

Job Description



**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.

Post Title	Special Support Assistant
Salary Band	Band C
Hours	32.5 hours per week, term time plus inset days (39 weeks)
Responsible to	SENDCo
Main Duties and Responsibilities	
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 and co-operatively with all other colleagues • Undertaking any other reasonable, related duty which the Headteacher may request from time to time within a reasonable work schedule and commensurate with the level of the post • To contribute to the overall ethos, work and aims of the school • To participate in the school's performance review process • To adhere to the school's policies and procedures All jobs are subject to change and this job description is to be reviewed annually or at any other mutually convenient time	

Signed: _____ **Tom Beveridge – Headteacher**

Signed: _____ **Special Support Assistant**

Date: _____