

# Millennium

INTEGRATED PRIMARY SCHOOL

## **Learning Support Assistants 4 Posts (Temporary)**

**Closing date for applications:  
20 February 2023 at 10.00am**

*Interviews anticipated: week of 27 February 2023*



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## **Section 1– Person Specification**

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### **Essential Criteria**

- 1) At the time of commencing post: Hold a minimum of a Level 2 childcare qualification, or equivalent as approved by Education Authority (A list of approved qualifications is available from the school office or to download from the EA website [\[CLICK HERE\]](#)).
- 2) Demonstratable experience of working with children in a formal learning environment.
- 3) Evidence of an ability to work flexibly and creatively, including team working and collaborative skills.

### **Desirable Criteria**

- 1) Evidence of how your experience and approach to work reflects the school's inclusive values and integrated ethos.
- 2) General knowledge and understanding of the Northern Ireland Curriculum and other learning programmes or strategies.
- 3) Have some understanding of specific learning difficulties and a commitment to develop knowledge further through training and research.
- 4) Have a working knowledge of information technology systems including: Microsoft Outlook, Microsoft Teams and Microsoft Word

## Section 2 – Job Description

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**Job Title:** Learning Support Assistant (General)

**Reports to:** Learning Support Coordinator, through the Class Teacher

**Hours:** 1 x 2 days p.w. (General P2, Mon & Fri: 08.30 – 14.00)  
1 x 5 days p.w. (General P2, Mon – Fri: 08.30 – 14.00)  
1 x 5 days p.w. (General Nursery, Mon – Fri: 12.00 – 14.30)

*(All posts may attract additional playground supervision hours if available)*

*\*p.w.= per week*

### **Job Purpose**

Under the direction of the Learning Support Coordinator / Class Teacher / Outreach Teacher / Education Authority, assist with the educational support and the care of the pupils in a designated class or classes, in or outside the classroom.

### **Main Duties and Responsibilities**

The precise duties of the post will be determined by the Learning Support Coordinator / the Principal

### **General Classroom Support**

- 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:
  - o clarifying and explaining instruction;
  - o ensuring the pupils are able to use equipment and materials provided;
  - o assisting in motivating and encouraging the pupil(s) as required;
  - o assisting in areas requiring reinforcement or development;
  - o promoting the independence of pupils to enhance learning;
  - o helping pupil(s) stay on work set;
  - o meeting physical, medical and sensory needs as required whilst encouraging independence.
- 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
- Develop an understanding of neurodiversity (Autism, ADHD, Dyslexia, Dyspraxia etc), including how to support neurodiverse children within the classroom.
- Support in implementing behavioural management programmes as directed
- 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) and take care of material for play sessions.
- 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 or learning support coordinator.
- Under the direction of the teacher or learning support coordinator, and following an appropriate risk assessment, assist with off-site activities.
- Provide continuity of adult care of e.g. supervising play and cloakrooms including hand washing, toileting etc.
- Provide supervision/support including the administration of prescribed medicines and drugs for children who are ill and deal with minor cuts and grazes.

- 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.

### **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/officer.
- Duplicate written materials, assist with production of charts and displays, record radio and television programmes, catalogue and process books and resources.

### **Other Duties**

- Attend relevant in-service training.
- Assist work placement students with practical tasks.
- Such other duties as may be assigned by the Learning Support Coordinator / Principal / Education Authority within the level of the post.

This job description will be subject to review in light of changing circumstances and is not intended to be rigid and inflexible but should be regarded as providing guidelines within which the individual works. Other duties of a similar nature and appropriate to the grade may be assigned from time to time.

**NB. Learning Support Assistant posts are reviewed annually and are subject to funding from the Education Authority. Employment may be terminated as a result of changes to funding.**

## **Section 3 – Candidate Information**

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### **Candidate Privacy Notice**

Prior to completion of your application form you must read our Candidate Privacy Notice. In Section C of the application form you will be required to indicate that you have read and understood this privacy notice. Failure to do so will result in the school not processing your application form.

### **Returning your Application Form and Equal Opportunities Questionnaire**

The following are acceptable ways to return your application form and equal opportunities questionnaire:

- By post or by hand to:  
Millennium Integrated Primary School  
139 Belfast Road  
Lisdoonan  
Co Down  
BT24 7HF

*(Please mark 'For Attention of The Learning Support Coordinator')*

- By email to: [bmis517@c2kni.net](mailto:bmis517@c2kni.net)

*(Please request a 'read receipt' and a 'delivery receipt' in your email and ensure that the subject line is: LSA Job Application)*

You are responsible for returning your application by the date and time specified on the application form. Forms that are submitted late or by any method not listed above will not be accepted.

### **Interview**

Shortlisted candidates will be invited to attend an interview with representatives both from the Senior Leadership Team and the Board of Governors.

Interview date is anticipated to be:  
**Week of 27 February 2023**

### **Canvassing**

Any applicant who is found to have approached a panel member regarding a post with a view to seeking favourable treatment will be disqualified.

