



Alfriston School Sports College

Penn Road, Knotty Green, Beaconsfield,
Buckinghamshire, HP9 2TS
Telephone: 01494 673740
Email: office@alfristonschool.com



December 2024

Role:	School Support Assistant
Salary:	Bucks Pay Range 1-2 (ISN 6-15) Depending on Experience £23,297 - £26,961, Pro Rata (Actual Salary £17,472 - £20,220)
Hours:	Full Time (Monday-Thursday 8.30-4.30pm & Friday 8.30-4.00pm) with a daily 30 minute unpaid lunch break.
Contract Type:	Fixed Term Contract (Ending 31 st August 2025) Term Time Only
Start Date:	January 2025

Alfriston School is a Special School for pupils with MLD aged 11-19 years based in Beaconsfield, Buckinghamshire. Our creative, individualised approach to learning is centred around wellbeing and skills for independence. We work hard to ensure our pupils are well prepared in their pathways for when they leave us to achieve their goals and succeed.

We are looking for a caring and enthusiastic School Support Assistant to work with our pupils with Moderate Learning Difficulties across various subjects within our school. You will be motivated, patient and passionate about children having a positive experience in education. Previous experience working with children as a Teaching Assistant / Support Assistant is not essential, but would be advantageous as would experience supporting children or adults with SEN. If you are eager to learn and have a passion for helping children, we want to hear from you.

To Apply: Please visit our website www.alfristonschool.com to download and complete the non-teaching application form, please send a supporting cover letter with your application. All applications are to be sent via email to recruit@alfristonschool.com for the attention of Mrs Ellie Davison.

If you would like to make an informal visit please also contact Mrs Ellie Davison who will be delighted to arrange this for you.

Closing Date for Applications: Monday 16th December at 9.00am

Interview Date: Wednesday 18th December 2024



School Support Assistant Job Description

Reporting To: Deputy Headteacher / Headteacher

Aim: To provide support within both pastoral and academic situations, to help pupils to achieve their full potential, and to ensure the safety and well-being of all pupils.

Key Duties and Responsibilities:

- Assist in teaching and learning activities for pupils under the overall direction and supervision of a teacher.
- Assist the teacher with the preparation and storage of teaching aids and equipment.
- Use teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision.
- Work in a group setting or take a particular pupil in a one to one setting under the direction and guidance of a teacher.
- Record and report on development, progress and attainment of pupils on school systems as required.
- Liaise with staff and other relevant professionals and provide information about pupils as appropriate.
- Undertake general administrative tasks required across departments.
- Respond positively to the physical and emotional needs of the pupils within the school
- Develop and promote positive working relationships with staff, pupils and parents and promote the school positively at all times.
- Reinforce the standards and expectations that exist within the Aims of Alfriston School.
- If appropriate, assist in transporting or supervising pupils to offsite educational activities.
- To undertake any other duties and responsibilities from time to time that may be reasonably required by the Headteacher.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



Person Specification

Criteria	Desirable	Essential
Experience		
Working in a mainstream or special school	Y	
Working with children/young adults with special needs	Y	
Qualifications and Training		
First aid certificate	Y	
Knowledge and Skills		
Able to lead teams and individuals	Y	
Able to use ICT to support teaching and learning		Y
Understanding of promoting positive relationships within the wider school community		Y
Understanding equality and diversity issues and implications for policy and practice		Y
Ability to drive the school minibus	Y	
Personal Qualities		
Positive and friendly personality		Y
Good organisational skills		Y
Able to use initiative and work independently		Y
Ability to relate to young people in a positive manner		Y
Willingness to constructively challenge the work of self and others to continually improve own and team performance		Y
To show loyalty and commitment to the school		Y

This school is committed to safeguarding and promoting the welfare of children which will be reflected throughout recruitment. The selected candidate will be required to provide suitable references and be subject to an enhanced DBS check before taking up the post.