

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.

Post Title	Special Support Assistant		
Salary Band/Range	Band C 32.5 hours per week, 39 weeks per year		
Responsible to	SENDCo		
	Essential Criteria	Desirable Criteria	Measured by
Education & Qualifications	- English Language & 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.	Substantial and successful experience of working with children with special educational needs in a Secondary school	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

Compiled/Reviewed by	Tim Stent – Deputy Headteacher
Date	October 2025