



LEARNING TRUST

Standing Together, Learning Together

Candidate Information Pack -  
Level 3 - Early Years Learning Support  
Assistant - 1:1 – 15 hours per week  
(SEN – Supporting a Child with SMA)  
Fixed Term Contract

Required – ASAP until 31<sup>st</sup> July 2026

Closing Date: Monday 23<sup>rd</sup> February 2026– 9am

Interviews to be held: Thursday 26<sup>th</sup> February 2026





**Chief Executive Officer: Neil Moore**

It is with great pleasure that I introduce you to Mosaic Learning Trust and I hope this information will enable you to decide on your suitability to join our journey and become part of our growing team. As a Trust, we are determined to challenge our students inside and outside the classroom to strive for individual excellence and to achieve the highest academic standards. Our Trust is committed to supporting every student to develop to their full academic potential whilst experiencing a wide and exciting range of opportunities to equip them with the skillset for a successful future as rounded, mature and confident members of modern society.

I am very proud of the Trust, its students, staff and Trustees. Education at Mosaic provides much more than exam excellence. It aims to develop and nurture our children to take their place as caring and confident young people in the outside world. Our staff have opportunities to engage in high quality Continuous Professional Development and all staff have access to our supportive, well-being packages. We would like to invest in the long-term career of an exceptional candidate and would welcome visits from prospective applicants.

**Who we are:**

The Mosaic Learning Trust was established in 2017. The work for all in the Trust is to serve the educational interests of students in becoming successful learners, confident individuals and responsible citizens, irrespective of background or ability. We have set our Trust on achieving:

- Ambitious expectations with successful outcomes so that no child is left behind in achieving all they can
- Academies committed to excellent teaching and learning with highly performing personnel
- Well led academies across all levels working within well-established staffing structures
- Self-evaluation built around accountability, development and improvement. Each academy will have data astute and responsive management systems
- Academies that offer engaging, relevant and well-considered curricula
- Excellent Trust governance that will ensure we are a Trust that is financially viable and forward thinking
- Academies that provide safe and positive learning environments by dedicated members of support.

At **Standish Community High School**, we are committed to the highest levels of academic achievement, personal growth and lifelong fulfilment. Our motto 'Be Outstanding' captures our determination and belief that all of our students deserve the very best education and opportunities that enable them to flourish and grow in confidence and develop the skills and expertise, to become happy and well-rounded, successful individuals.

**Southlands High School** believes in being a strong and loyal community in which every student and every member of staff is supported to achieve their very best and reach their fullest potential. Through high quality teaching, strong pastoral systems and a focus on personal development, we seek to prepare each and every student for the bright and optimistic future ahead of them.

At **Golborne Community Primary School**, our constant aim is to facilitate children's learning in a warm, encouraging and respectful community existing in a quality and stimulating environment. Our ethos relies heavily on the concept of independent learning and self-discipline. We hope to develop in all children the desire to learn and the ability to apply their full knowledge. At the same time, we want to help each child find the self-esteem and confidence that are so necessary to live a full and happy life.

Dear Applicant,

**Early Years Learning Support Assistant (SEN – Supporting a Child with SMA)**  
**Temporary Contract – Required as soon as possible until 31<sup>st</sup> July 2026**  
**15 hours per week**

Many thanks for your interest in the above position. Please find enclosed the following documents:

- ❖ Information about Golborne Community Primary School
- ❖ Job Description
- ❖ Person Specification
- ❖ Arranging a Visit/Application Process

Golborne Community Primary School looking for a compassionate and proactive **Early Years Learning Support Assistant** to provide tailored support for a child with **Spinal Muscular Atrophy (SMA)** accessing their **15 hours funded early education**.

This is a rewarding role where you will help ensure the child can participate fully, safely, and joyfully in our early year's environment.

This temporary role will be based at Golborne Community Primary School, however as we are part of Mosaic Academy Trust, there may be occasions when you will be required to work at other schools within the trust.

Please apply through the Mynewterm website. Late applications will not be considered.

Applications will be considered as soon as they are received, and the closing date will be Monday 23<sup>rd</sup> February 2026 at 9am. Interviews are scheduled to take place on Thursday 26<sup>th</sup> February 2026. Any offer of employment is subject to a satisfactory enhanced criminal record check with barred list through the Disclosure and Barring Service (DBS), medical clearance, references and verification of qualifications satisfactory to the Trust.