Canvassing means contact or communication at any time in any manner (direct or indirect, oral or written, specific or general) with any employee or governor of the school which could be deemed or perceived to be for the purpose of advancing that application.

### **Equal Opportunities**

Millennium Integrated Primary School is fully committed to the promotion of equality of opportunity in employment to all. We aim to select the best person for the job and all recruitment decisions will be made objectively.

### **Issuing of Correspondence**

If you provide an email address on your application form, we will use this for all ensuing communication with you regarding your application. It is important that the email address you supply on your application form is your preferred email address for receipt of correspondence.

## **References**

This appointment will be subject to satisfactory references being received. One reference should be from a person who is able to comment on your suitability to work with children/young people in an educational setting, and at least one from your current or most recent employer.

## **Disclosure of Criminal Background**

All positions at Millennium Integrated Primary School involve 'regulated activity' under the Safeguarding Vulnerable Groups (NI) Order 2007. Consequently, the school will be required to undertake an enhanced disclosure of criminal background. Please note that you WILL be expected to meet the cost of an Enhanced Disclosure Certificate, which is currently £33. Details of how to make payment will be sent to you at the pre-employment stage. Further information can be accessed on <http://www.nidirect.gov.uk/campaigns/accessni-criminalrecord-checks>.

## **Right to Work**

All applicants should ensure that they are free to remain in and take up employment in the United Kingdom. Successful candidates will be required to provide supporting documentation. Details of acceptable documentation are available at: [www.gov.uk/government/publications/right-to-workchecklist](http://www.gov.uk/government/publications/right-to-workchecklist).

## **Disability**

Millennium Integrated Primary School is an Equal Opportunities Employer and welcomes applications from people with disabilities. In accordance with the Disability Discrimination Act, a person is disabled if they have, or have had, "a physical or mental impairment which has, or has had a substantial and long-term adverse effect on their ability to carry out normal day to day activities".

Please provide information which is relevant regarding specific requirements that you may have so that reasonable adjustments may be made for you if you meet the agreed shortlisting criteria and are invited to the next stage of the selection process. You must not assume that that reasonable adjustments will be on the basis that you may have indicated on the Equal Opportunities Monitoring Questionnaire that you have a disability.

*The Equal Opportunities Monitoring Questionnaire is detached from your application form prior to any member of human resource staff or the selection panel viewing it, therefore those making assessment/interview arrangements will not be aware of this information.*

If you indicate that you do require reasonable adjustments, a member of the school staff will contact you to discuss your needs in more detail.

## **Information Relating to the Selection Process**

Applicants are strongly advised to carefully consider the job description and the person specification for the post. When completing Section B of your application form, include all pertinent details and ensure that you clearly demonstrate how you meet each of the essential and desirable criteria for the post. It is also important to consider that, where there is a minimum requirement, this criterion may be enhanced. It should be noted that shortlisting will be based solely upon the information provided on your application form. Members of the shortlisting panel are not permitted to take into consideration information known to them personally about your application or to make any assumptions about the information which you have provided.

## **Shortlisting**

The essential criteria that will definitely be applied at shortlisting will be identified in the person specification for the post. When a large number of applications are received the selection panel reserves the right to apply the desirable criteria and/or enhance the minimum criteria if necessary in order to facilitate a manageable shortlist.

To ensure that all applicants are treated fairly and consistently, this use of desirable or enhanced criteria will be agreed at shortlisting prior to examination of the application forms. It is the responsibility of applicants to provide the best evidence possible on their application form to demonstrate how they meet each of the essential and desirable criteria.

### **Notification of the Successful Candidate**

Candidates should note that selection panels recommend candidates for appointment only. Candidates are advised that a recommendation for appointment is not an offer of employment and must not be treated as such. A candidate is deemed to have been offered the post only on receipt of a formal written offer of employment from Millennium Integrated Primary School. Recommended candidates should take no action to terminate their current employment until they are in receipt of a formal written offer.

Any recommendation for appointment will be subject to the following:

- Completion of a Health Declaration Form. Upon receipt of such, the school may, at its discretion, require a candidate to attend a medical examination
- Issue of a satisfactory Enhanced Disclosure Certificate for posts involving regulated activity
- Documentary evidence of eligibility to work in the UK
- Receipt of satisfactory references

### **Declaration**

After you have read and confirmed your acceptance of the declaration, please sign and date in the appropriate boxes. By signing the box you are certifying that the information you have provided is correct and that any false or misleading information, if proved, may result in your application not being progressed, or, if appointed, in dismissal. If you email your completed application form, please tick the appropriate boxes to confirm your acceptance of the declaration. If you are successful in being invited to the next stage in the selection process, you may be asked to sign your application form at a later stage.

### **Data Protection/GDPR**

The information on your application form is required for the purposes of processing your application. It is essential that the details you provide on the application form are correct. The data provided will be processed in compliance with the Data Protection Act 1998 (as amended) and General Data Protection Regulation (GDPR). The Candidate Privacy Notice provided as part of the job application pack provides full information on the use of your data and the protections and rights available to you in relation to processing, sharing and disposal.