CLASSROOM ASSISTANT (Special Educational Needs)
Preparatory Department

Fixed-Term Part-time (30 hpw) Term-Time

(This contract may be subject to extension or may be reduced for any valid reason)

1. **INTRODUCTION AND TITLE OF THE POST**

Sullivan Upper School **Preparatory** Department wishes to recruit **Classroom Assistant** support staff to join its team for the 2026/27 academic year **with an immediate start** (subject to satisfactory completion of pre-employment checks).

Successful applicants will assist pupils who have a Statement of Special Educational Needs. Positions are part-time, term-time for an average of 30 hours per week. Appointments are fixed-term and may be subject to extension or review (see duration of appointment on page 3).

2. **LINE OF ACCOUNTABILITY**

The person(s) appointed will be directed by the Head of the Preparatory Department and the Learning Support Coordinator (LSC) and/or class teachers and report to the Head of Prep, Bursar, Principal and the Board of Governors.

3. **PRINCIPAL DUTIES**

An outline of the main duties and responsibilities of these posts is attached in Appendix 1 (**see page 6**).

4. **REQUIREMENTS FOR THE POST**

A **ESSENTIAL CRITERIA:** the person appointed to this post must:

Qualifications

A1 have a good educational background, with GCSE passes (or the equivalent) in English, Mathematics and at least 3 other subjects;

Experience, Knowledge and Skills

A2 have a minimum of six months' experience working in a formal environment with primary aged child/children with Special Educational Needs;
A3 have knowledge of the requirements of a Classroom Assistant (Special Needs);
A4 have knowledge of child development issues, particularly in relation to a child with Special Educational Needs;
A5 be a confident and experienced user of ICT – specific experience of Microsoft Word and Teams;

A6 **Personal Qualities**

- be over 18 years of age;
- have the ability to communicate well with staff, parents and pupils;
- be an enthusiastic and flexible team player;
- be sensitive, empathetic and have an understanding of the importance of confidentiality;
- be willing to undertake appropriate training for this post;
- have the ability to work well on their own, as well as under direct supervision.

B **DESIRABLE CRITERIA:** preference may be given to applicants who:

Qualifications

B1 have a relevant qualification (Classroom assistant qualifications);
B2 have additional further/higher academic qualifications;

Experience, Knowledge and Skills

B3 *Experience providing 1:1 support for pupils with additional educational needs, implementing IEP targets and using visual supports, structured routines and positive behaviour strategies to support anxiety and promote engagement and focus*
B4 have a minimum of 6 months' experience in a paid capacity of working as a classroom assistant with a young person with special educational needs in a primary school;
B5 have experience working with children of a primary school age;

The school reserves the right to enhance the criteria if necessary, for the purposes of producing a manageable shortlist.

When applying for the post, applicants should show clearly how they meet the essential and/or desirable criteria for the post.

It is essential that you fully describe how you meet each of the criteria sought. Please provide detailed information against each requirement, providing dates and ensuring that where requirements are time bounded (eg 1 year within the last 5 years) you provide detail and dates that fully satisfy the requirement. It is not appropriate to simply list the various posts that you have held. Assumptions will not be made from the title of your post. Failure to do so may result in an applicant not being shortlisted since selection Panels cannot make assumptions in the absence of essential information.

5. **TERMS AND CONDITIONS OF SERVICE**

Salary

These are in broad terms, the terms and conditions of service, which are set down for all employees covered by the National Joint Council for Professional, Clerical, Administrative and Technical staff. Remuneration is in accordance with the salary scale of the National Joint Council for Local Authorities Services (Administration, Professional, Technical and Clerical Workers). Pay will depend on qualifications and experience.

This post has been graded as a **Classroom Assistant (Special Educational Needs)** with a range of:

Points 11-14 with hourly rate £14.9917-£15.7367

This salary will be paid in equal monthly instalments. The annual leave entitlement for a complete leave year on a 12-month contract is 22 days and is increased to 26 days after 5 years' service in accordance with existing agreements. In addition, there are normally 13 statutory holidays in a leave year, the timing of which is defined on an annual basis. Employees working less than a 5-day/36-hour week have their entitlement to annual leave, statutory holidays calculated on a pro rata basis. **All annual leave must be taken during school holidays.**

Hours

This is a part-time position for **30 hours per week – 8.30 am to 3.00 pm** with a minimum lunch break of 30 minutes and a minimum tea break of 10 minutes each morning. Where it is necessary for the person appointed to work additional hours, these will be by agreement and the additional hours will be regarded as over-time and paid accordingly.

Other Benefits

The school participates in the Cycle to Work Scheme and employees are also eligible to join Benenden Healthcare as corporate members. Free parking is available on the school site.

