

JOB DESCRIPTION

JOB TITLE: General Assistant 2

REPORTS TO: The Principal through class teacher

JOB PURPOSE

To be responsible to the Principal for the provision of assistance to teachers/classroom assistants in/outside school with care of pupils.

MAIN DUTIES AND RESPONSIBILITIES

GENERAL ASSISTANCE

- Assist pupils with toileting/personal hygiene/dressing including the use of basic toileting aids.
- Ensure the safe mobility and general supervision of the pupil/s within school premises, including the playground and on school outings, transporting pupil's belongings (if required).
- Accompany teachers, classroom assistants and/or therapy staff with groups on outings or in respect of individual/group therapy programmes, e.g. swimming, educational outings, hydrotherapy etc.
- Ensure appropriate care and feeding of pupils at meal times.
- Ensure pupils comply with normal school rules and routines during the school day.
- Clean equipment connected with daily activities in classroom and assist with setting out equipment as directed.
- Such other duties as may be assigned within the level of the post. Those duties should be non-curricular.

ADDITIONAL ASSISTANCE

- Undertake complex medical or invasive medical/clinical procedures.
- Use of specialist equipment for toileting and mobility for which specialist training is required.
- Provide specialist feeding support following assessment by a Speech and Language therapist under a formal programme identified by that assessment.

School deployment note (Medical Needs): The post-holder will support the school's arrangements for pupils' medical needs (including Type 1 Diabetes) **in accordance with school procedures and training**, working alongside appropriately trained staff. The post-holder will follow agreed escalation and record-keeping arrangements and will not work beyond training/competence.

The post-holder will receive relevant training and will follow the agreed care plan and school procedures. The post-holder will not make clinical decisions and will report concerns immediately to the designated member of staff.

GENERAL CONDITIONS

- Carry out all duties to comply with:
 - (a) the Health and Safety at Work (NI) Order 1978;
 - (b) Acts of Parliament, Statutory Instruments and Regulations and other legal requirements;
 - (c) Codes of Practice.
- Carry out all duties in the working conditions normally inherent in the particular job.
- Complete all necessary paperwork.
- Carry out duties for jobs up to and including those in the same grade, provided such duties are within the competence of the employee.
- This job description will be subject to review in light of changing circumstances and is not intended to be rigid and inflexible...
- In accordance with Section 75 of the Northern Ireland Act (1998), the post-holder is expected to promote good relations, equality of opportunity and pay due regard for equality legislation at all times.

PERSON SPECIFICATION

NOTES TO JOB APPLICANTS

You must clearly demonstrate on your application form under each question, how, and to what extent you meet the required criteria as failure to do so may result in you not being shortlisted.

Shortlisting will be carried out on the basis of the essential criteria set out in Section 1 below.

The Selection Panel reserves the right to shortlist only those applicants that it believes most strongly meet the criteria for the role.

In the event of an excessive number of applications, the Selection Panel reserves the right to apply any desirable criteria in the order listed.

SECTION 1 – ESSENTIAL CRITERIA

(Measured at shortlisting and may be explored at interview)

Factor: Experience

- Have a minimum of six months' demonstrable experience of working with a child/children in a school setting
- Demonstrable experience in one or more of the following areas:
 - Providing direct support to a child/children in a school setting
 - Providing support to a teacher and/or school staff inside or outside of the classroom
 - Providing additional direct support* to a child/children in a school setting

*Additional support is defined as undertaking medical procedures, using specialist support equipment, or providing specialist feeding support.

Method of Assessment: Shortlisting by Application Form

Factor: Knowledge

- Demonstrable knowledge of the requirements of a General Assistant 2

Method of Assessment: Shortlisting by Application Form

Factor: Other

- Willingness to undertake job related training as and when required

Method of Assessment: Shortlisting by Application Form

SECTION 2 – ESSENTIAL CRITERIA

(Measured during interview/selection stage)

Factor: Knowledge

- Demonstrable knowledge of:
 - Child Protection and Safeguarding, as relevant to the role
 - Health and Safety regulations, as relevant to the role

Method of Assessment: Interview

Factor: Skills / Abilities

- Evidence of an ability to work flexibly to help ensure a child-centred learning experience
- Evidence of effective interpersonal and communication skills
- Proven effective team working skills
- Evidence of good planning and organising skills to ensure work is completed on time to the required standard

Method of Assessment: Interview

Factor: Values Orientation

- Evidence of how your experience and approach to work reflect the school's values/ethos (see school website)

Method of Assessment: Interview

SECTION 3 – DESIRABLE CRITERIA

(May be applied at shortlisting in the order listed)

Factor: Experience / Knowledge

- Experience supporting pupils with medical needs in a school setting (e.g., diabetes).

Method of Assessment: Shortlisting by Application Form