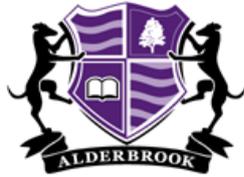


Alderbrook School
& Sixth Form
AMBITION | BRAVERY | KINDNESS

Alderbrook School Recruitment Information Pack





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Special Support Assistant

Part Time (32.5 hours) Term-time plus Insets (39 Weeks)
Band C (£26,824 - £29,540 pro rata)
Starting salary £20,198

We are looking to appoint a Special Support Assistant to join our Student Development Department.

The post involves supporting students who require individualised support in relation to their learning needs, which may include autism, ADHD, dyslexia or dyspraxia for example.

The successful candidate may be required to support students within a small specialist-teaching group as well as in lessons across the curriculum in a mainstream setting. It is also likely that the successful candidate will provide one-to-one support for selected students of high need.

For further details or to arrange a telephone call with us to have an informal chat please contact Mrs Anna Whittington on the contact details below.

Tel: 0121 704 2146

E-mail: vacancy@alderbrook.solihull.sch.uk

Closing date for applications: 9.00am Monday 13th April 2026

We can't wait to hear from you!

The School is committed to the safeguarding and welfare of young people. Pre-employment checks will be carried out in line with the Department for Education's Keeping Children Safe in Education Statutory Guidance.

Key Information Sheet

Application process

Applicants must apply by no later than 9am on the closing date of **Monday 13th April 2026**. All applicants are strongly advised to read the job description and person specification for the post prior to submitting their application.

Selection process

Applications will be ranked against the person specification for the role and shortlisted applicants will be invited to interview. There may be a further shortlisting process on the interview day itself. Any job offer is subject to successful references, medical clearance and an enhanced DBS check.

Online check

In line with the Department for Education's Keeping Children Safe in Education 2025, an online search will be undertaken for applicants shortlisted for interview. This search will be carried out on publicly available online information and will not include social media searches. If any information is found it will be shared with the interviewee on the day of interview.

Pay

The salary range for the post is detailed on the job advert.

Alderbrook is committed to the principle of equal employment opportunity and as such we ensure that all applications are treated appropriately and fairly with decisions never made based on gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, national or ethnic origin, religion or belief, disability or age.

Job Description

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: _____

Person Specification

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	Essential Criteria	Desirable Criteria	Measured by
Education & Qualifications	<ul style="list-style-type: none"> English Language & Maths GCSE at grade 4 (C) or above Willingness to complete further qualifications 	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Good interpersonal and communication skills 		I
	<ul style="list-style-type: none"> Ability to make sound judgements and decisions 		AF/I /T
	<ul style="list-style-type: none"> Good time management and organisational skills 		I/T
	<ul style="list-style-type: none"> Ability to organise and manage a caseload and timetable 		I
	<ul style="list-style-type: none"> Resilient under pressure 		I/T
	<ul style="list-style-type: none"> Self-motivated 		AF/I/T
	<ul style="list-style-type: none"> Ability to work both as a team member and sustain working alone 		AF/I
	<ul style="list-style-type: none"> Ability to communicate effectively in writing and orally 		AF/I/T
	<ul style="list-style-type: none"> Competent in the use of ICT 		AF/T

Experience & Knowledge	<ul style="list-style-type: none"> Substantial and successful experience of working with children with special educational needs. 	<ul style="list-style-type: none"> Substantial and successful experience of working with children with special educational needs in a Secondary school 	AF/I
	<ul style="list-style-type: none"> Experience of giving Dyslexia support and / or working with pupils with autism 	<ul style="list-style-type: none"> Knowledge of Tourette syndrome 	AF/I
	<ul style="list-style-type: none"> Experience of the school curriculum and/or alternative provision 	<ul style="list-style-type: none"> Experience of working with parents and professionals from other agencies 	AF/I
	<ul style="list-style-type: none"> Practical understanding of effective learning and teaching strategies for pupils with SEND 	<ul style="list-style-type: none"> Knowledge of current legislation and guidance, national and local, in the field of SEND 	I/T
Other Requirements	Candidate will be appointed subject to an enhanced DBS check.		

Compiled/ Reviewed by	Tim Stent – Deputy Headteacher
Date	March 2026

About our School

Alderbrook is a thriving, successful and welcoming community demonstrating a common purpose – to ensure the very best for all of our students. The name is often abbreviated to ‘ABK’, and this affectionate nickname also demonstrates our school core values of Ambition, Bravery and Kindness. These three words really do exemplify what our school is all about, as all members of our community – students, staff, parents and trustees – embody these values. Our aim is to be ambitious, brave and kind in everything that we do, and we are proud to be a truly comprehensive school providing an education of a high quality for all our students.

We are committed to enabling all our young people to develop into happy, well prepared and confident adults, secure in the knowledge of the role they can play in their own development. We offer an extensive range of opportunities to stimulate and enhance the growth of our students into mature and responsible adults with a sense of purpose. At Alderbrook, we exist so that every student can achieve, belong and thrive – at school and beyond.

In the last Ofsted inspection in April 2023, the inspectors reported that *“Alderbrook school leaders and pupils share the same high aspirations”*, and that *“Pupils’ well-being is at the forefront of leaders’ vision, including pupils’ mental health”*.

