



SEND LEARNING SUPPORT ASSISTANT RECRUITMENT PACK



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Gifford Primary

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- Required As soon as possible
- Location – SEND Hubs
- Salary: Grade 6 SCP 18-20 (£29,420.00 - £30,298.00 pro rata) Term Time Only
- Permanent & Fixed Term Contract for 1 Year
- Monday – Friday 8.30am – 3.30pm (32.5 hours per week)
- Closing date: Friday 8th May 2026 at 9.00am
- Interview date: TBC

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Welcome



HEADTEACHERS MESSAGE

Dear Applicant,

Thank you for showing an interest in the position of SEND Learning Support Assistant (SEND LSA) at Gifford Primary School. Gifford Primary School is a popular four-form entry school. Located in the London borough of Ealing.

We are seeking an enthusiastic and visionary SEND LSA to join our exceptional team. In this role, you will drive ambitious initiatives, enhance our educational practices, and contribute to a thriving learning community. You will be a key player in implementing forward-thinking strategies in a collaborative team environment.

At Gifford we are committed to making a real difference in the lives of our pupils. We pride ourselves on being a forward-thinking school that embraces innovation and values a "have-a-go" attitude. Our dynamic environment offers a platform for ambitious professionals who are eager to shape the future of education and lead our school to new heights.

Visits to the school are essential. To arrange a visit please contact the HR team on 020 8845 4661 or email HR@gifford.ealing.sch.uk. We look forward to hearing from you.

Yours faithfully,

Charlotte Cadman
Head of School

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What is Gifford Like?



"A culture of high academic aspiration and a shared drive for success permeates the school. Through the curriculum, pupils are taught about the contributions to society made by a diverse range of historical and modern-day prominent figures.

The school encourages pupils to believe they too can make a positive difference in the world. Academic achievement and pupils' personal development are equally prioritised. Pupils and school staff work together to create a programme of regular enrichment experiences. The '11 by 11' programme includes expressive arts activities, public speaking exercises and careers guidance. Older pupils enthusiastically support those who are younger. Pupils behave maturely. They treat each other with great care, kindness and respect.

The school encourages pupils to share their views. Elected members of the 'Gifford Government' gather and share the opinions and suggestions of their classmates in order to improve the school further. For example, the play area was extended following feedback from pupils in Years 1 and 2. Pupils are happy here."

Ofsted Quote May 2024

What we are looking for

Pupils are at the heart of all we do



Are you:

- Ambitious?
- An inspirational SEND Learning Support Assistant?
- Passionate about making a difference?
- Someone who really cares about children?
- Continually looking for ways to improve your practice?
- Willing to work hard to uphold the schools exceptional provision?
- A positive team player?
- Someone with a can-do attitude?
- Excited by a challenge and full of great ideas?

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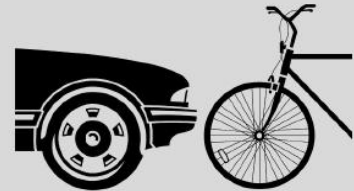
What's great about working at **Gifford Primary School?**



**Creative approaches
to the curriculum**



**Excellent CPD
opportunities for all
staff at all levels of
their careers**



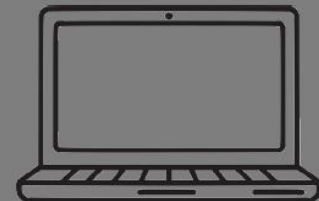
**Well resourced
facilities including free
parking on site and
cycle to work scheme**



**Supportive employee
assistance programme
for all**



**A diverse,
multicultural and
stable staff team**



**PPA for all teaching
staff exceeds the
national expectations**



**Inner London Salary
& Local Government
Pension Scheme**



**Staff wellbeing and
workload balance is
fundamental to our
approach**



**An extensive support
team of highly skilled
experienced
professionals**

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Person Specification

Qualifications and training		Essential	Desirable
1.1	Good numeracy and literacy skills.	✓	
1.2	Experience of working with relevant age groups within a learning environment.	✓	
1.3	Experience Working with children with additional needs.	✓	
1.4	Experience of general clerical/ administrative work.	✓	
1.5	Experience in a relevant discipline.		✓
1.6	Training in SEND and relevant strategies in appropriate curriculum or learning area.		✓
1.7	Experience of delivering speech & language groups.		✓

