



CAMPBELL
COLLEGE

Est 1894

Campbell College Junior School

Classroom Assistant Posts (Permanent)

Campbell College Junior School was opened in 2006 and is situated in the grounds of a stunning, hundred acre campus. Due to expansion in numbers, a Key Stage 2 Building was added in 2013.

We aim to provide the highest quality and most unique learning experience for the children who are entrusted into our care. Our young Campbellians are at the heart of all we do, and are challenged to be the very best they can be.

All members of staff are encouraged to be reflective practitioners; their continuing professional development is the key to ensuring the highest quality of learning and teaching at Junior School.

An extensive range of extra-curricular clubs is on offer to our Prep 4-7 pupils and wrap-around care is also available from 8.00am until 6.00pm.

Further information may be obtained on the College website:

www.campbellcollege.co.uk

Information about the Appointment:

Classroom Assistants work under the direction of the class teacher to support pupils' access to learning and their pastoral care. They provide general support to the teacher in the effective management of a designated class or classes, both inside and outside the classroom.

Classroom Assistants are responsible, in the first instance, to the Class Teacher, Learning Support Coordinator and Head of Junior School, and ultimately to the Headmaster and Board of Governors.

The hours of employment range from 12.5 hours to 32.5 hours per week, and are term-time only. Remuneration is pro rata on the National Joint Council (NJC) Scale 11-13, dependent upon experience.

Additional hours may also be available for assisting with wrap-around care.

Main Duties and Responsibilities

The precise duties of the post will be determined by the Head of Junior School.

Classroom Support:

- Assist the teacher in the efficient running of the class
- Assist, as required, 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 pupil is able to use equipment and materials provided*
 - *assisting in motivating and encouraging the pupil as required*
 - *assisting in areas requiring reinforcement or development*
 - *promoting independent learning*
 - *helping pupils to concentrate on, and finish, work set*
- Participate in classroom activities, including involvement with the curriculum, where appropriate, under the direction of the class teacher.
- Assume responsibility for supervising groups of children, or individual children on specified activities (including Talking & Listening, use of Library, use of ICT, extra-curricular activities and other duties)
- Provide continuity of adult care (eg: supervising play & cloakrooms, including handwashing & toileting)
- Be aware of school policies, procedures and of confidential issues linked to home, pupil, teacher, school and work, and keep confidences appropriately
- Establish a supportive relationship with the pupils concerned
- Prepare work for pupils as directed by, and in support of, the teacher
- Set up, clear away and regularly clean equipment
- Prepare material for play sessions (eg: making dough, cutting paper, costume preparation)
- Provide supervision, including the administration of prescribed medicines for children who are ill, and deal with minor cuts and grazes
- Ensure, as far as possible, a safe environment for pupils
- Report to the class teacher any signs or symptoms displayed which may suggest that a child requires expert or immediate attention

Administration:

- Assist with classroom administration
- Assist with the preparation of learning resources
- Contribute to the maintenance of pupil progress records
- Provide regular feedback about the pupils to the class teacher and Learning Support Coordinator

Other Duties:

- Attend relevant in-service training
- Assist work placement students with practical tasks
- Such other duties as may reasonably be assigned by the Learning Support Coordinator and Head of Junior School, within the level of the post

Personal Skills & Qualities:

- Committed, enthusiastic, caring, patient, able to use initiative
- Organisational skills, effective time management
- Effective communicator, with excellent Literacy skills
- Effective interpersonal skills, to work with pupils and colleagues

Criteria for the Appointment

(a) Essential Criteria:

- Hold a relevant qualification

Eg: QCF (Qualification & Credit Framework) Level 3 in Children's Care, Learning and Development or Playwork (or working towards this), or an equivalent or higher relevant occupational qualification in early years' education, social work, nursing, teaching or health visiting.

(b) Desirable Criteria:

If there are more applicants for this post who meet the essential criteria than it is possible to invite for interview, the selection panel responsible for making the appointment will draw up a short-list using one or more of the following additional criteria:

- Experience of working with children in a primary school setting
- Experience and/or qualifications which would enable them to make a strong contribution to the extra-curricular life of the school
- Willingness to assist with wrap around care

The Panel reserves the right to enhance these criteria, when short-listing.

Application forms and monitoring questionnaires are available to download from the Campbell College website (www.campbellcollege.co.uk) and can be returned to the Junior School via post or electronically (info@campbellcollegejs.belfast.ni.sch.uk).

The deadline for receipt of applications is **12.00 noon on Friday 21st June 2019**.

For those who are short-listed, an interview will take place as soon as possible after the closing date.

Candidates should note that failure or refusal on their part to agree to either a medical examination or a police and criminal records check, if one or both are required, will automatically disqualify them. An unsatisfactory medical report, if sought, and/or a negative police and criminal records check, if made, will also disqualify an applicant.

Posts involving work in educational institutions are subject to the provisions of the *Safeguarding Vulnerable Groups (NI) Order 2007*. The successful applicant will require an enhanced disclosure check. Further details will be issued if an offer of employment is made.

All matters connected with this appointment will be dealt with in a strictly confidential manner.

Campbell College is an equal opportunities employer.