We deliver a broad and challenging curriculum to enable students to gain a deep knowledge and understanding of the world around them. We are proud of our inclusive approach, which is informed by the principle that a stimulating and personalised education is an entitlement for every child. This is consistently reflected in our examination results which, year-on-year, are above national averages at GCSE and A Level and place us as one of the highest performing schools in the Borough.

However, Alderbrook is about so much more than academic success. We are passionate about our students becoming well-rounded young people who are prepared for life beyond school. We are incredibly proud of our comprehensive enrichment programme and recognise the importance of sport and creativity.

We couldn’t achieve any of this without our wonderful staff, so their happiness and well-being is essential. We have a well-established Staff Wellbeing Group, led by a senior member of staff, and we offer staff a number of different options and services to support their wellbeing. Furthermore, our Talent Management Framework supports the professional development of staff in all roles in school. Later in this pack you can read what our staff say about what it’s like to work here at Alderbrook.



What our staff say about working at Alderbrook ...

"Alderbrook is an amazing place to work because of the staff that work here! It feels like my second home where everyone supports each other. I love that Alderbrook puts its heart and soul into every single student; their growth & resilience, encouraging individuality and success. Staff welfare and camaraderie is also a core value of all staff and that's why I don't want to work anywhere else." Sally, Support Staff

"Alderbrook continues to be a place with a genuine heart and soul! The sense of camaraderie and support is incredible. As a professional, one can grow and develop here, with plenty of opportunities to try new things and take on new challenges. Most importantly, it's amazing to see how much our students appreciate the hard work that goes into teaching them, it's a real privilege to see them thrive and know that I have played a part in that." Raluca, Teaching Staff

"I thoroughly enjoy working at Alderbrook, because it is truly like a family. Every staff member is thoughtful and supportive throughout the whole school. The staff events are a great chance to get to know everyone and there are multiple throughout the year! I truly can't imagine myself working elsewhere because once you join, you are truly part of the Alderbrook family." Amber, Teaching Staff

"Alderbrook is an amazing place and I feel it is an incredible privilege to work here. What makes this school so special are the people- the staff and the students." Stu, Support Staff

"I am proud to have spent my entire teaching career at this school. Despite so many changes over time, we have always remained quintessentially Alderbrook because teachers have always been supported to teach in whatever way is stylistically suited to them. We are uniquely defined by an inordinate amount of personal investment and loyalty on the part of staff and a ceaseless commitment to building the strongest possible relationships with the young people we teach and care about dearly. Alderbrook remains a wonderful place to spend my working days." Richard, Teaching Staff

"I love working at Alderbrook because everyone is genuinely friendly and I can teach my subject properly as students want to learn. Alderbrook gives me a great sense of job satisfaction as I have been given professional development opportunities that I have never had anywhere else" Vanessa, Teaching Staff

"I'm proud to work at Alderbrook and be part of the Alderbrook school community. At Alderbrook, staff wellbeing is a priority and is at the heart of everything. All staff have access to regular training, comprehensive professional support and hybrid/flexible working initiatives which support and promote work life balance. I feel valued and empowered to thrive and succeed professionally whilst being supported by colleagues that care, making Alderbrook a great place to work." Claire, Support Staff

"I've been at Alderbrook for over twenty years because this is a school that truly invests in its people. At every stage of my career, I've been supported, challenged and encouraged to grow. Our leaders spot potential and help you realise it. Our ECT community is exceptional, and the opportunities to refine your craft are endless. It's the kind of place you join...and want to stay for the next twenty years!" Sita, Teaching Staff

"I like working at ABK because you are immediately welcomed into the school community and are part of a team that works extremely hard for all its pupils and its staff. You help, support and laugh with each other." Margaret, Support Staff

"Alderbrook restored my love for teaching. Staff and students are so proud to be part of the Alderbrook community, we have such a strong identity, and it really feels like being part of a big family. At Alderbrook you are really looked after and cared for." Megan, Teaching Staff

Our Commitment

1 Relationships are positive and transformational

2 A culture of wellbeing and development for all

3 A broad and ambitious curriculum for all students

4 Students, and particularly our most vulnerable, are at the heart of all we do

5 We work in collaboration with many schools serving one community

6 We work to eliminate discrimination and ensure equality of opportunity

Our shared vision is underpinned by a commitment to our values of ambition, bravery and kindness.

Ambition	Bravery	Kindness
<ul style="list-style-type: none"> We hold ourselves, colleagues, and students to the highest expectations. We deliver lessons that enable every student to succeed, never giving up on anyone. We show ambition through professionalism, high standards, and commitment to growth. We learn continuously, support one another, and engage fully in school life. We act with reliability, positivity, and a shared belief that together we achieve more. 	<ul style="list-style-type: none"> We take responsibility to become better, every day. We act with honesty, integrity, and courage, even when it's hard. We embrace challenges, step beyond comfort zones, and inspire others to do the same. We show resilience by learning from mistakes and encouraging others to take risks. We welcome feedback, seek help when needed, and work together to overcome obstacles. 	<ul style="list-style-type: none"> We treat everyone with respect, empathy, and warmth. We celebrate every success and recognise the value in every student and colleague. We act kindly each day, knowing our behaviour sets the example for students. We embrace diversity, show tolerance, and respect all cultures, backgrounds, and perspectives. We support one another by sharing, checking in, and going above and beyond to meet needs.

