



LEARNING SUPPORT ASSISTANT

Ref LSA/07/26

Responsible to: The Principal through the Learning Support Co-Ordinator and/or the Head of Finance and corporate Services.

We currently have two vacancies for the new academic year, supporting students in Year 8 and Year 10. The roles will involve promoting students' educational and personal development under the guidance of subject teachers and the Learning Support Co-ordinator. However, flexibility will be required to provide support to other students as needed.

The students present with a range of complex needs, primarily relating to social, behavioural, and emotional wellbeing difficulties. Support may include helping the students stay focused on tasks, encouraging positive behaviour, and facilitating opportunities to build peer relationships and develop social skills.

The person appointed will need to be sympathetic to the students' needs during their education at Hunterhouse College, and an appreciation of the importance of confidentiality is essential.

The person appointed will need to be flexible in undertaking a range of duties, have an excellent record of attendance and punctuality, be confident in the use of ICT, and be able to work independently.

Main Duties and Responsibilities

The precise duties of the post will be determined by the Learning Support Co-Ordinator.

1. Special Classroom Support

- Assist the teachers with the support and care of the student with special educational needs e.g. enable access to the curriculum, attend to personal needs.
- Develop an understanding of the specific needs of the student to be supported.
- Assist with authorised programmes (e.g. Education Plan), participate in the evaluation of the support and encourage student participation in such programmes.
- Support in implementing behavioural management programmes as directed.
- Assist the student in moving around school and on and off transport if appropriate.

2. General Classroom Support

- Assist the student to learn as effectively as possible both in group situations and on her own by assisting with the management of the learning environment through:
 - clarifying and explaining instruction;
 - ensuring the student is able to use equipment and materials provided;
 - assisting in motivating and encouraging the student as required;
 - assisting in areas requiring reinforcement or development;
 - promoting the independence of the student to enhance learning;
 - helping the student to stay on work set;
 - meeting the physical/medical needs as required whilst encouraging independence.
- Be aware of school policies, procedures and of confidential issues linked to home/student/teacher/school work and keep confidences appropriately.
- Establish a supportive relationship with the student.

- Supervise groups of students, or individual students on specified activities including talking and listening, Using ICT, extra-curricular activities, and other duties as directed by a teacher or Learning Support Co-ordinator.
- Under the direction of a teacher, and following an appropriate risk assessment, assist with off-site activities e.g. school trips.
- Ensure as far as possible a safe environment for the student.
- Supervise recreation and study time.
- Report to the Learning Support Co-ordinator or qualified first-aider any signs or symptoms displayed which may suggest that a student requires expert or immediate attention.

3. Administration

- Assist with classroom administration.
- Assist teachers and/or other professionals with the implementation of the system for recording the student's progress
- Contribute to the maintenance of student progress records
- Provide regular feedback about the student to the Learning Support Co-ordinator
- Duplicate written materials, assist with production of charts and displays, catalogue and process books and resources as required

4. Other Duties

- Attend relevant in-service training
- Such other duties as may be assigned by the Principal, Head of Finance and Corporate Services or Learning Support Co-ordinator
- On days when the student is not present, undertake administrative or other tasks as assigned by the Principal or Head of Finance and Corporate Services
- Assist in the canteen at break or lunchtimes
- Till operation and supervision

Essential Criteria

1. A minimum of 5 GCSEs including English and Mathematics at grade C or above (or equivalent qualification). Applicants who do not hold these qualifications will be considered if they can demonstrate at least three years' experience within the last five years working as a Learning Support Assistant in a post-primary educational setting.
2. Practical ICT skills, including Word, Excel and email

Desirable Criteria

1. Hold a relevant qualification (see attached list)
2. Experience of working with young people with special educational needs
3. Experience of working as a Learning Support Assistant in a post primary environment

The panel reserves the right to enhance the desirable criteria.

Hours of Work:

- Post one – 32.5 hours per week
- Post two – 20/25 hours per week

These hours are distributed across the week between the hours of 8.30 – 3.30 daily (term time).

Remuneration: Points 11-14 NJC Scale, currently £28,142 - £29,540 per annum (pro-rata).

Duration of Appointment

For as long as the student with special educational needs attends the school or the Education Authority determines that the student continues to require assistance at school and the Department of Education continues to fund the student's assistance.

Probationary Period

The first twenty-six weeks of service is defined as a probationary period.

Application Process

Closing date for receipt of applications is Friday 24th July at 12 noon. Late applications will not be accepted. It is anticipated that Interviews will take place week beginning Monday 3rd August.

Applicants must complete the Hunterhouse College application form. The application must also be accompanied by the Fair Employment Monitoring Form and returned to csloane352@c2kni.net.

Hunterhouse College is an equal Opportunities Employer and welcomes applications from all sections of the community. It reserves the right to interview only those candidates who appear, from the information available, to be the most suitable in terms of experience, qualifications and other requirements of the post.

A reserve list for future, similar vacancies will be maintained which will normally be kept open for no longer than twelve months unless there are cogent reasons for extending the period. The Board of Governors reserves the right to appoint an alternate from the reserve list, without re-advertisement, for such future vacancies or if any change in circumstances should mean the successful candidate is unable to take the post.

