



BELFAST ROYAL ACADEMY

Cliftonville Road, Belfast BT14 6JL

The Board of Governors invites applications
for the posts of:

CLASSROOM ASSISTANTS

Full-time and part-time positions available at
Belfast Royal Academy and also at Ben Madigan
Preparatory School

Application forms and relevant information may be
downloaded from the school web-site.

The closing date for receipt of completed applications is
Friday 2nd August 2024 at 12 noon.

The Board of Governors is an Equal Opportunities Employer.

www.belfastroyalacademy.com

BELFAST ROYAL ACADEMY



APPLICATION INFORMATION

POST: Classroom Assistant / General Assistant

LOCATION: **Belfast Royal Academy**
5-17 Cliftonville Road
Belfast
BT14 6JL

Ben Madigan Preparatory School
690 Antrim Road
Belfast
BT15 5GP

REPORTING TO: The Head of Finance & Corporate Services through the Vice-Principal and Learning Support Co-ordinator

OVERALL RESPONSIBILITIES: The purpose of the Classroom Assistant and General Assistant roles are to help facilitate the education of pupils in the school including those with special educational needs.

GENERAL INFORMATION:

Belfast Royal Academy was founded in 1785 by Dr James Crombie. His aim was to establish a school to provide an education of high standard. For over 235 years, the school has remained true to this principle and continues to enjoy a reputation of academic excellence alongside notable extra-curricular activities. It is a voluntary grammar school of 1400 pupils, with a further 160 pupils in the preparatory department. Its management is vested in a Board of Governors on which parents and teachers are represented, along with Governors elected by Members of the Academy and nominees of the Minister of Education.

CONDITIONS OF SERVICE

1.Salary - This will be based on the National Joint Council Scale points 5-6 with the hourly rate being £12.51-£12.72 for roles requiring Special Classroom Support and National Joint Council Scale points 2-3 with the hourly rate being £11.91-£12.11 for General Classroom Support. This is a term time post, 38 weeks plus 5 weeks holiday pay per annum (including public and other holidays), paid monthly via BACs.

2.Hours –Standard basic hours to be agreed, up to 32.5 hours per week (the hours available will be dependent on funding provided by the Education Authority). Posts will continue for as long as the pupil requires classroom assistance and for as long as the funding body provides funding for the post.

3.Pension - You will be automatically enrolled in the NILGOSC Pension Scheme but can opt out.

4.Sick Pay - This is in accordance with the National Joint Council sickness entitlement scheme.

5.Probation - The appointment will be subject to a probationary period of six months during which performance will be assessed. This can be extended by three months, where considered appropriate.

6.Notice - The appointment will be subject to notice of one calendar month being given.

APPLICATION PROCESS

All relevant forms and information may be downloaded from the vacancies section on the school website (www.belfastroyalacademy.com). Completed forms should be sent electronically to Ms L McIntosh, lmcintosh152@c2kni.net.

Please confirm your preferred locati by email when submitting your application.

PRE-EMPLOYMENT PROCEDURE

Posts involving work with children and young people in educational institutions are subject to the provisions of the Safeguarding Vulnerable Groups (NI) Order 2007. Belfast Royal Academy treats with the utmost seriousness its responsibility to protect and safeguard pupils. Subsequently, any offer of employment will be confirmed subject to the satisfactory outcome of all the following:

- Two satisfactory references, one of which must be from the most recent employer.
- Viewed originals of qualifications recorded on the application form.
- Health Declaration
- Enhanced Disclosure Certificate from AccessNI

DUTIES AND RESPONSIBILITIES

Special Classroom Support

- Assist the teachers with the support and care of pupils with special educational needs e.g. enable access to the curriculum.
- Develop an understanding of the specific needs of the pupils to be supported.
- Assist with authorised programmes (e.g. Learning Plan, Care Plan), participate in the evaluation of the support and encourage pupil participation in such programmes.
- To contribute to the inclusion of the pupils in mainstream schools under the directions of the class teachers.
- Support in implementing behavioural management programmes as directed.
- Assist the pupils in moving around school and on and off transport

General Classroom Support

- Assist the pupils 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 as required;
 - Assisting in areas requiring reinforcement or development;
 - Promoting the independence of pupils to enhance learning;
 - Helping pupils stay on work set;
 - Meeting physical/medical needs as required whilst encouraging independence.
- Be aware of school policies, procedures and of confidential issues linked to home/pupil/teacher/school work and to keep confidences appropriately.
- Establish a supportive relationship with the pupils concerned.
- Prepare and produce appropriate resources to support the pupil and take care of material for play sessions.
- 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 teachers/officers.
- Under the direction of the teacher, and following an appropriate risk assessment, assist with off-site activities.
- Ensure as far as possible a safe environment for pupils.
- Report to the class teachers any signs or symptoms displayed which may suggest that a pupil requires expert or immediate attention.

Administration

- Assist with classroom administration
- Assist the class teachers and/or other professionals with the implementation of the system for recording the pupil progress
- Contribute to the maintenance of pupil progress records.
- Provide regular feedback about the pupil to the teacher/officer.
- Duplicate written materials, assist with production of charts and displays, record radio and television programmes, catalogue and process books and resources.

Other Duties

- Attend relevant in-service training.
- Such other duties as may be assigned by the Head of Finance / Learning Support Co-Ordinator within the level of the post.

QUALIFICATIONS & EXPERIENCE

Essential

E1 The persons appointed shall have a good level of general education, including at least 5 GCSE subjects at Grade C or above or equivalent (one of which should be English)

E2 Experience of working with children of secondary school age

Desirable

D1 Additional qualification relevant to the role

D2 The persons appointed shall have a good level of general education, including at least 7 GCSE subjects at Grade C or above or equivalent (one of which should be English)

D3 Experience of working with children with special educational needs

The criteria for shortlisting may be upgraded to those listed in the desirable category, depending on the number of applications received for the post.