

**RATHMORE GRAMMAR SCHOOL**

**General Assistants**

**and**

**Classroom Assistants (SEN)**

**School Profile**

Rathmore Grammar School, is a Catholic, co-educational, voluntary grammar school. It occupies well presented and maintained facilities on a large, elevated site on the southern side of Belfast. The school was founded in 1953 by the Religious of the Sacred Heart of Mary and inherits the rich tradition of a Congregation engaged in education for over one hundred and fifty years. The school employs 78 teaching staff and 35 support staff.

The school has an enrolment of 1260 with 180 pupils in each year group. In Years 8 to 10 they are divided into classes of 20 for practical and 30 for non-practical subjects while throughout the school they are divided into Tutor Groups of approximately 20.  Tutors have responsibility for the overall development and welfare of the pupils in their group whom they meet each morning, once a week for a Year Assembly, under the direction of the Head of Year, and four times a week for a Tutor period during which a programme designed to meet the needs of the particular year group is followed.

With its highly qualified and caring staff, the school seeks to foster academic excellence while meeting the individual needs of pupils within a well-structured and fully supportive pastoral care system.  All pupils are encouraged to develop their talents and to become self assured, articulate and responsible members of society, prepared to stand up for their own beliefs while respecting the beliefs and traditions of others. The school endeavours to create a friendly, caring atmosphere where pupils feel at home.  It recognises the special role of parents in the education of young people and welcomes close contact with them.

The school operates a Child Protection Policy to which all staff must subscribe.

Rathmore Grammar School is fully committed to the principle of equality of opportunity in employment and welcomes applications from all sections of the community.

**Special Educational Needs**

The school endeavours to meet the needs of all pupils and makes special provisions for pupils who have special educational needs (SEN), in line with the Department of Education’s (DENI) Code of Practice on the Identification and Assessment of Special Educational Needs and its own SEN policy and procedures. It has a SEN co-ordinator (SENCO) who works closely with the Vice-Principal responsible for Pastoral Care in managing the school’s SEN provision.

The posts are designed to assist pupils who have SEN statements and for each of whom Education Authority has approved funding for an assistant.

We are recruiting for a pool of applicants for both General Assistant and Classroom Assistant posts.

**Outline of Duties and Responsibilities**

**POST (A): General Assistant**

**Responsible to**: In respect of the main duties and responsibilities of the post the General Assistants are responsible, through the SENCO, to the Vice Principal in charge of Pastoral Care and to the Bursar who is responsible for human resource matters in relation to all non-teaching staff.

**Salary Scale for General Assistant:** NJC Scale, point 5.

This post is **term time only** working 32.5 hours per week at the current rate of £13.21 per hour. The actual salary paid will be pro rata depending on the hours worked.

**Status:** These posts are fixed term and subject to continuing Education Authority funding, for a maximum of 32.5 hours per week, term time only (195 days).

**Job Profile**

**1. GENERAL CLASSROOM SUPPORT**

1.1Assist 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.
	1. Be aware of school policies and procedures linked to home/pupil/teacher/school work.
	2. Establish a supportive relationship with the pupil.
	3. Prepare and produce appropriate resources to support pupil(s).
	4. Supervise groups of pupils, or individual pupils on specified activities including talking and listening, using ICT, extracurricular activities, and other duties, as directed by the class teacher.
	5. Under the direction of the teacher, and in line with appropriate risk assessment, assist with off-site activities**.**
	6. Provide continuity of adult care of e.g. supervising play and cloakrooms including hand washing, toileting etc.
	7. Provide supervision/support including the administration of prescribed medicines and drugs for children who are ill and deal with minor cuts and grazes.
	8. Report to the class teacher any signs or symptoms displayed which may suggest that a pupil requires expert or immediate attention.

