

Strangford College

Job Application Pack

for the post of



General Assistant (Term Time only)

Completed applications should be returned to:
Principal's Secretary, Strangford College, Abbey Road, Carrowdore,
BT22 2GB.

**Applications should be received no later than 3.30pm on
Monday 15th August 2022.**



Dear Candidate

I am absolutely delighted that you have shown an interest in applying for this post at Strangford Integrated College.

We are a grant maintained, 11-18, integrated college. We are situated in the village of Carrowdore, in an attractive and purpose built campus. We are fortunate to have enthusiastic, well behaved students in our community. It is our ambition to be one of the best schools in Northern Ireland, and as such, we have a focus on quality, creative Teaching for Learning. It is our aim to tap into the wealth of potential held by all our students to help them to compete at the highest levels in our ever changing world.

This is an excellent time to join Strangford Integrated College. We are highly oversubscribed and have plans to expand.

The job is a term time position as General Assistant. The post involves assisting working as part of a Learning Support team to ensure the school meets the needs of our students with special needs.

The successful applicant should be a good team worker and should have experience of working with children.

The Governors are absolutely passionate about securing the very best for Strangford Integrated College and the Community - they will expect commitment and drive, but coupled with sensibility and humility. A sense of humour and a willingness to work hard are also huge attributes.

I very much look forward to hearing from you. I appreciate the amount of time that goes into an application, so thank you in advance for considering joining us.

Yours faithfully

Clare Foster

Principal

Job Description



STRANGFORD INTEGRATED COLLEGE

JOB DESCRIPTION

POST TITLE:	General Assistant 1 (Term-time only)
RESPONSIBLE TO:	SENCO
SALARY SCALE:	NJC Pts 2-3 £18,516 - £18,887 per annum pro rata
HOURS PER WEEK:	32.5 hours
WORKING PATTERN:	Monday to Friday

JOB PURPOSE:

To be responsible to the SENCO and Principal for the provision of assistance to teachers/classroom assistants in/outside school with care of pupils.

MAIN DUTIES AND RESPONSIBILITIES:

The precise duties of the post will be determined by the principal/outreach teacher/board officer.

GENERAL ASSISTANCE

- Assist pupils with toileting/personal hygiene/dressing including the use of basic toileting aids.
- Ensure the safe mobility and general supervision of the pupil/s within school premises, including the playground and on school outings, transporting pupil's belongings (if required).
- Accompany teachers, classroom assistants and/or therapy staff with groups on outings or in respect of individual/group therapy programmes, e.g. swimming, educational outings, hydrotherapy etc.
- Ensure appropriate care and feeding of pupils at meal times.
- Ensure pupils comply with normal school rules and routines during the school day.
- Clean equipment connected with daily activities in classroom and assist with setting out equipment as directed.
- Such other duties as may be assigned within the level of the post. Those duties should be non-curricular.

GENERAL CONDITIONS

- Carry out all duties to comply with:
 - (a) the Health and Safety at Work (NI) order 1978;
 - (b) Acts of Parliament, Statutory Instruments and Regulations and other legal requirements;
 - (c) Codes of Practice.

Carry out all duties in the working conditions normally inherent in the particular job.

- Complete all necessary paperwork.

- Carry out duties for jobs up to and including those in the same grade, provided such duties are within the competence of the employee.

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.

In accordance with Section 75 of the Northern Ireland Act (1998), the post-holder is expected to promote good relations, equality of opportunity and pay due regard for equality legislation at all times.

Strangford Integrated College

Personnel Specification for the post of General Assistant

Job Ref: SC\GA

Post/s: Hours to be agreed with suitable candidates. Posts are term time only.

Rate of Pay: £9.864 - £10.062 per hour General Assistant (NJC points 2-3)

Knowledge	<i>Essential</i>	Applicants should have: <ul style="list-style-type: none">▪ Demonstrable knowledge of:▪ Child Protection and Safeguarding, as relevant to the role▪ Health and Safety regulations, as relevant to the role
	<i>Desirable</i>	<ul style="list-style-type: none">▪ First Aid Qualification
Skills	<i>Essential</i>	<ul style="list-style-type: none">▪ Evidence of an ability to work flexibly to help ensure a child-centred learning experience▪ Evidence of effective interpersonal and communication skills▪ Proven effective team working skills▪ Evidence of good planning and organising skills to ensure work is completed on time to the required standard
Experience	<i>Essential</i>	<ul style="list-style-type: none">▪ Have a minimum of three months' demonstrable experience of working with a child/children in a formal environment ie school, nursery or playgroup.▪ Demonstrable experience in one or more of the following areas:<ul style="list-style-type: none">○ Providing direct support to a child/children in a formal environment ie school, nursery or playgroup.○ Providing support to a teacher and/or school staff inside or outside of the classroom▪ Demonstrable knowledge of the requirements of a General Assistant▪ Willingness to undertake job related training as and when required