Yours faithfully,



Miss R Atherton  
**Trust H.R. Manager**

## **What are the Benefits of Working for the Mosaic Learning Trust?**

At the Mosaic Learning Trust, we understand that investing in our staff is the best investment for our pupils and offers a wide range of strategies to help our teachers and support staff to be highly effective in their roles. The Trust offers: -

### **Salary**

We offer competitive salaries for teaching staff in line with the School Teachers Pay and Conditions Document. We also offer competitive salaries to school support staff on an incremental salary scheme, paid according to agreed pay grades using national spinal column points. You will receive an increment on 1<sup>st</sup> April each year, or when you have completed six months' service if appointed between October 1<sup>st</sup> and March 31<sup>st</sup>, until you reach the top of the band within your pay scale.

### **Pension**

The Trust offers access to a substantial contributory pension scheme in line with the Teachers' Pensions and Local Authorities.

### **Generous Holidays**

Employees have a statutory right to 28 days paid holiday a year including bank holidays, the Trusts' minimum entitlement for support staff is 35 days (including bank holidays) increasing to 40 days (including bank holidays) after 5 years' continuous local government service.

### **Wellbeing**

We are committed to supporting the physical and mental wellbeing of our staff. We offer occupational health services, Schools Advisory Service (SAS) – wellbeing services, an employee assistance program, free flu vaccinations, eye care, discounted local gym memberships and we are a part of the cycle to work scheme.

### **Trust 'Inset Days'**

The Trust offers additional inset days to give staff non-contact time for additional training, CPD, preparations, department time, leadership time etc.

### **Learning and Development**

Learning and Development is essential to the success of the Trust and will help us meet our objectives and address the challenges we face over the coming years. This is an on-going process and one which should therefore be continuous throughout the year. There are many opportunities in the course of day-to-day work for learning and development to take place and service-specific training is provided appropriate to the needs of the job.

We also have an e-learning portal, through National College which provides employees with access to a range of on-line courses and resources at a time that suits you; designed to help you enhance your professional development and refresh your learning, with new courses being added regularly.

**Level 3, Learning Support Assistant - Supporting a Child with Spinal Muscular Atrophy (SMA) – 15 hours per week - 15 hours per week (funded early education entitlement)**  
**Term time only**  
**Temporary Position**  
**Required – As soon as possible until 31<sup>st</sup> July 2026**

Golborne Community Primary School is a 'Good' community primary school located in the heart of Golborne. We are looking to appoint an experienced and highly motivated Level 3, Learning Support Assistant to join our creative and inclusive school to support the Headteacher and staff in providing high standards for the wonderful children at the school. You will be working on a 1:1 basis with a child in School Nursery.

Our children want to be set high expectations and to be inspired to learn and they want someone who is committed to doing this on a daily basis.

**We would hope to work with someone who:**

- Has experiences of working with children.
- Has the skills and knowledge and initiative to support children with a range of needs, particularly around Communication and Language.
- Works well with other staff and agencies and has a positive attitude.
- Is an outstanding Learning Support Assistant, with ambition for all pupils
- Is an excellent practitioner and professional role model
- Is approachable on both a personal and professional level
- Is able to listen to others' points of view
- Is able to recognise that each child is unique, has individual needs and receives a good education
- Is charismatic and promotes the school to others
- Is able to inspire, support, motivate and challenge others
- Has a passion for working with children, is open, honest and has a good sense of humour
- Is supportive of and cares for our fantastic children

**In return we offer you:**

- An exciting and challenging professional opportunity and the chance to make a difference in a uniquely diverse setting in the borough
- A dedicated, hardworking team of teachers, support staff, office staff and site team committed to achieving the highest standard for all pupils.
- Enthusiastic, positive and happy children with good attitudes to learning and to their personal development
- Strong and positive relationships with parents, the community, a wide range of agencies and the LLG (Leigh, Lowton and Golborne) schools' partnership
- Committed and supportive governors
- A strong, effective and experienced senior leadership team
- Good achievement and standards
- An excellent level of care
- A friendly, happy and supportive atmosphere within a caring and friendly school with a strong Community Ethos
- A commitment to your continuous professional development (CPD)

Please apply on the Mynewterm website however, for further details please contact Mrs Debra Brownbill (School HR, Finance and Operations Manager).

Closing date: Monday 23<sup>rd</sup> February 2026

Shortlisting date: Monday 23<sup>rd</sup> February 2026

Interview date: Thursday 26<sup>th</sup> February 2026



## JOB DESCRIPTION

### Post: Early Years Learning Support Assistant (SEN – Supporting a Child with SMA) 1:1

#### Job Purpose:

You will work closely with the SENCO, key person, and family to support the child's access to play-based learning, following their **individual support plan**, risk assessments, and guidance from relevant professionals.