**POST (B): Classroom Assistant**

In addition to General Classroom support as listed above we are also recruiting for Classroom Assistants with additional experience as follows:

**Responsible to**: In respect of the main duties and responsibilities of the post the Classroom Assistants are responsible, through the SENCO, to the Vice Principal in charge of Pastoral Care, and in respect of contractual matters to the Bursar who is responsible for human resource matters in relation to all non-teaching staff.

**Salary Scale for Classroom Assistant (SEN):** NJC Scale, point 11.

This post is **term time only** working 32.5 hours per week at the current rate of £14.43 per hour. The actual salary paid will be pro rata depending on the hours worked.

**Status:** These posts are fixed term and subject to continuing Education Authority funding, for a maximum of 32.5 hours per week, term time only (195 days).

**Job Profile**

**In addition to General Assistant responsibilities as set out above the Classroom Assistant will undertake the following:**

**1. SPECIAL CLASSROOM SUPPORT**

* 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.
	2. Develop an understanding of the specific needs of the pupil(s) to be supported.
	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.
	4. To contribute to the inclusion of the pupil in mainstream schools under the directions of the class teacher.
	5. Assist with managing any operational difficulties and non-invasive medical/clinical difficulties pertaining to pupil(s) disabilities.
	6. Support in implementing behavioural management programmes as directed.

**1.7** Assist pupil(s) in moving around school and on and off transport.

**Candidate Profile**

In addition, the duties of the posts require candidates to have:

1. a warm, outgoing personality and sensitivity to the needs of pupils;
2. the ability to meet pupils’ needs with realism and discretion;
3. concern for the overall development of pupils, especially pupils with special needs;
4. enthusiasm, imagination, good communication skills and commitment to team work;
5. commitment to implementing the school’s policies, including its Child Protection Policy.

**Shortlisting for Interview**

**Post (A): General Assistant**

For the General Assistant post applicants must have

* a minimum of 5 GCSE passes including English Language and Mathematics at Grade C or higher or equivalent; and
* minimum three months’ experience of working with children in a formal environment e.g. school, nursery or playgroup.

Please note that for shortlisting purposes preference may be given to applicants who have an approved Childcare qualification.

**Post (B): Classroom Assistant**

For the Classroom Assistant posts applicants must have:

* a minimum of 5 GCSE passes including English Language and Mathematics at Grade C or higher or equivalent;
* a minimum Level 2 Childcare qualification; and
* a minimum of one year’s experience working with SEN pupils in a formal environment e.g. school, nursery or playgroup.

In order to arrive at a manageable short-list for interview the criteria may be enhanced and preference may be given to applicants who have:

* a relevant/recognised professional qualification;
* experience of working as a Classroom Assistant in a school with a child with special educational needs;
* experience of working with a child who has a diagnosis of Autistic Spectrum Disorder or a physical disability or a medical condition.

*All of the duties and responsibilities set out in the job descriptions will be carried out within the context of ensuring that the school achieves its aims and objectives. The duties and responsibilities are neither exclusive nor exhaustive and the post-holder may be required to undertake any other commensurate duties and responsibilities as requested from time to time by the Bursar, Principal or Vice Principals.*

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| **Applications**The Application Form must not be changed from the format provided to you. Additional pages will not be considered.**Please ensure you have identified which post(s) you are applying for by ticking (✓) the appropriate box on Page 1 of the application form.** **CLOSING DATE FOR APPLICATIONS:****4.00 pm** on **Friday 3 October 2025**Completed Application forms and Monitoring Forms should be e-mailed to lmcallister024@c2kni.net or sent by post to The Principal, Rathmore Grammar School, Kingsway, Dunmurry, Belfast BT10 0LF.**Receipt of application forms submitted by email will be acknowledged by return email. Should any applicant not receive confirmation of their application having been received, the onus is on the applicant to contact the School to ensure application has been received by the closing date and time.** **Applicants who submit forms electronically will be asked to sign their application if invited for interview.** |

**Please note that, if shortlisted, interviews will be held**

**as soon as possible thereafter. Candidates will be informed by email.**