Duration of Appointment

This post is directly linked to the pupil's Statement of Special Educational Needs. The duration of the post therefore is:

a. for the period of the contract from the agreed start date in the 2026/27 academic year until the end of the 2026/27 academic year, and

b. for as long as the pupil with special educational needs attends the school, and

c. as per the level of assistance recommended by the Education Authority (EA) in relation to this particular pupil at Sullivan Upper School. The current recommendation is for Classroom Assistance (Special Needs) for 30 hours per week – if the EA amends its recommendation, the associated hours and pay would be amended accordingly, and

d. subject to continued funding from the Department of Education.

The person to whom the post is offered will be given a draft contract of employment, which will set out the terms and conditions of employment and, when agreed and signed, form the actual contract for the person.

6. PROCEDURE FOR APPLICATIONS

(a) Application forms are available on the school's website (www.sullivanupper.co.uk) or by e-mail from Miss Samantha Moore, Human Resources smoore609@c2ken.net.

(b) Applicants for this post are asked to complete an application form. **It is preferred that application forms are emailed** to the Human Resources Department, Miss Samantha Moore at smoore609@c2kni.net. An acknowledgement will be sent by return of email. The format of the application form should not be altered in any way. Applicants should note that Apple Pages or Mac versions of the application form should not be emailed.

If you do not have access to email, you may hand-deliver or post the application to Human Resources, Sullivan Upper School, Belfast Road, Holywood, BT18 9EP.

The closing date for the receipt of applications is **Thursday 10th December at 12.00 noon** and applications received after 12.00 noon on that date will **not** be accepted.

(c) A shortlist of applicants to be interviewed will be drawn up.

(d) Interviews will take place with **Thursday 17th December** currently the proposed date. **All correspondence in relation to interviews, etc will be via email, if an email address has been provided**.

(e) Applicants who have not been shortlisted will be notified once the interviews have taken place.

(f) The person to whom the post is to be offered will be informed and when the offer of the post has been formally accepted, all other shortlisted applicants will be informed of the outcome.

(g) 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 applicant from the reserve list, without re-advertisement, for such future vacancies or if any change in circumstances should mean the successful applicant is unable to take up the post.

(h) Applicants are referred to the Privacy Policy for Applicants which is available on the school's website at www.sullivanupper.co.uk.

(i) It is the policy of the Board of Governors that all those eligible for employment will have equal opportunity for employment and promotion in the school, irrespective of gender, including gender reassignment, marital or civil partnership status, having or not having dependants, religious belief or political opinion, race, disability, sexual orientation or age. Selection for employment and promotion will be on the basis of ability, qualifications and aptitude to carry out the duties of the post.

(j) Interviewees will be required to bring photographic proof of identity ie a passport, driving licence or electoral identity card and an original birth certificate and/or marriage certificate (as appropriate). These should be presented to the designated member of staff immediately prior to interview. **Interviewees should therefore ensure that they arrive at least 15 minutes prior to the scheduled interview time.** Applicants are assured that the recruitment panel is not involved in these identity checks.

(k) Canvassing of any kind will disqualify.

7. CONDITIONS OF APPOINTMENT

[a] Sullivan Upper School is fully committed to the implementation of Child Protection procedures as outlined in Department of Education Circulars. Therefore, all applicants should be aware of the following:

Posts involving work in educational institutions are subject to the provisions of the Safeguarding Vulnerable Groups (Northern Ireland) Order 2007 (as amended by the Protection of Freedoms Act 2012).

As part of the recruitment process, a criminal record check is required to be completed by the successful applicant. In Northern Ireland this check is undertaken by AccessNI, upon receipt of a valid application. A disclosure certificate will be issued at the end of the process, including criminal record and other relevant information. Applicants will be asked if there is any reason why they cannot work in Regulated Activity prior to them commencing an application for an Enhanced check with a Barred List check.

This check currently costs **£32** and the successful applicant will be required to pay the school for this service. The appointment will be confirmed upon receipt of a satisfactory Enhanced Disclosure Certificate from AccessNI. You can find out more about AccessNI on the nidirect website, or at the following link:- AccessNI webpage

AccessNI has published a Privacy Notice on the Department of Justice website. This can be found at https://www.justice-ni.gov.uk/publications/ani-privacy. All signatories are urged to read this and understand the contents, and to note the mailbox for data protection queries.

The school's **Policy on The Recruitment Of Ex-Offenders** and the **AccessNI Disclosure: Applicant Information Leaflet** are available on the school website: https://www.sullivanupper.co.uk/job-vacancies

[b] As an employer, Sullivan Upper School has a legal responsibility to prevent illegal migrants working in the UK. The applicant's right to work in the UK will be checked before confirmation of appointment.

[c] Proof of qualifications will be requested before confirmation of appointment.

[d] Two written, satisfactory references will be sought before confirmation of appointment, one of which must be from the most recent employer.

