



St Patrick's Grammar School
109 Saul Street, Downpatrick BT30 6NJ

CLASSROOM ASSISTANT (Full Time/Part Time- Term Time)
2x Posts 30 hours per week and 1x Post 25 Hours per week

PERSONNEL SPECIFICATION

21st October 2021

PERSONNEL SPECIFICATION

Post: Classroom Assistant (Part- time, 25 Hours per week, fixed contract until June 2022.)

The following **essential** and **desirable** criteria will initially be measured at the shortlisting stage and **may also be further explored during the interview/selection stage**. You should therefore make it clear on your application form how, and to what extent you meet these criteria. Failure to do so may result in you not being shortlisted.

FACTOR	ESSENTIAL	DESIRABLE
1. Qualifications/Training	<ul style="list-style-type: none">• GCSE (or equivalent) in Maths and English evidencing proficiency in Literacy and Numeracy.	<ul style="list-style-type: none">• A professional or educational qualification approved by the Education Authority and relevant to the position of Classroom Assistant (SEN) (or working towards); (A list of approved qualifications is available to download from the EA website www.eani.org.uk)• First Aid Training;• Additional training in areas such as management of diabetes and epilepsy.
2. Experience/knowledge	<ul style="list-style-type: none">• Knowledge of the specific requirements of the role of Classroom Assistant (SEN) in a Post Primary School;• Experience working with children and young people in a supportive capacity.	<ul style="list-style-type: none">• Knowledge and experience of supporting students with a range of Special Educational Needs including those with Social, Emotional and Behavioural difficulties;• Experience working with children and young people in a school setting;• Experience working with children and young people for a minimum of six months.

3. Skills and Attributes	<ul style="list-style-type: none"> • An ability to work as part of a team and build strong relationships; • An ability to plan, organise and communicate effectively at all levels; • A clear commitment to meeting the needs of pupils with Special Educational Needs; • The ability to use initiative in finding ways to meet needs of students; • Good record keeping. 	<ul style="list-style-type: none"> • The ability to offer 1-1 support in Literacy and / or Numeracy; • Competence in use of IT, including knowledge of Microsoft Word and Excel; • Willingness to undertake additional training in relevant areas.
4. Personal Qualities	<ul style="list-style-type: none"> • Flexible, and responsive to the individual needs of students; • Demonstrate a caring, pastoral and child-centred approach; • Positive attitude towards development; • Commitment to life-long learning; • High standards of personal and professional presentation; • Ability to work within a team; • Organised, reflective and innovative. 	<ul style="list-style-type: none"> • Evidence of a creative approach; • Willingness to adopt change; • Evidence of high levels of self-management.