



**Friends' School Lisburn
Posts of Classroom Assistant (SEN)
Information for Applicants**

1. CVs and completed Equality Monitoring Forms must be received by School by **12 noon on Tuesday 29 April 2025**.
2. Four documents are included in the Application Pack:
 - Information for Applicants
 - Job Description
 - Personnel Specification
 - Equal Opportunities Monitoring Form
3. CVs should be **emailed** to recruitment@friends.lisburn.ni.sch.uk
4. Completed Equality Monitoring Forms should be **emailed** to monitoring@friends.lisburn.ni.sch.uk

*Friends' School is an equal opportunities employer and welcomes applications
regardless of religious belief, political opinion, gender, marital status, ethnic origin
and disability*

*Posts involving work with children and young people in educational establishments are subject to the
provisions of the Safeguarding Vulnerable Groups (NI) Order 2007.
Where an offer of employment is made on or after 1 April 2011, the individual offered the post will be
expected to meet the cost of the Disclosure Certificate*

Friends' School is a Non-Smoking Environment



Friends' School Lisburn

Post of Classroom Assistant

Information for Applicants

Friends' School Lisburn was founded by the Religious Society of Friends in 1774. The school has a rich heritage and is currently celebrating its 250th anniversary in 2024-25. It enjoys links with the seven other Quaker schools in Britain and Ireland and has established international connections with other schools overseas.

The school currently has an enrolment of 1056 pupils in the grammar school and a further 154 in the Preparatory Department and Pre-Prep. It is heavily oversubscribed at the point of entry to Year 8 and has an excellent record in public examinations both at GCSE and A-level.

The School is situated in the heart of Lisburn, within walking distance to the city centre, the train station and to the bus station. It is also located beside Wallace Park. The school is set in 20 acres of mature grounds and enjoys excellent facilities. The oldest building on site is the listed Middle House, which dates from 1880 and which was refurbished in 2015. In the last decade, two floodlit Astroturf hockey pitches have been laid and a state-of-the-art Maths and Music block has been constructed. Friends' has also been granted significant capital funding from the Department of Education which will enable the school to continue to enhance provision for future generations of pupils.

The school offers an extensive enrichment programme, not only in sport, music and the arts, but also in a range of other activities. It is the 2025 Sunday Times School of the Year for Academic Excellence.

The Posts

There a number of posts available, to join our team of dedicated classroom assistants who support pupils with special educational needs.

The posts will be to support pupils who have a range of needs and may also require supervision at lunchtime.

Terms of Service

Salary: The posts will be on the NJC salary scale, starting at Pt 11 (currently £14.52 per hour) rising to Pt 14 (£15.24 per hour). There will be a probationary period of one year from the commencement of employment.

Hours of work: The hours of work are to be agreed with the successful candidates and can up be up to 32.5 hours per week.

Pension: The successful applicants will be automatically enrolled on the Northern Ireland Local Government Officers' Superannuation Committee scheme (contributory).

Benefits: The school is set in attractive grounds in a convenient location near the city centre and beside Wallace Park. It is within a short walk of the railway station and the bus station. There is onsite parking, and the person appointed will have access to the full range of facilities on site. The person appointed will also be part of a vibrant school community.



Friends' School Lisburn

Post of Classroom Assistant

Job Description

Hours:

Various hours are available, these can be agreed with the successful candidates and can be up to 32.5 hours per week inclusive of lunch time supervision.

Salary scale: NJC Scale Pts 11 – 14 (£14.52 - £15.24 per hour)

Responsible to: The School Principal through the SENCO, and the Bursar

Job purpose: Under the direction of the SENCO, assist with the educational support and the care of the pupil(s) with special educational needs

Specific Duties

- Ensure that instructions are clearly understood
- Support the implementation of the pupil's learning programme
- Provide revision and reinforcement to aid retention
- Provide appropriate level of supervision
- Encourage and support good relations with their peers
- Promote increased attention to task
- Undertake such other activities as are deemed necessary
- Undertake the general duties of a classroom assistant as outlined below.

General Duties

1. Special Classroom Support

- Assist the teacher with the support and care of pupil(s) with special educational needs e.g. enable access to the curriculum, attend to personal needs including dietary, feeding etc.
- Develop an understanding of the specific needs of the pupil(s) to be supported.
- Assist with authorised programmes (e.g. Education Plan, Care Plan), participate in the evaluation of the support and encourage pupil(s) participation in such programmes.
- To contribute to the inclusion of the pupil in school under the directions of the class teacher.
- Assist with operational difficulties and non-invasive medical/clinical difficulties pertaining to pupil(s) disabilities.

- Support in implementing behavioural management programmes as directed.
- Assist pupil(s) in moving around school and on and off transport.

2. General Classroom Support

- Assist pupil(s) to 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;
- Be aware of school policies, procedures and of confidential issues linked to home/pupil/teacher/school work and to keep confidences appropriately.
- Establish a supportive relationship with the pupils concerned.
- Prepare and produce appropriate resources to support pupil(s)
- Supervise groups of pupils, or individual pupils on specified activities including talking and listening, using ICT, extra curricular activities, and other duties, as directed by the class teacher/SENCO.
- Under the direction of the teacher, and following an appropriate risk assessment, assist with off-site activities.
- Provide continuity of adult care of e.g. during break and lunch time.
- Ensure as far as possible a safe environment for pupils.
- Report to the class teacher any signs or symptoms displayed which may suggest that a pupil requires expert or immediate attention.

3. Administration

- Assist with classroom administration.
- Assist the class teacher and/or other professionals with the implementation of the system for recording the pupil(s) progress.
- Contribute to the maintenance of pupil(s) progress records.
- Provide regular feedback about the pupil(s) to the teacher/SENCO/home as appropriate.
- Duplicate written materials, assist with production of charts and displays.

4. Other Duties

- Attend relevant in-service training.
- Assist work placement students with practical tasks.
- Such other duties as may be assigned by the Principal / Vice Principal / SENCO / Bursar within the level of the post.

It is acknowledged that the contents of this general duties are not subject to appeal.

General Conditions of Appointment

- All duties must be carried out to comply with current Health and Safety and other relevant legislation.
- Employees will be provided with appropriate training to ensure the safe and efficient discharge of their duties. This training may be required to be undertaken at times other than when the school is in operation. In such circumstances the normal hourly rate of salary will be paid for the hours attended.
- The requirements for the post are set out in the Personnel Specification. Applicants should ensure that they provide sufficient information on the application form to enable the selection panel to assess their eligibility for consideration.

Personnel Specification

		CRITERIA
Educational and Professional Qualifications	Essential	5 GCSEs, or equivalent at Grade A-C*, including English and Mathematics
Experience/Training	Essential	<ol style="list-style-type: none"> 1) Interest in working with young people 2) The willingness to undergo training and /or to avail of opportunities to develop expertise in understanding the pupil's particular needs 3) Proficient in use of ICT
	Desirable	<ol style="list-style-type: none"> 1) Experience of managing children's behaviour in an educational setting.
Inter-Personal Skills	Essential	<ol style="list-style-type: none"> 1) The ability to communicate clearly and to liaise effectively with parents and with members of staff 2) Tact and sensitivity to provide appropriate support in the classroom setting 3) The ability to work as a member of a team. 4) The ability to see any task set through to completion 5) The willingness and initiative to provide support to teaching staff in general administration

The above are the minimum criteria required for the post. They may be enhanced to enable the appointments panel to draw up a shortlist. Candidates should demonstrate where these criteria are met through their CV.