	<i>Desirable</i>	<ul style="list-style-type: none"> ▪ Evidence of a working knowledge of one or more of the following IT systems: <ul style="list-style-type: none"> ○ Microsoft Word and Outlook ○ C2K schools IT systems
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It is essential that you fully describe in the application form how you meet the criteria sought. Please provide information against each requirement, providing dates and ensuring that where requirements are time bounded you provide detail and dates that fully satisfy the requirement. It is not appropriate to simply list the various posts that you have held. Assumptions will not be made from the title of your post.

The Board of Governors reserves the right to enhance the criteria if necessary in order to facilitate a manageable shortlist

DISCLOSURE OF CRIMINAL BACKGROUND

If you have been appointed for a post that involves ‘regulated activity’ under the Safeguarding Vulnerable Groups (NI) Order 2007, the Education Authority 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 details in relation to legislative requirements can be accessed on www.nidirect.gov.uk/vetting or www.dojni.gov.uk/accessni

Applications must be returned by Monday 15th August 2022 at 3.30pm.

By post to: The Principal’s Secretary
Strangford Integrated College
Abbey Road
Carrowdore
BT22 2GB

By email to: jpierpoint232@c2kni.net

Late applications will not be accepted.

Posts involving work in educational establishments are subject to the provisions of the Children and Vulnerable Adults (NI) Order 2003.

Strangford Integrated College is an Equal Opportunities Employer

Memorandum on Child Protection



This information originates in Department of Education Circular 2006/06: www.deni.gov.uk

The Board of Governors of Strangford Integrated College seeks to discharge its duty of care to all students attending the College and to conduct employment procedures equitably and well.

1. Candidates are reminded that:

- All posts in this College are regarded as 'regulated positions' under the terms of the Protection of Children and Vulnerable Adults (NI) Order 2003 (POCVA).
- It is a criminal offence for any individual to apply for, offer to do or accept any work, paid or unpaid in a regulated position if that individual is:
 - Entered on DHSSPS list of those Disqualified from Working with Children.
 - Entered on Department of Education's list of unsuitable people.
 - Subject to a disqualification from the courts.
 - Where there is reason to suspect that an application has been received from such an individual the matter will be reported to the police and full co-operation given to any subsequent investigations including disclosure of all relevant documents.

2. Each candidate must:

- Declare any criminal conviction on the application form.
- Indicate that they are eligible to apply for a regulated position.
- **Provide the following if called for interview:**
 - Photographic proof of identity
 - Original birth certificate
 - Authorisation for school to initiate Vetting and Barring Procedures (used only for candidates recommended for appointment).
- **Provide the following if recommended for appointment**
- Proof of qualifications entered on application form.

3. Candidates are advised that:

- False or incomplete declaration of criminal convictions or false claims of qualifications will render an application ineligible and any recommendation for appointment will be withdrawn.
- Where the outcome of a Criminal Record Check, initiated as part of the Vetting and Barring Procedures, is unsatisfactory, in the opinion of the Principal, having consulted the Chairperson of the Board of Governors, a recommendation for appointment will be withdrawn.
- Due process will be followed but, if an individual has taken up post before the discovery of false or incomplete declaration of criminal convictions, or false claims of qualification, or failure to disclose ineligibility to apply for or to hold a regulated position, the employment will be rescinded with immediate effect.

- In making application for a regulated position in Strangford Integrated College, candidates acknowledge the school's right to:
 - Carry out pre-employment and criminal record checks.
 - Take cognisance of such information as the school deems appropriate and make decisions accordingly
 - Require full compliance with the requirements set out in this memorandum.
 - Disqualify those candidates who fail to comply.
 - Disclose relevant documents to the PSNI in the event of any investigation.

A Criminal Record will not necessarily be a bar on obtaining a position in the College.