder at the appropriate time.

Posts involving work with children and young people in educational institutions are subject to the provisions of the Safeguarding Vulnerable Groups (NI) Order 2007.

With effect from 1 April 2011 the Department of Education ceased to fund pre-employment checks carried out by AccessNI. As a result, any applicant offered paid employment in regulated activity from this date will be required to pay £32 for the enhanced disclosure certificate (EDC). AccessNI regulations do not allow for individuals to apply directly to AccessNI for an EDC therefore applications must continue to be made through the registered body (St Mary's Grammar School).

Closing date for applications:	**12.00 noon, Friday 04 December 2026**

PERSON SPECIFICATION

CLASSROOM ASSISTANT (SEN)

FACTORS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Qualifications and Training	**It is essential that applicants have:** (i) NVQ Level 2 or equivalent in a relevant childcare qualification; (ii) GCSE Mathematics and English (Grades A-C) or equivalent.	**It is desirable that applicants have:** (i) NVQ Level III in Children's Care Learning and Development, or equivalent qualification (ii) evidence of relevant training courses attended in special educational needs; (iii) have a first aid certificate; (iv) a high level of computer skills.	Application form.
Relevant Experience / Knowledge	Experience of working in a school setting with children with Special Educational Needs; Knowledge of the Northern Ireland Curriculum.	A minimum of 6 months' paid experience within the last 2 years of working in a school setting with children with Special Educational Needs.	Application form. Interview.
Skills	Good communication skills, both written and oral.		Interview
Personal Qualities	Reliable, patient, sympathetic and able to show empathy; and Ability to respect confidentiality.		Interview.

* The criteria may be enhanced by the Board of Governors to facilitate shortlisting



'In the heart of each person, hope dwells as the desire and expectation of good things to come, despite our not knowing what the future may bring.'

Pope Francis