SULLIVAN UPPER SCHOOL, HOLYWOOD
Secondary Department

CLASSROOM ASSISTANT (Special Education Needs)

Register your interest for future vacancies within the next 12 months

(Fixed-Term, Part-Time, Term-Time - contract may be subject to extension or may be reduced for any valid reason)

We are seeking applications from suitably qualified and experienced Classroom Assistants (SEN) to join a recruitment pool for vacancies that may arise during the next 12 months. Suitable candidates will be considered for positions as they become available throughout the academic year.

Working hours will vary according to the needs of the pupil(s) being supported and may range from part-time hours up to 32.5 hours per week.

If you have the skills, experience and commitment to support children and young people with Special Educational Needs, we would welcome your application.

Key Information

- **Position**: Classroom Assistant (SEN)
- **Location**: Sullivan Upper School, Holywood, Co. Down
- **Hours**: Part-time up to 32.5 hours per week
- **Contract**: Fixed-term, academic year basis (ref. section 6)
- **Recruitment Pool**: Valid for up to 12 months
- **Salary:** NJC Scale Points 11-14 (£14.99 - £15.74 per hour)

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

C J D MAIRS
Principal

November 2026

1. ABOUT THE ROLE

Sullivan Upper School is seeking to establish a pool of enthusiastic and dedicated **Classroom Assistants** for potential vacancies that may arise throughout the school year. Appointments may be available for immediate start, subject to satisfactory pre-employment checks.

Classroom Assistants play a vital role in supporting pupils on the **Special Educational Needs (SEN) Register**, particularly those with:

- Social, emotional, behavioural and wellbeing needs.
- Communication and social interaction difficulties.
- Additional learning needs requiring targeted support within the classroom environment.

Working under the direction of the **Head of Special Educational Needs (SENCO)** and/or class teachers., successful candidates will help pupils access learning, participate fully in school life and achieve their individual educational goals.

Applicants should refer to the **Job Description** (appendix 1) for full details of the duties, responsibilities and expectations associated with the post.

Posts are offered on a **fixed-term basis**, with the possibility of extension or review depending on ongoing pupil and school requirements.

2. ABOUT SULLIVAN UPPER SCHOOL

Sullivan Upper School is a highly regarded co-educational, interdenominational voluntary grammar school located in Holywood, County Down, set within approximately 25 acres of attractive grounds overlooking Belfast Lough. The school has a strong reputation for academic excellence, outstanding pastoral care and a vibrant programme of extracurricular activities.

The school community comprises approximately 1,250 pupils, including around 160 pupils in the Preparatory Department, providing education from Preparatory School through to Sixth Form.

Sullivan Upper School is governed by a Board of Governors drawn from the local community and reflecting the school's interdenominational ethos. The school is funded directly by the Department of Education for Northern Ireland.

Pupils are supported by a dedicated team of teaching and non-teaching staff who work across educational, administrative, financial, technical, clerical and facilities functions. Together, they contribute to a supportive and collaborative working environment focused on helping every pupil achieve their full potential.

3. PERSON SPECIFICATION

The criteria outlined below will be used to assess applications and determine suitability for appointment. Applicants should demonstrate clearly within their application how they meet the essential criteria and, where applicable, the desirable criteria.

Candidates are encouraged to read the accompanying **Job Description** before completing their application, as this provides further information on the responsibilities of the role and the experience and skills required.

A. ESSENTIAL CRITERIA:

Applicants 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 experience working (either in a paid or unpaid capacity) with post 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 with cloud-based applications such as One Drive or Google Drive is essential;

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. have a minimum of six months' experience working in a formal environment with post primary aged child/children with Special Educational Needs

B4. have experience working on a 1:1 basis with post primary aged children with social, behavioural, emotional and wellbeing needs and/or communication and social interaction difficulties;

B5. 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 post-primary school

4. APPLICATION GUIDANCE

Applicants will be expected to clearly demonstrate how they meet the **essential** and, where applicable, **desirable criteria**.

Applicants are therefore encouraged to provide sufficient detail to demonstrate clearly how they meet each criterion, providing specific examples outlining relevant responsibilities, experience, settings and dates (e.g. 1 year within the last 5 years).

Selection panels can only assess the information provided within the application and cannot make assumptions based on job titles alone. **Failure to provide adequate evidence and supporting information may result in an applicant not being shortlisted.**

Please note that **Sullivan Upper School reserves the right to enhance the selection criteria where necessary to facilitate shortlisting**. Applicants are advised that where the number of applications is high, the desirable criteria may be used as part of the shortlisting process. **Failure to demonstrate how the criteria have been met may result in an applicant not being shortlisted.**

5. TERMS AND CONDITIONS OF SERVICE

These are, in broad terms, the conditions of service applicable to employees covered by the National Joint Council (NJC) for Professional, Clerical, Administrative and Technical staff

5.1. Salary

Classroom Assistant (SEN) posts are currently remunerated on the NJC salary scale at:

Scale Points 11-14 (£14.9917 - £15.7367 per hour)

Salary is paid in equal monthly instalments with the starting salary determined by relevant qualifications and experience.

5.2. Holidays

Annual leave and public holiday entitlement will be in accordance with existing agreements and terms and conditions of service.

