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| **Person Specification** | C:\Users\archer.s1\Local Settings\Temporary Internet Files\Content.MSO\41C1FB71.tmp |
| Alderbrook School has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment. | |

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| **Post Title** | Special Support Assistant (Part Time ) | | |
| **Salary Band/Range** | Band C  19.5 hours per week, 39 weeks per year | | |
| **Responsible to** | SENDCo | | |
|  | **Essential Criteria** | **Desirable Criteria** | **Measured by** |
| **Education & Qualifications** | * English & maths GCSE at grade 4 (C) or above * Willingness to complete further qualifications | * Level 3 qualification in child care/ child development eg.NVQ3 Teacher Assistant, diploma in Child Care etc or equivalent * Additional qualification in an appropriate area of Special Educational Needs | AF |
| **Skills & Abilities** | * Good interpersonal and communication skills | * Experience of working with parents and professionals from other agencies | I |
| * Ability to make sound judgements and decisions | * Knowledge of current legislation and guidance, national and local, in the field of SEND | AF/I /T |
| * Good time management and organisational skills |  | I/T |
| * Ability to organise and manage a caseload and timetable |  | I |
| * Resilient under pressure |  | I/T |
| * Self motivated |  | AF/I/T |
| * Ability to work both as a team member and sustain working alone |  | AF/I |
| * Ability to communicate effectively in writing and orally |  | AF/I/T |
|  | * Competent in the use of ICT |  | AF/T |
| **Experience &**  **Knowledge** | * Substantial and successful experience of working with children with special educational needs at Primary and/or Secondary age |  | AF/I |
| * Experience of giving Speech & Language support and / or working with pupils with autism |  | AF/I |
| * Experience of the school curriculum and/or alternative provision |  | AF/I |
| * Practical understanding of effective learning and teaching strategies for pupils with SEND |  | I/T |

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| **Compiled/Reviewed by** | Sharon Archer |
| **Date** | June 2020 |