



INFORMATION PACK

**Special Educational Needs
Learning Support Base
Supervisor**



Job Description: Learning Support Base Supervisor

Job Description

Role:	Learning Support Base Supervisor	Hours:	8:15am – 3:10pm 31.25 hours per week 38 weeks per year September training days
Scale:	Grade F: Point 6-7		
Line Manager:	SEND Provision Lead	Direct Reports:	None – liaison with PLs
Date:	October 2026	Reviewed:	

General Responsibilities

- To support the learning and manage the behaviour of the students within the Learning Support Base, ensuring high expectations are in place.

Specific Responsibilities

- To understand and be fully committed to the duties and responsibilities in relation to child protection and safeguarding young people;
- To support and motivate students in the Learning Support Base to complete work and encourage independent learning;
- To track the learning of students in the Learning Support Base, and liaise with Progress Leaders/teachers to ensure that students have access to appropriate learning and revision materials including online resources;
- To register attendance and issue positive and negative points as appropriate;
- To facilitate access to tutor time activities and mentoring to students in the Learning Support Base during tutor time;

As an LSA:

- To support students in lessons, and encourage those in the base to access as much of the curriculum as they are able;
- To support testing procedures for students: for example, exam access arrangements, reading and spelling tests, dyslexia assessments;
- To support the distribution of alternative methods of recording (laptops / reading pens) and store as necessary, recording usage to support evidence of normal way of working;
- To occasionally act as a SEND Exam Invigilator if necessary;
- To undertake any additional duties as deemed reasonable by the Principal.

Person Specification: Special Educational Needs Learning Support Base Supervisor



SELECTION CRITERIA (no priority order)			
Qualifications	Essential	Desirable	Method of Assessment
Appropriate level of Literacy & Numeracy skills, equivalent to level 2 or above	X		Application form / verified at interview
Appropriate qualifications (LSA HLTA) or experience of supporting students in school		X	Application form / verified at interview
Working with Children and Young People	Essential	Desirable	Method of Assessment
Knowledge and experience of the requirements of safeguarding within schools, including Child Protection	X		Application form / interview
Motivation to work with children and young people	X		Application form / reference / interview
Commitment to, and belief in, the equal value of all students	X		Application form / reference / interview
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	X		Application form / reference / interview
Knowledge and Experience	Essential	Desirable	Method of Assessment
Proven work experience in administration	X		Application form
Database management		X	Application form / interview
Prior relevant experience of working in a school		X	Application form
Knowledge and understanding of the SEN Code of Practice		X	Application form / interview
Experience of using Compass (School's Information Management System)		X	Application form / interview
Knowledge of external children and young people support services		X	Application form / interview
Skills	Essential	Desirable	Method of Assessment
Strong basic ICT skills, especially in the use of Word and Excel	X		Application form / interview
Appropriate level of data protection, security and confidentiality awareness	X		Application form / interview
Personal Qualities	Essential	Desirable	Method of Assessment
Able to work as part of a team	X		Application form
Reliable and consistent	X		Application form / interview
Efficient and organised: independent and effective in time management	X		Application form / interview
Willing to be flexible and adaptable	X		Application form / interview
Additional Requirements	Essential	Desirable	Method of Assessment
First aid training		X	Application form