

JOB DESCRIPTION FOR CANDIDATE'S APPLYING FOR SPECIAL NEEDS ASSISTANT

Purpose of Job: To be responsible for the Health and Safety and the needs of the student for

Laois and Offaly Education and Training Board.

Responsible to: Principal and the Chief Executive

Main Duties

- Special Needs Assistants are recruited specifically to assist schools in providing the necessary non-teaching services to pupils with assessed educational needs. Their duties are assigned by the Principal acting on behalf of the Chief Executive. Their work is supervised either by the Principal or another teacher as determined by the Principal.
- To comply with conditions and regulations which may be prescribed in other agreements applying to this post.
- You will be required to work normal classroom hours including class break periods and in addition to attend before and after school in order to help with the preparation and tidying up of classrooms, reception and dispersal of children etc. The timetable will be agreed with the Principal. Normal work break entitlements will apply in accordance with the provisions of the Organisation of Working Time Act 1997. The times at which these breaks are taken will be at the discretion of the Principal.
- The school premises will normally be the place of employment, however there may be occasions when children with special needs are required to attend at another venue outside the school, and in such cases, you may be required to accompany them to and from such venue.
- You will also be required to work the month of June on examinations or other work appropriate to the grade including training.

Holidays

Holiday periods will normally be those, which apply to the schools to which the Special Needs Assistants have been assigned. In addition, you are required to be available for a couple of days at the start and finish of each school term. These days (12 in total – pro-rata for part-time employees) may be combined at the discretion of school management to be utilised flexibly throughout the year for work appropriate to the grade including training. These days will not exceed five

consecutive days and will immediately follow or precede school terms or occur within a couple of days thereof.

PERSON SPECIFICATION FOR CANDIDATE'S APPLYING FOR SPECIAL NEEDS ASSISTANT

The minimum required standard of education for appointment to the post are:

1. A QQI level 3 major qualification on the National Framework of Qualifications

or

2. A minimum of three grade D's in the Junior Certificate or Equivalent

§ Each appointment to Laois and Offaly Education and Training Board is subject to receipt of a satisfactory disclosure from the National Vetting Bureau.

§ Two written references

§ Characteristics/attributes should include:

§ Excellent interpersonal and communication skills

§ Planning and Organising

§ Capable of working on own initiative and as part of a team