[e] Receipt of satisfactory health clearance – upon receipt of the completed Health Declaration Form, the school's Occupational Health Advisor will assess the form, which may require the successful applicant to attend a medical examination.

8. **INFORMATION ABOUT THE SCHOOL**

Sullivan Upper was founded in 1877 by the trustees of Robert Sullivan 'to bestow the blessings of education on all succeeding generations in his native place'. Today it is a co-educational and non-denominational voluntary grammar school with 1070 pupils in the Senior School and 154 in the Preparatory Department. The school is owned and managed in all of its affairs by the Board of Governors which draws its members from the local community and reflects the main religious denominations of Holywood.

The Preparatory Department has a single class entry throughout, with an intake of 26 children in P1 and P2 and 28 children in P3 to P7. Two buildings make up the Prep site: children in P1 to P3 are accommodated in a large, detached house set in its own grounds, within a few minutes' walk from the main school, called Dromkeen House; children in P4-P7 are in a new building called Loughead House. Our pupils enjoy use of many parts of the main school campus including the Silver Robin Cafeteria, the School Hall for PE, the Drama Theatre for school productions along with the numerous playing fields/grounds/tennis courts for Games periods.

The Head of the Preparatory Department is currently supported by 6 full-time, 2 part-time; and 3 part-time specialist teachers for Music, PE and Learning Support. The Head of Prep has an office in Dromkeen House. The team of classroom assistants in the Preparatory Department also includes 9 other staff in both Key Stages 1 and 2 and including assistants supporting pupils with Statements of Special Educational Needs. The Prep Secretary has an office in Dromkeen House. An After School Club operates from 2.00 pm-5.30 pm for children whose working parents have requested a place and a further 4 members of staff are employed for this facility.

THE SCHOOL IS AN EQUAL OPPORTUNITIES EMPLOYER AND WELCOMES APPLICATIONS FROM ALL SECTIONS OF THE COMMUNITY

C J D MAIRS
Principal

October 2025

SULLIVAN UPPER SCHOOL, HOLYWOOD
Preparatory Department

JOB DESCRIPTION

POST TITLE: **Classroom Assistant (Preparatory Dept.) - Special Educational Needs** (Pts 11-14)

RESPONSIBLE TO: The Principal and Bursar through the Head of the Preparatory Department and Learning Support Coordinator (LSC).

JOB PURPOSE:
Under the direction of the LSC and the Head of the Preparatory Department and/or class teachers, the post holder will assist with the educational support and the care of the pupil(s) with special educational needs who is/are in the teacher's care in or outside the classroom.

MAIN DUTIES AND RESPONSIBILITIES:

The precise duties of the post will be determined by the Bursar, LSC and Head of the Preparatory Department.

1. SPECIAL CLASSROOM SUPPORT

1.1 Assist the teacher with the support and care of pupil(s) with special educational needs eg enable access to the curriculum, attend to personal needs including dietary, feeding, toileting etc.
1.2 Develop an understanding of the specific needs of the pupil(s) to be supported.
1.3 Assist with authorised programmes (eg Education Plan, Care Plan), participate in the evaluation of the support and encourage pupil(s) participation in such programmes.
1.4 To contribute to the inclusion of the pupil in mainstream schools under the directions of the class teacher.
1.5 Assist with operational difficulties and non-invasive medical/clinical difficulties pertaining to pupil(s) disabilities.
1.6 Support in implementing behavioural management programmes as directed.
1.7 Assist pupil(s) in moving around school and on and off transport; ensuring that the pupil concerned is met in the morning and returned to his/her school to home transport at the end of the school day.

2. GENERAL CLASSROOM SUPPORT

2.1 Assist 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;

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 pupil(s) and take care of material for play sessions.

2.5 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/Head of Prep.

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

2.7 Provide continuity of adult care of e.g. supervising play and cloakrooms including hand washing, toileting etc.

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

2.9 Ensure as far as possible a safe environment for pupils.

2.10 Report to the class teacher any signs or symptoms displayed which may suggest that a pupil requires expert or immediate attention.

2.11 When appropriate, supervising the pupil concerned before classes start in the morning, during the mid-morning and lunch-time breaks and in movement between classes.

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 pupil(s) progress.

3.3 Contribute to the maintenance of pupil(s) progress records.

3.4 Provide regular feedback about the pupil(s) to the teacher/Head of Prep.

3.5 Duplicate written materials, assist with production of charts and displays, 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 Participate in the Annual Review Process for non teaching staff.

4.4 Support pupils during off-site sporting events, swimming lesspns and music lessons

4.5 Carry out the Fire Safety Warden role in the event of a fire or during fire drills

4.6 Such other duties as may be assigned by the Principal/class teacher/ Head of Prep / Bursar within the level of the post.

It is recognised that the nature of the work of a classroom assistant is such as to require a degree of flexibility and certain miscellaneous duties may be required in addition to those set out above.