

INTEGRATED COLLEGE DUNGANNON LTD

GENERIC JOB DESCRIPTION

POST TITLE: Classroom Assistant – Special Educational Needs

RESPONSIBLE TO: The Principal through SENCO

JOB PURPOSE:

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

MAIN DUTIES AND RESPONSIBILITIES:

The precise duties of the post will be determined by the principal.

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 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;
 - promoting the independence of pupils to enhance learning;
 - 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 pupils 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 on specified activities including talking and listening, using ICT, extra curricular activities, and other duties, as directed by the class teacher/officer.
- 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 pupils.
- 2.10 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 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 within the level of the post.

Post Holder

Date