This role focuses on building confidence, enabling participation, and supporting the child's physical comfort and wellbeing throughout their funded sessions.

**Responsible To:** The Headteacher

**Salary:** Grade 4, 15 hours per week, temporary, term time only

#### Key Responsibilities:

- Provide **1:1 support** to enable the child with SMA to access early years play and learning opportunities.
- Assist with **mobility and positioning**, using equipment safely and in line with training and setting procedures.
- Support the child's comfort and engagement throughout the day, ensuring regular checks on posture and general wellbeing.
- Work alongside the SENCO and external professionals to **adapt activities, resources and routines** to meet individual needs.
- Support with **personal care tasks** as required (e.g., toileting, hygiene, feeding), following safeguarding, dignity and health protocols.
- Encourage social interaction and inclusion with peers, promoting independence wherever possible.
- Contribute to observations and updates to the child's support plan.
- Maintain open, supportive communication with parents/carers and the wider team.

#### About you:

You will be someone who is:

- Warm, patient and responsive to the needs of young children.
- Confident in supporting children with physical needs or willing to undertake training.
- Able to follow guidance related to **safe handling**, positioning and equipment use.
- Attentive, observant and able to respond calmly and appropriately to the child's needs.

- Able to work collaboratively with the SENCO, therapists, and families.
- Committed to inclusive practice and the principles of the EYFS.
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A Level 2 or 3 Early Years qualification is desirable. Experience supporting children with physical needs or medical conditions is an advantage but not essential—full training will be provided.

### **What We Offer:**

- A supportive and experienced early years team
- Training in SEN support, safe handling, and use of specialist equipment
- Opportunities to learn from therapists and other professionals
- The chance to make a meaningful difference to a child's daily experience
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### **Other specific duties:**

- To carry out the duties in the most effective, efficient and economic manner available.
- To continue personal development in the relevant area.
- To participate in the staff review and development appraisal process.

### **Health and Safety Training:**

- To undertake Health and Safety training on areas within the designated work area.

# PERSON SPECIFICATION

## PERSON SPECIFICATION

### Early Years Learning Support Assistant (SEN – Supporting a Child with SMA)

#### A. Experience

Attributes	Essential	Desirable
Proven experience working within a classroom environment of children	•	
Experience of assisting children to use resources for learning	•	
Basic understanding of child development and learning	•	

#### B. Training and qualifications

Attributes	Essential	Desirable
NVQ Level 3, or evidence of the equivalent QCF credit value, or equivalent, appropriate to post	•	
Grade C or above in GCSE English Language and Mathematics	•	

#### C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

Attributes	Essential	Desirable
A strong subject knowledge of teaching Phonics	•	
Ability to communicate relevant information	•	
Good communication skills	•	
Awareness of confidentiality issues at all times	•	
Effective use of ICT to support learning	•	
High competency in English and numeracy	•	
Ability to use other equipment photocopier/video	•	

#### D. Personal Skills, Abilities and Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

Attributes	Essential	Desirable
Confident and Enthusiastic	•	
Honest and Trustworthy	•	
Work constructively as part of a team,	•	



understanding the classroom rules and responsibilities and your own position within these		
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### E. Physical Requirements

Where the applicant/postholder has a disability every effort will be made to make reasonable adjustments to enable them to carry out the duties of the post.

Attributes	Essential	Desirable
Able to communicate clearly	•	

## Arranging a visit:

Candidates wishing to visit the school or arrange a telephone discussion can contact Mrs Debra Brownbill who will arrange a suitable time where possible.

## Application process:

To apply, please use the Mynewterm website.

Closing date: Monday 23<sup>rd</sup> February 2026

Short listing: Monday 23<sup>rd</sup> February 2026

Interview date: Thursday 26<sup>th</sup> February 2026

In line with Safer Recruitment guidelines, we will be taking up references in advance of the interviews and taking them into account throughout the interview process.

Golborne Community Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and adhere to the school's child protection policies and procedures. Enhanced checks through the Disclosure and Barring Service (DBS) will be required for this post.

The post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulation and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations and is also subject to medical clearance.

More information about the school can be found on the school's website – [golborneprimary.co.uk](http://golborneprimary.co.uk)

When completing your application, please ensure that all sections are completed, gaps in employment history are accounted for and details of awarding bodies included. You should refer to the job description and person specification to guide your letter of application. Your supporting letter should be no more than 2 pages of A4 words. Please note that late applications and CV's will not be considered.