COURSES OFFERING QUALIFIED STATUS TO CLASSROOM ASSISTANTS IN ALL SCHOOLS

Current Course Title	Awarding Body	Previous Course Title
BTEC National Diploma in Children's Care, Learning and Development	Edexcel	
Level 3 Diploma, Children's Care Learning and Development	CACHE, City & Guilds, BTEC, Edexcel, EDI	NVQ 3 Early Years Care and Education NVQ 3 Childcare and Education NVQ 3 Children's Care Learning and Development
Diploma in Child Care and Education	CACHE, City & Guilds	NNEB Certificate in Nursery Nursing NNEB Diploma in Nursery Nursing
Advanced Diploma in Child Care and Education	CACHE, City & Guilds,	NNEB Diploma in Post Qualifying Studies
BTEC National Certificate/Diploma in Early Years	BTEC, EDEXCEL	BTEC Nursery Nursing Certificate/Diploma BTEC National Certificate Caring Services (Nursery Nursing) BTEC National Certificate/Diploma in Childhood Studies (Nursery Nursing)
HNC/HND Advanced Practice in Working with Children and Families	BTEC	BTEC Higher National Certificate/Diploma in Early Childhood Studies HNC/HND Child Care and Education
HNC Early Education and Childcare	Scottish Qualifications Authority	
Teaching qualification, in a nursery, special, primary or post-primary school, recognised by GTCNI		Teaching qualification, in nursery, special, primary or post-primary school, approved by the Teacher Training Institution, formerly DENI.

Foundation Degree, Early Childhood Studies	Stranmillis College, Queen's University, Belfast *	
BA Early Childhood Studies	Stranmillis College, Queen's University, Belfast *	
Level 3 Diploma/Certificate Supporting Teaching and Learning in Schools Level 3 Diploma in Specialist Support for Teaching and Learning in Schools	CACHE, City & Guilds, Edexcel, OCR	NVQ 3/SVQ 3 Teaching/Classroom Assistants NVQ level 3 Supporting Teaching and Learning in Schools NVQ level 3 Support Teaching and Learning in Schools
Revised C37 Certificate in Early Years Practice	Open University	Certificate in Early Years Practice
Level 3 Certificate for Classroom Assistants	CCEA	Level 3 - Certificate for Teaching Assistants
BA Honours Degree in Special Needs and Education Studies	Liverpool Hope University	
National Vocational Certificate Level 5 Community Care (DCHCC) – (Special Needs Assistant)	FETAC	
Certificate (iii) in Education Support	Bremer Institute of TAFE, Queensland, Australia	
Level 5, Major Award, (DCHSC) in Childcare. (Childcare & Early Education for Childcare Workers and Carers of Children with Special Needs).	FETAC	
HNC, Additional Support Needs, Supporting the Individual.	Scottish Qualifications Authority	
Childcare and Youth Worker Course (Fachschulabschluss)	Oberstufenzentrum, Berlin	
Level 4 HPD (Higher Professional Diploma) in Early Years	City & Guilds	

NB * Delivered in Further Education Colleges in NI over 2 years full-time and 3 years part-time

ADDITIONAL COURSES OFFERING QUALIFIED STATUS TO CLASSROOM ASSISTANTS WORKING IN SPECIAL SCHOOLS/CLASSES OR WITH STATEMENTED CHILDREN

Current Course Title	Awarding Body	Previous Course Title
Diploma in Social Work	CCETSW	Certificate in Social Services or CQSW
BTEC Extended National Diploma in Health & Social Care	BTEC, Edexcel	AVCE Health and Social Care GNVQ Advanced Health & Social Care BTEC National Diploma in Health Studies BTEC National Diploma in Care BTEC National Diploma in Caring Services BTEC National Diploma in Health & Social Care
Level 4 BTEC HNC in Health and Social Care Level 5 BTEC HND in Health and Social Care	BTEC, Edexcel	BTEC HNC/HND in Caring Practice BTEC HND in Caring Services BTEC HND/C in Care Practice
SEN/SRN/RSCN (Registered Nurse/Registered Sick Children's Nurse)	UKCC, National Board for Nursing, Midwifery & Health Visiting	

COURSES OFFERING RECOGNISED STATUS TO CLASSROOM ASSISTANTS IN ALL SCHOOLS

Current Course Title	Awarding Body	Previous Course Title
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Level 2 Diploma Children's Care, Learning and Development	CACHE, City & Guilds, BTEC, Edexcel, EDI	NVQ 2 Early Years Care and Education NVQ 2 Childcare and Education NVQ 2 Children's Care Learning and Development
Level 2 Diploma in Child Care and Education	CACHE/ incorporating CEYA & NNEB	NNEB Preliminary Diploma in Nursery Nursing Level 2 Certificate in Child Care and Education
Level 2 Diploma/Certificate in Supporting Teaching and Learning in Schools	CACHE, City & Guilds, Edexcel, CCEA, OCR	NVQ 2/SVQ2 Teaching/Classroom Assistants Level 2 Certificate for Teaching Assistants NVQ 2– Supporting Teaching and Learning in Schools
Level 2 - Teaching and Learning in Schools	CACHE, City & Guilds, Edexcel, OCR	NVQ 2/SVQ2 Teaching/Classroom Assistants
Personal Development Award/Classroom Assistant Award	South Lanarkshire Council	