

BLACKWATER INTEGRATED COLLEGE

NOTES OF GUIDANCE FOR CLASSROOM ASSISTANT POSTS

IMPORTANT INFORMATION

The following notes and job documentation should be read carefully before completion and submission of an application for classroom assistant appointment.

GENERAL

Job description

The job description is enclosed to provide you with information on the purpose, duties and responsibilities of the post. It describes what the postholder will be required to do.

Qualifications and experience

This section groups the criteria into those which are essential and those which are preferred or desirable. The personnel specification which forms part of the job documentation is also enclosed for your information.

Application Form

It is your responsibility as an applicant to ensure that you provide sufficient information in the letter to enable the selection panel to assess your eligibility for consideration. Failure to do so will result in the application being rejected. You are therefore strongly advised to carefully consider the job description and requirements of the post to ensure all relevant details are included.

Disability

If you have a disability which prevents you from completing this application form please contact the College for alternative arrangements to be made.

Age Discrimination / Normal Retirement Age

The normal retirement age for all support staff under current eligibility regulations is 31 August next following the date on which 65 years of age is attained. Please note that in accordance with the specific exemption within the Employment Equality (Age) Regulations (NI) 2006 employment will not be offered to a person older than or within 6 months of normal retirement age.

CVs and Additional Information

Applicants must not submit a Curriculum Vitae or additional pages. Any additional submissions will be discarded.

Closing Date for applications

Completed application must be returned to the College by **noon, 4TH November 2024**

Applications received after the closing date and time will NOT be accepted.

DISABILITY

Blackwater Integrated College is an Equal Opportunities Employer and welcomes applications from people with disabilities.

Canvassing

Canvassing means contact or communication at any time in any manner (direct, indirect, oral or written, specific or general) with any member of the Board of Governors of the College involved in the recruitment of the post for which you are applying which could be deemed or perceived to be for the purpose of advancing your application. Any applicant who is found to have knowingly approached a panel member for a post with a view to seeking favourable treatment will be disqualified.

Rehabilitation of Offenders

Teaching assistant posts are exempt from the provision of the Rehabilitation of Offenders Order 1978. Accordingly, the Board of Governors will carry out a criminal record check on successful candidates to such posts. You are therefore not entitled to withhold information about convictions which for other purposes are regarded as 'spent' convictions, including road traffic and motoring offences. Disclosure of criminal convictions will not necessarily debar you from employment, however, in the event of being appointed, failure to disclose such convictions may result in disciplinary action by the Board of Governors which may include dismissal. Appointment to posts will be subject to a satisfactory criminal record check.

Data Protection

Please ensure that the details given on this application are correct. The data provided by you will be processed in accordance with the Data Protection Act 1998. The information is being used to:

- process your application for appointment;
- form the basis of a computerised record of the recruitment process and monitoring purposes;
- form the basis of a manual job file with other application forms used for the recruitment and selections process; and
- form the basis of a manual and computerised employment record if appointed.

All application forms and associated documentation will be treated in the strictest of confidence. However, in the case of an applicant taking a legal case against the Board of Governors, it may be necessary to disclose information to the parties involved. The documents may also be disclosed to the Equality Commission as part of their investigations resulting from claims of discrimination.

SELECTION PROCESS

Shortlisting

The advertised qualifications and/or experience are the minimum requirements for the post. Shortlisting will be based on the information provided by the applicant on the letter of application. Only applicants who meet the shortlisting criteria (including any agreed enhancement) will be called for interview.

Interviews

If a candidate is unable to attend the interview at the date and time specified or wishes to withdraw from the selection process it is essential that he/she contacts the Principal at the earliest opportunity either by telephone or in writing.

Notification of Successful Candidates

Successful candidates will normally be contacted firstly by telephone and then formally in writing.

Reserve Candidates

The selection panel may draw up a list of reserve candidates, in order of suitability, from whom an appointment may be made by the Board of Governors if the successful candidate fails to take up post or if a similar vacancy arises during the life of the reserve list.

Unsuccessful Candidates

All unsuccessful candidates will be notified in writing.