For employees working **36 hours per week over 5 days**, the annual leave entitlement for a complete leave year on a 12-month contract is **22 days**, increasing to **26 days after five years' continuous service**. In addition, there are normally **13 statutory holidays** each leave year, the timing of which is determined annually.

For employees working less than a full-time equivalent contract, annual leave and statutory holiday entitlement will be **calculated on a pro-rata basis**, according to contracted hours and weeks worked.

As these roles are based within a school setting, **all annual leave must be taken during school holiday periods and approved school closures**.

6. APPOINTMENT DETAILS

This recruitment exercise is being conducted to establish a pool of suitably qualified candidates for **Classroom Assistant** positions that may arise within a 12 month period.

Appointments may be offered on a variety of **part-time working patterns**, with contracted hours of **up to 32.5 hours per week**, depending on the needs of the pupil(s) being supported and the requirements of

the school. Hours may be worked across any day or combination of days, Monday to Friday. Specific hours and working arrangements will be confirmed at the time an offer is made.

All appointments are made on a **fixed-term basis for the relevant academic year**, normally ending on **30 June**, unless otherwise specified.

As these posts are linked to the educational support needs of individual pupils, continuation of employment is subject to:

- The pupil continuing to attend **Sullivan Upper School**;
- The level of support approved by the **Education Authority (EA)**; and
- Continued funding from the **Department of Education**.

Should the EA amend its recommendation for support, the associated hours and salary may be adjusted accordingly.

Successful candidates may be offered positions as vacancies arise throughout the academic year. Inclusion in the recruitment pool does not guarantee an offer of employment.

Successful appointees will receive a contract of employment setting out the applicable terms and conditions of the post and will be required to satisfactorily complete a **six-month probationary period**.

7. BENEFITS

As an employee of **Sullivan Upper School**, you will have access to a range of benefits, including:

- Participation in the **Cycle to Work Scheme**.
- Eligibility to join **Benenden Health** through the school's corporate membership scheme.
- Free on-site parking.

8. APPLICATION PROCESS

8.1. How to Apply

Application forms are available from the school website or from the Human Resources Department. Applications should be submitted by email to smoore609@c2ken.net.

8.2. Recruitment Pool

Applications will be accepted throughout the period for which the recruitment pool remains open.

Suitable applicants may be shortlisted and invited to interview as vacancies arise during the academic year. Inclusion in the recruitment pool does not guarantee an interview or an offer of employment.

The school reserves the right to maintain a reserve list of suitably qualified candidates for future vacancies. The recruitment pool will normally remain open for up to **12 months**, although this period may be extended where there is a business need to do so.

8.3. Interviews

Shortlisted applicants will be invited to attend an interview. Interviews will be arranged as vacancies arise and applicants will be contacted using the email address provided on their application form.

Applicants who are unsuccessful at any stage of the process will be notified accordingly.

Successful candidates may be appointed to vacancies arising during the lifetime of the recruitment pool without the need for further advertisement.

8.4. Pre-Employment Documentation

Applicants invited to interview will be required to bring:

- Photographic identification (for example, a passport, driving licence or electoral identity card); and
- An original birth certificate and/or marriage certificate, where applicable.

These documents should be presented to the designated member of staff before the interview. Applicants are therefore asked to arrive at least **15 minutes before** their scheduled interview time.

The recruitment panel will not be involved in carrying out identity checks.

8.5. Equality of Opportunity

Sullivan Upper School is committed to equality of opportunity in employment. Applications are welcomed from all suitably qualified individuals irrespective of gender, gender reassignment, marital or civil partnership status, dependants, religious belief, political opinion, race, disability, sexual orientation or age.

Selection will be made solely on the basis of merit, qualifications, experience and suitability for the post.

8.6. Data Protection

Applicants should refer to the Privacy Policy for Applicants, available on the school's website at www.sullivanupper.co.uk, for details of how personal data is processed during recruitment.

8.7. Canvassing

Canvassing in any form will disqualify an applicant from the recruitment process.

9. Pre-Employment Checks

This post involves regulated activity with children. Any offer of employment will be subject to the satisfactory completion of the school's pre-employment checks, including:

- An **Enhanced AccessNI Disclosure with Barred List Check** (the cost of which will be met by the successful applicant).
- Verification of the applicant's **right to work in the UK**.
- Verification of **relevant qualifications**.
- Receipt of **two satisfactory references**, one of which must be from the applicant's current or most recent employer.
- Receipt of satisfactory **occupational health clearance**.

Sullivan Upper School is committed to safeguarding and promoting the welfare of children and young people. All appointments are made in line with relevant child protection and safeguarding legislation.

Further information, including the school's **Policy on the Recruitment of Ex-Offenders**, **AccessNI Applicant Information**, and **Applicant Privacy Notice**, is available on the Sullivan Upper School website

SULLIVAN UPPER SCHOOL

JOB DESCRIPTION

POST TITLE: Classroom Assistant (Secondary Department) - Special Educational Needs (Pts 11-14)

RESPONSIBLE TO: The Board of Governors, the Principal and Bursar through the Special Educational Needs Coordinator (SENCO)

JOB PURPOSE: Under the direction of the SENCO and/or class teachers, 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 Principal, Bursar and SENCO.

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 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/SENCO

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/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 Participate in the Annual Review Process for non teaching staff.

4.5 Such other duties as may be assigned by the Principal/class teacher/SENCO/ 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.