THORNHILL COLLEGE

POSTS: **Classroom Assistants (Special Educational Needs)**
(Term-time/32.5hpw) Fixed term until 30th June 2027 – The appointment is linked to pupil needs and funding arrangements. Where operationally possible, the College seeks to retain experienced and effective Classroom Assistants and there may therefore be opportunities for extension or future employment.

RESPONSIBLE TO: The Principal through SENCO

This is a rewarding opportunity to support pupils with special educational needs in one of Northern Ireland's leading grammar schools. The post is initially offered on a fixed-term basis linked to pupil need and funding. The College has a strong commitment to retaining high-performing staff where funding and operational requirements permit and, therefore, there may be opportunities for future extension or continued employment.

JOB PURPOSE:
The successful candidate will assist the class teacher/SENCO with the educational support and the care of pupils with special educational needs in or outside the classroom.

SALARY: SENCA – Salary Scale is NJC for Local Authorities SCP 11-14 (pro-rata)

WHY JOIN THORNHILL COLLEGE?
This is a rewarding opportunity to make a meaningful difference to the educational experience of young people with special educational needs. The successful candidate will work as part of a dedicated team supporting pupils to achieve their full potential academically, socially and emotionally.

- Work in one of Northern Ireland's leading schools.
- School hours and term-time working.
- Local Government Pension Scheme.
- Training and development opportunities.
- Opportunity to gain specialist SEN skills, behaviour support, literacy intervention, mentoring, pastoral support, etc.
- Possibility of contract extension and future vacancies.
- Supportive and collaborative staff culture.

MAIN DUTIES AND RESPONSIBILITIES:
The precise duties of the post will be determined by the Principal/SEN teacher(s) and Learning Support Manager.

1. Special Classroom Support

1.1 Assist the teacher with the support and care of the pupil with special educational needs e.g., enable access to the curriculum, attend to personal needs etc.;

1.2 Develop an understanding of the specific needs of the pupils to be supported;

1.3 Assist with authorised programmes (e.g., Education Plan, Care Plan), participate in the evaluation of the support and encourage the pupils' participation in such programmes;

1.4 Contribute to the inclusion of the pupils in mainstream school under the direction of the class teacher;

1.5 Assist with operational difficulties and non-invasive medical/clinical difficulties pertaining to the pupils' disabilities;

1.6 Support in implementing behavioural management programmes as directed;

1.7 Assist the pupils in moving around school and on and off transport.

2. General Classroom Support

2.1 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 is able to use equipment and materials provided;
- assisting in motivating and encouraging the pupils as required;
- assisting in areas requiring reinforcement or development;
- promoting the independence of the pupils to enhance learning;
- helping the pupils stay on work set;
- meeting physical/medical needs as required whilst encouraging independence;

2.2 Be aware of school policies, procedures and of confidential issues linked to home/pupil/teacher/school work and to keep confidences appropriately;

2.3 Establish a supportive relationship with the pupils concerned;

2.4 Prepare and produce appropriate resources to support the pupils;

2.5 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/SENCO;

2.6 Under the direction of the teacher, and following an appropriate risk assessment, assist with off-site activities;

2.7 Provide supervision/support including the administration of prescribed medicines and drugs for children who are ill and deal with minor cuts and grazes;

2.8 Ensure as far as possible a safe environment for pupils;

2.9 Report to the class teacher any signs or symptoms displayed which may suggest that pupil(s) require(s) expert or immediate attention.

3. Administration

3.1 Assist with classroom administration;

3.2 Assist the class teacher and/or other professionals with the implementation of the system for recording the pupils' progress;

3.3 Contribute to the maintenance of the pupils' progress records;

3.4 Provide regular feedback about the pupils to the teacher/SENCO;

3.5 Duplicate written materials, assist with production of charts and displays, record radio and television programmes, catalogue and process books and resources.

4 Other Duties

4.1 Attend relevant in-service training;

4.2 Assist work placement students with practical tasks;

4.3 Assist as required with extended and specialist schools' programmes and with summer scheme;

4.4 General administrative and clerical duties during periods of extended school closure;

4.4 Such other duties as may be assigned by the Principal/SENCO/General Manager within the level of the post.

Hours of Duty
The person appointed will be required to work 32.5 hours per week (SENCA/GA1 hours to be confirmed).

Term Time / Annual Leave Entitlement
Term time staff are only required to work on days when pupils are in attendance. Normally, pupils attend 185 days per year which equates to 37 weeks per annum. Term-time staff are not entitled to any time off normally during the pupil contact days.
Entitlement to annual leave is 22 days (28 days after 5 years' service) in a full holiday year i.e., 1 September to 31 August, in addition to 13 public and extra statutory holidays pro rata. Entitlement to leave in the first year of employment is pro-rata to the number of months completed.
As this post is term time only, annual leave entitlement is paid as salary.

General Conditions of Employment
1. The Contracts of Employment and Redundancy Payments Act (NI) 1965 as amended and in particular the statutory provisions relating to termination of employment and periods of notice
2. The provisions of the Local Government Superannuation Act (NI) for the time being in force
3. Production of satisfactory evidence of health
4. Satisfactory completion of NI Access Enhanced Disclosure Check
5. Probationary period of six months
6. Sickness and Maternity Benefits as incorporated in the National Joint Council for Local Authorities' Administrative, Professional, Technical and Clerical Services Handbook
7. Retirement at the age of 65 years

Canvassing and Referees
Canvassing directly or indirectly will entail disqualification.

This list of duties is not restrictive and requires a degree of flexibility. It may be amended in order to meet the requirements of the College.

Thornhill College is committed to following Child Protection guidelines and procedures as prescribed by DENI and EA.

November 2026