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**ALDERBROOK**

**JOB DESCRIPTION: SPECIAL SUPPORT ASSISTANT**

**POST:** **Special Support Assistant**

**SALARY: Band C**

**HOURS: 19.5 hours per week Term Time plus Inset days (39 weeks).**

**ACCOUNTABILITY:** All staff work under the reasonable direction

of the Headteacher and the Deputy

Headteacher with delegated responsibility.

Accountability is otherwise as set out below:

Accountable to: SENDCo

**RESPONSIBLITIES AND DUTIES**

Under the direction of the SENDCo:

* Supporting individuals or very small groups of students with EHCPs
* Adapting material/ resources for use in the mainstream classroom in liaison with the classroom teacher
* Undertaking reasonable duties, delegated by, and under the supervision of the classroom teacher, related to supporting the learning of students with EHCPs
* Working in collaboration with teaching staff to set criteria for support, to adapt resources and to plan individual learning targets
* Providing individual reading support beyond the mainstream classroom
* Maintaining efficient and effective records on individual pupil progress
* Producing summative reports to evaluate the effectiveness of the support for the learner
* Adapting the focus of work to reflect changing priorities agreed with the Head of Faculty
* Carrying out any other reasonable duties designated by the SENCo

**IN GENERAL**

* Working collaboratively with colleagues
* Adhering to school policies & procedures
* Undertaking any other reasonable, related duty which the Headteacher may request from time to time within a reasonable work schedule

All jobs are subject to change and this job description to be reviewed annually or at any other mutually convenient time

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tom Beveridge**

**Headteacher**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SSA**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**