



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

- 1 Five documents are included for candidates in the Application Pack:
 - Information for Applicants
 - Job Description
 - Personnel Specification
 - Application Form
 - Equal Opportunities Monitoring Form (Online Form)
- 2 Applications will be acknowledged by email and invitations to attend interviews will be sent by email.
- 3 Completed applications should be emailed to recruitment@friends.lisburn.ni.sch.uk by **12 noon on Friday 25 September 2026**. Only applications on the school's official form will be considered.
- 4 The Equal Opportunities Monitoring Form should be completed [here](#) by **12 noon on Friday 25 September 2026**.
- 5 Canvassing disqualifies.

*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 Preparatory Department is an integral part of Friends' School Lisburn, a co-educational Voluntary Grammar School founded by the Religious Society of Friends in 1774. The Preparatory Department currently has an enrolment of 153 pupils, with a further 9 in Pre-Prep.

The Head of Department is Ruth Watson, and she works alongside seven teaching members of staff, a part-time Learning Support teacher, ten Classroom Assistants and two members of staff in the Pre-Prep.

The school's Quaker ethos and care for the individual underpin all the work done in the Department, and there is a strong sense of community.

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 Preparatory Department occupies purpose-built accommodation opened in 1996. The two-storey building retains the name of the previous building, Prospect House is adjoined to the Lisburn Friends Meeting House, which houses the Pre-Prep during the week.

To mark the 250th anniversary of Friends' School in 2024, a *Guess How Much I Love You* Garden was opened in honour of author and Old Scholar Sam McBratney. This links into the school's new legacy trail, which together with an outdoor performance space, provide opportunities for outdoor learning.

The school offers an extensive enrichment programme, not only in sport, music and the arts, but also in a range of other activities.

The Post

There is one post available to support a pupil in P4 with Special Educational Needs. This is an opportunity to join our team of dedicated classroom assistants with the Preparatory Department of Friends' School.

The post will be to support a pupil with Developmental Language Disorder as well as providing supervision at break and lunch time.

Terms of Service

Salary: The post will be on the NJC salary scale, starting at Pt 11 (currently £14.99 per hour) rising to Pt 14 (£15.74 per hour). There will be a probationary period of one year from the commencement of employment.

Days of work: 4 days per week - Monday, Tuesday, Thursday and Friday.

Hours of work: The hours of work are 16 hours per week SEN provision plus 4 hours per week lunchtime supervision.

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: Currently 20 hours per week over 4 days with possibility of increase

Salary scale: NJC Scale Pts 11 – 14 (currently £14.99 - £15.74 per hour)

Responsible to: The School Principal, the Head of Preparatory Department, through the Learning Support Co-ordinator, and the Bursar

Job purpose: Under the direction of the Learning Support Co-ordinator, assist with the educational support and the care of the pupil with special educational needs

Specific Duties

- Ensure that instructions are clearly understood
- Support the implementation of the pupil's learning programme
- Develop language skills under the direction of the Class Teacher and Learning Support Teacher and on the advice of a Speech and Language Therapist
- Provide revision and reinforcement
- Provide appropriate level of supervision
- Promote inclusion and independence
- Support good relations with their peers
- 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 with special educational needs e.g. enable access to the curriculum, attend to personal needs
- Develop an understanding of the specific needs of the pupil to be supported
- Assist with authorised programmes (e.g. Education Plan), participate in the evaluation of the support and encourage pupil participation in such programmes
- To contribute to the inclusion of the pupil in school under the directions of the class teacher
- Support in implementing behavioural management programmes as directed
- Assist pupil in moving around school and during excursions off-site if necessary

2. General Classroom Support

- Assist pupil 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 as required
 - assisting in areas requiring reinforcement or development
 - promoting the independence of pupil to enhance learning
 - helping pupil stay on task
- 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 pupil concerned
- Prepare and produce appropriate resources to support pupil
- 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/Learning Support Co-ordinator
- Under the direction of the teacher, and following an appropriate risk assessment, assist with off-site activities
- Provide continuity of adult care 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 to the teacher/Learning Support Co-ordinator/home as appropriate
- Duplicate written materials, assist with production of resources 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 / Head of Preparatory Department / Learning Support Co-ordinator / Bursar within the level of the post

It is acknowledged that the contents of these 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	1) Minimum of Level 2 (or equivalent) qualification in a relevant area from a recognised accredited awarding body.
Experience/Training	Essential	1) Experience working with pupils with special educational needs; 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.
Inter-Personal Skills	Essential	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 how they meet these criteria through the application form.