Professional knowledge, understanding, skills and attributes		Essential	Desirable
2.1	Ability to work well as part of a team.	✓	
2.2	An understanding of classroom roles and responsibilities.	✓	
2.3	Working knowledge of national curriculum and other relevant learning programmes	✓	
2.4	An ability to understand the principles of child development and learning processes and in particular barriers to learning.	✓	
2.5	Ability to observe, monitor and provide constructive feedback on pupils progress.	✓	
2.6	Good working knowledge of relevant policies and codes of practice and awareness of relevant legislation.	✓	
2.7	Ability to contribute to plan effective actions for pupils at risk of underachieving.	✓	
2.8	Ability to build and maintain effective relationships with pupils, treating them equitably with respect and consideration.	✓	
2.9	Ability to understand the roles of parents and carers in pupils learning and demonstrate ability to liaise with parents and carers sensitively and effectively	✓	
2.10	Ability to provide necessary personal care to children.	✓	
2.11	Ability to successfully complete first aid training as required.	✓	
2.12	Ability and willingness to identify own training needs and participate in training and evaluate own learning.	✓	
2.13	To be responsible for promoting and safeguarding the welfare of children and young people within the school.	✓	
2.14	Support pupils with personal and intimate care needs as required, following agreed care plans and safeguarding guidance, ensuring dignity, respect, and emotional wellbeing.	✓	

Commitment		Essential	Desirable
3.1	Demonstrate a commitment to safeguarding and child protection.	✓	
3.2	Willingness to attend occasional meetings outside of normal office hours.	✓	
3.3	Relating positively to and showing respect for all members of the school and wider community.	✓	
3.4	Promoting the school's vision and ethos.	✓	
3.5	Willingness to have an enhanced DBS check.	✓	

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Job Description

Main purpose of the job

- To work under the guidance of the class teacher in the planning and implementation of work programmes with individuals or groups of pupils with special needs.
- To provide general support to the class teacher in the management and organisation of pupil(s) with special needs in the classroom.
- To assist the teacher in creating and maintaining a purposeful, orderly and supportive learning environment.
- To promote the inclusion of all pupils, ensuring they have equal opportunities to learn and develop.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.

Main duties and responsibilities

Support for pupils:

- To support pupils with special educational needs through the delivery of specific learning programmes.
- To encourage pupils to interact and work co-operatively, ensuring all pupils are engaged in activities.
- Support pupils with personal and intimate care needs as required, following agreed care plans and safeguarding guidance, ensuring dignity, respect, and emotional wellbeing.

Support for the teacher:

- To prepare and maintain basic classroom resources and equipment as directed by the class teacher and assist the pupils in their use.
- To prepare the classroom as directed for lessons, ensuring that resources are available and cleared away at the end of the lesson as appropriate.
- To provide regular feedback to teachers on pupils' achievement and progress.
- To provide feedback on pupils in relation to progress and achievement under guidance of the teacher. This may include feedback on pupil progress in meeting Individual Education Plan targets.
- To administer and mark routine tests under the guidance of the class teacher and in line with the school's marking policy.
- To be aware of the planning of work and activities.
- To provide general clerical support to the teacher, e.g. photocopying, laminating, filing, etc as required.

Support to the school:

- To comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, SEN/Inclusion and data protection, reporting all concerns to the appropriate named person.
- To attend relevant meetings and participate in training opportunities and professional development as required.
- To accompany teaching staff and pupils on visits, trips and out of school activities as required within contracted hours and to take responsibility for special needs pupils under the supervision of the teacher.
- To assist with the general pastoral care of special needs pupils, including helping pupils who are unwell, distressed or unsettled.
- To adhere to school health and safety policy including risk assessment and safety systems.

Support for the curriculum:

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- To assist in the development of basic Literacy, Numeracy and ICT skills where appropriate and support the use of these learning activities as directed by the class teacher.
- To help adapt and plan the development of resources necessary to assist in learning activities of children with special needs, taking into account pupils' interests, language and cultural backgrounds.
- Undertake broadly similar duties commensurate with the level of the post as required by the Headteacher.

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