

**Glebelands School**  
**Learning Support Assistant – Job Profile**

<b>Job title:</b>	Learning Support Assistant
<b>Team:</b>	Learning Support
<b>Hours:</b>	30.17 hours per week 38.4 weeks per year Monday and Friday 8.30am – 3.15pm Tuesday, Wednesday and Thursday 8.35am – 3.15pm Full time
<b>Salary Grade:</b>	Salary grade PS4 actual annual salary £13,152

**Responsible to:** Head of Learning Support

**Key Responsibilities:**

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

**Key Tasks:**

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