PORTADOWN INTEGRATED PRIMARY SCHOOL

PERSONNEL SPECIFICATION
SEN Classroom Assistant Positions

Position 1 – 22.5 hours per week
Monday – 9.00am – 2.45pm
Tues. – Thurs. – 9.00am – 2.15pm
Friday – 9.00am – 1.45pm
(includes a 45 minute lunch break)

Position 2 – 17.5 hours per week
9.00am – 12.30pm

Position 3 – 15 hours per week
9.00am – 12.00noon

Each position will be subject to possible increase in hours.

	Essential Criteria (Minimum)	**Desirable Criteria (Subject to enhancement at the determination of the panel)**
1. Qualifications	NVQ Level II in Children's Care Learning and Development, or equivalent qualification as recognised by the Board of Governors.	NVQ Level III in Children's Care Learning and Development, or equivalent qualification as recognised by the Board of Governors.
2. Experience	A minimum of 3 months experience or 1 term working as a Special Needs Classroom Assistant. Practical experience of behaviour management strategies	A minimum of 6 months experience or 2 consecutive terms' experience working as a Special Needs Classroom Assistant
3. Knowledge	Knowledge and ability to provide support for at least 2 of the following Special Needs; literacy, numeracy, physical and social skills.	
4. Skills	Excellent communication skills, both written and oral;	
5. Personal qualities	Reliable, patient, sympathetic and able to respect confidentiality. Ability to work as part of a team.	

Closing date for receipt of applications 22nd June at 3.00pm