



## GLEBELANDS SCHOOL - CRANLEIGH

**Job Title:** Learning Support Assistant

**Team:** Learning Support

**Hours:** 30.58 per week  
38.4 weeks per year  
Mondays and Fridays 8.30am – 3.15pm  
Tuesday, Wednesday and Thursday 8.35am – 3.15pm

### Part Time/Term Time

**Salary Grade:** Actual pro-rata salary £16,241

**Responsible to:** Head of Learning Support

### Key Responsibilities:

- To provide support to the class teacher responsible for the development and education of students with special needs. Use routine supervision skills to support students, including those who have physical, emotional or educational needs.

### Key Tasks:

- Assist in the delivery of individual work programmes for students with statements of special educational needs which will include working with IT to support students learning
- Monitor progress of supported students and contribute to planning for their needs
- Work with small groups of students as required
- Work as part of a team to ensure that the well-being, behavior and personal development of the student(s) enhances learning opportunities and life skills
- When required, with guidance, supervise groups of students undertaking SEN work
- Carry out routine administrative tasks to support students with special educational needs

Although not exclusively, this post would suit a student who has completed A levels or degree and is looking for employment during a gap year