

Upton House School, Windsor

Independent Co-Educational EYFS, Pre-Preparatory and Preparatory School



Learning Support Assistant



Location: Windsor, Berkshire

Salary: £22,000-£24,000 FTE, Pro-rata'd, dependant on experience

Contract: Permanent, Term-Time

Hours of Work: 9am - 1pm 20 hours per week – hours can be flexible

To Start: January 2026

Closing date: Wednesday 5th November 2025

Interviews: November 2025

A rare opportunity has arisen for an experienced, kind and committed Learning Support Assistant to join our exceptional Learning Support Team working in a school with children aged 2 to 11 years.

A little bit about us

We are a small independent school in Windsor. The school has been running since 1936. We value each and every member of our staff team and recognise that people can bring different ideas and suggestions all of which are equally valued. We view our team members as our extended family and most of our staff have worked with the school for many years.



Responsibilities

To support and teach children throughout the school from Reception to Year 6 with special educational needs, using multi-sensory strategies. The successful candidate will work with small groups of children and also given one-to-one support, helping to provide them with additional reinforcement activities in the classroom that compliment their lessons and fill in knowledge gaps and learning.

The Learning Support Assistant will be involved with interventions such as play therapies and supporting EAL students, and must be able to adapt their strategies to suit pupils between the ages of 4 and 11.

Our Learning Support Team has a real passion to help children that need their help and support which inspires both pupils and teachers alike throughout the school. They work together with classroom and subject teachers to make sure that everyone has the best resources to support the children in their class.

The successful candidate should share this passion and be committed to supporting all learners to thrive.





What we can offer

- Part-time, term-time position, working from 9am-1pm
- School holidays
- Fee discount
- Potential to progress further and develop your career
- Opportunity to access various training packages to support you in your role
- Helpful and supportive management team
- A friendly and supportive team
- An easily accessible school that is in the heart of Windsor town



Jemima Dow

Senior Deputy Head - Pastoral and
Logistics



Matt O'Conor

Deputy Head - Academics



Rhian Thornton
Headmistress

What we are looking for

The ideal candidate for this role would have:

Required:

- Genuine commitment to supporting all learners to thrive, as part of an inclusive and non-selective school environment
- Multiple years of experience working with children in a school setting
- Willingness to support in any of the three phases at the school- EYFS, Pre-Prep or Prep.
- Professionalism, integrity and a can-do attitude
- Reasonable ability to navigate technology for educational purposes, such as using IT programmes to set learning, make resources or keep records.
- Minimum GCSE level qualifications in English and Maths (Grade C/4 or above) and confidence to support these subjects up to and including the Year 6 curriculum
- Experience working with children 1:1 or in small groups



Penny Mashford
SENDCo

What we are looking for

The ideal candidate for this role would have:

Desirable:

- Experience supporting children with Speech and Language targets and/ or a Speech and Language qualifications such as the Speech, Language and Communication Advanced Course
- Experience supporting children with English as an Additional Language, which may include a TEFL qualification
- Experience supporting children with SpLDs such as dyslexia or dyscalculia and an awareness of some of the challenges that children with SpLDs can face
- Experience supporting children's wellbeing, possibly through an Emotional Literacy Support Assistant qualification and/ or other school-based therapeutic training such as play therapy or Lego Therapy
- Experience in de-escalation strategies, which may include Positive Behaviour Strategies training or empathy-led behaviour practices



APPLY NOW

If you are interested in applying for this role please fill in the application form and send to recruitment@uptonhouse.org.uk and we will be in contact with you. We look forward to hearing from you!

The job description and application form can be downloaded from the school website www.uptonhouse.org.uk/discover-upton-house/vacancies

Closing date: Wednesday 5th November 2025
Interviews will take place in November.

Upton House is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants for the post must be willing to undergo child protection screening, including reference checks with previous employers and an enhanced criminal record check with the Disclosure and Barring Service.

