CAMPBELL
COLLEGE

Est 1894

Campbell College Junior School

Classroom Assistant Post (Special Educational Needs)
20 hours per week (Monday – Friday)

- **Posts 1 & 2: Initially in P5**
- **Post 3: Initially in P7**

At Junior School, we aim to provide the highest quality and most unique learning experience for boys. Our young Campbellians are at the heart of all we do, and they are challenged to be the 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.

Further information may be obtained on the College website: **www.campbellcollege.co.uk**

Information about the Appointment

Classroom Assistants assist with the educational support, pastoral care and inclusion of those children with special educational needs who are entrusted into our care. They are responsible, in the first instance, to Mr Rob Andrews (Head of Junior School) and Mrs Lynsey Keenan (Special Educational Needs Coordinator), and ultimately to the Headmaster of the College and to the Board of Governors.

The hours of employment are dependent upon the individual pupil and the nature of his Statement of Special Educational Needs and the post is term-time only.
Pay is as per the NJC scale; points 11-14; £28,142 to £29,540 per annum, pro rata.

The duration of appointment is subject to review and is dependent upon the continuation of funding from the Department of Education for Northern Ireland.

Main Duties and Responsibilities

Classroom Support

- Assist the teacher with the support and care of pupils with special educational needs (eg: enable access to the curriculum, support with medical needs, attend to their personal needs: dietary, feeding, intimate care…etc)
- Establish a supportive relationship with the pupil concerned
- Develop an understanding of the specific needs of the pupil to be supported.
- Assist with authorised programmes (e.g.: Individual Education Plan, Health-Care Plan), and participate in the evaluation of the support and encourage pupil participation in such programmes
- Contribute to the inclusion of the pupil in mainstream schools
- Assist with operational difficulties and non-invasive medical/clinical difficulties pertaining to a pupil's disabilities or medical needs
- Assist pupils in moving around the school's campus, and on/off transport
- Support in implementing behavioural management programmes as directed
- Assist 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 instructions*
  - *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 the independence of pupils to enhance learning*
  - *helping pupils to 'stay on task'*
  - *meeting physical/medical needs as required, whilst encouraging independence*
- Assist the learning of other pupils, as directed by the class teacher and SENCo
- Facilitate access arrangements for assessments, as and when required
- Be aware of school policies, procedures and of confidential issues linked to home, pupil, teacher, school and work, and keep confidences appropriately
- Prepare and produce appropriate learning resources to support pupils
- Supervise groups of pupils, or individual pupils, on specified activities, as directed by the class teacher
- Under direction of the teacher, and following an appropriate risk assessment, assist with outdoor learning and off-site activities
- Provide continuity of adult care (e.g.: supervising outdoor play, cloakrooms and intimate care)
- 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 pupil requires expert or immediate attention

Administration

- Assist with classroom administration
- Assist the class teacher, and other relevant professionals, with the implementation of a system for recording pupil progress
- Contribute to the maintenance of pupil progress records, including records of intervention
- Contribute to the annual review of the child's Statement of Special Educational Needs
- Provide regular feedback about the pupil to the class teacher and Learning Support Coordinator
- Assist with the preparation of learning resources

Other Duties

- Attend relevant in-service training
- Assist work placement students with practical tasks
- Such other duties as may reasonably be assigned by SENCo, Head of Key Stage 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

  A minimum of a Level 3 Childcare qualification, as approved by the Education Authority: https://www.eani.org.uk/publications/school-document/classroom-assistant-qualification-table

  or

  An equivalent or higher relevant occupational qualification
  (eg: in early year's 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 shortlist using one or more of the following additional criteria:

- Experience of working with a child(ren), in a formal learning environment (eg: school or nursery)
- Experience of supporting a child with Special Educational Needs in a school setting
- Additional qualifications which would assist them in carrying out this role

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 at www.campbellcollege.co.uk and should be returned to the Head of Junior School electronically via info@campbellcollegejs.belfast.ni.sch.uk.

The deadline for receipt of applications is **12.00 noon on 18th November 2026.**

For those who are short-listed, an interview will take place the following week.

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.