

# Person Specification



**Alderbrook School  
& Sixth Form**  
AMBITION | BRAVERY | KINDNESS

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.

<b>Post Title</b>	Special Support Assistant (Part Time)		
<b>Salary Band/Range</b>	Band C 32.5 hours per week, 39 weeks per year		
<b>Responsible to</b>	SENDCo		
	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Measured by</b>
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>English Language &amp; maths GCSE at grade 4 (C) or above</li> <li>Willingness to complete further qualifications</li> </ul>	<ul style="list-style-type: none"> <li>Level 3 qualification in child care/ child development eg.NVQ3 Teacher Assistant, diploma in Child Care etc or equivalent</li> <li>Additional qualification in an appropriate area of Special Educational Needs</li> </ul>	AF
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>Good interpersonal and communication skills</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working with parents and professionals from other agencies</li> </ul>	I
	<ul style="list-style-type: none"> <li>Ability to make sound judgements and decisions</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of current legislation and guidance, national and local, in the field of SEND</li> </ul>	AF/I /T

	<ul style="list-style-type: none"> <li>• Good time management and organisational skills</li> </ul>		I/T
	<ul style="list-style-type: none"> <li>• Ability to organise and manage a caseload and timetable</li> </ul>		I
	<ul style="list-style-type: none"> <li>• Resilient under pressure</li> </ul>		I/T
	<ul style="list-style-type: none"> <li>• Self motivated</li> </ul>		AF/I/T
	<ul style="list-style-type: none"> <li>• Ability to work both as a team member and sustain working alone</li> </ul>		AF/I
	<ul style="list-style-type: none"> <li>• Ability to communicate effectively in writing and orally</li> </ul>		AF/I/T
	<ul style="list-style-type: none"> <li>• Competent in the use of ICT</li> </ul>		AF/T
<b>Experience &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• Substantial and successful experience of working with children with special educational needs.</li> </ul>	Substantial and successful experience of working with children with special educational needs in a Secondary school	AF/I
	<ul style="list-style-type: none"> <li>• Experience of giving Speech &amp; Language support and / or working with pupils with autism</li> </ul>		AF/I
	<ul style="list-style-type: none"> <li>• Experience of the school curriculum and/or alternative provision</li> </ul>		AF/I
	<ul style="list-style-type: none"> <li>• Practical understanding of effective learning and teaching strategies for pupils with SEND</li> </ul>		I/T

<b>Compiled/Reviewed by</b>	Tim Stent – Deputy Headteacher
<b>Date</b>	February 2024