

CLASSROOM ASSISTANT SEN/GENERAL ASSISTANT PERSONNEL SPECIFICATION



Listed below are the requirements which the Principal and Board of Governors consider to be necessary in undertaking the role of Classroom Assistant at Malone College.

ESSENTIAL CRITERIA

1. Have an approved child care qualification or equivalent (i.e. third level qualification).
2. GCSE Maths and English or equivalent.
3. Knowledge of specific special educational needs syndromes.
4. Planning and organisational skills.
5. Inter-personal skills.
6. Communications skills.
7. Knowledge of IT systems.
8. Knowledge of Health and Safety legislation.
9. Knowledge of the requirements of a Classroom Assistant (Special Needs).
10. Approachable.
11. Team worker.
12. Shows initiative.
13. Flexible.
14. Willing to carry out instructions.
15. Sensitive.
16. Empathetic.
17. Confidentiality.
18. Enthusiasm.

DESIRABLE CRITERIA

1. Minimum of 1 year's experience in a similar setting.
2. Understanding of the Northern Ireland Curriculum.
3. First aid qualification.
4. Relevant training in ADHD, Autism etc.
5. Ability to offer an extra-curricular activity.

ADDITIONAL INFORMATION

The Board of Governors may enhance the above criteria to achieve a manageable shortlist. Interviews will be held on **Wednesday 3 July 2024**.

Applicants must ensure that they address the requirements of the post and the stated criteria clearly when completing their application form. Clarity of information is an essential pre-requisite and will be taken fully into account by the Board of Governors when it considers applications.