



Alderbrook School
& Sixth Form
AMBITION | BRAVERY | KINDNESS

JOB DESCRIPTION: SPECIAL SUPPORT ASSISTANT

POST:	Special Support Assistant
SALARY:	Band C
HOURS:	32.5 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

RESPONSIBILITIES 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 SENDCo

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: _____