

**Level 2 – Learning Support Assistant, 1:1 support
with SEN child/children**

Closing Date: Thursday 16th July 2026 - 9am

Interview Date: Monday 20th July 2026 - PM



MOSAIC
LEARNING TRUST
Raising Aspirations,
Empowering Futures



**Candidate
Information Pack**

WELCOME TO THE MOSAIC LEARNING TRUST

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.



Aspirational Learning

We aim to *Inspire Excellence* and *Unlock Potential* by creating high expectations and providing personalised learning opportunities for our children.



Empowering People

We Value Every Voice and *Nurture Every Talent*. We prioritise wellbeing, inclusivity, and active community engagement, ensuring that each person feels respected, nurtured and supported.



Collective Ambition Our belief that *Together We Achieve More*. Through sharing resources, and expertise we support each school within the trust, encouraging staff learning and enhancing outcomes for children.



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.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Neil Moore'.

Neil Moore
Chief Executive Officer



SCHOOL WELCOME



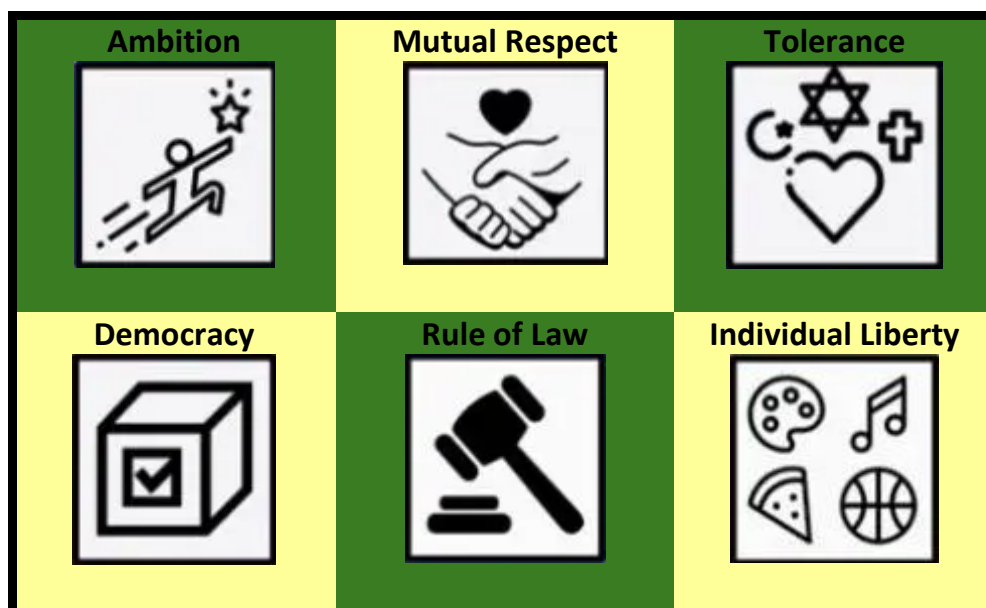
Dear Applicant,

Welcome to Golborne Community Primary School. Golborne Community Primary School is a popular community primary school located in the heart of Golborne. We are looking to appoint a Level 2 Learning Support Assistant to work one to one with children/child.

Golborne Community Primary School is a nurturing and high performing school, where children are at the heart of everything we do. Our extremely high quality indoor and outdoor learning environments, create memorable experiences that enable all children to flourish, in every year at the school. This is across all curriculum subjects too which are continuously enhanced even more, through trips and welcoming visitors into school to share their skills and experiences.

Our high expectations enable our children to excel academically, as well as develop a love of learning, ensuring they are fully prepared for high school. Our mission statement of *'Enjoy each day as we learn along the way'* emphasises how we strive for all children to be happy in school whilst making outstanding progress.

Our school values of Ambition, Mutual Respect, To be Tolerant, Respect Democracy, Rule of Law and Respect Individual liberty. Pride permeate through our curriculum and school ethos. These ensure all our children develop into positive citizens and confident learners.



'Pupils behaviour is exemplary at all times of the day. They are polite, kind, patient and respectful. They appreciate being able to talk to staff if anything worries them. Pupils know that staff will do their best to help. This makes them feel safe.' OFSTED



We would hope to work with someone who:

- Is honest and fully adapts to what our shared vision is
- 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 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
- Is an outstanding Class teacher, 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

In return we offer you:

- Wonderful children to teach and staff to work with
- 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)

Yours faithfully,

Mr A. Hunt
Headteacher



Tuesday 14th July 2026

Dear Applicant,

Level 2 – Learning Support Assistant, 1:1 support with SEN child/children

Please note that this post is temporary, if the child/children you are assigned to with leaves the school, the post will become redundant.

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

- Job Description
- Person Specification
- Application Process

Golborne Community Primary School is advertising for a Level 2 – Learning Support Assistant, 1:1 support with SEN child/children to commence employment **1st September 2026**.

We are looking to appoint an outstanding member of staff to support the Headteacher and staff in continuing to rapidly develop our school. This part-time 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 note that this post is temporary and if the child/children you are assigned to with leaves the school, the post will become redundant

Applications need to be completed on the mynewterm website.

Applications will be considered as soon as they are received, and the closing date will be Thursday 16th July 2026 at 9am. Interviews are scheduled to take place on Monday 20th July 2026. Online searches will be carried out on shortlisted candidates (in line for the KCSIE 2023 guidance). Any offer of employment is subject to a satisfactory enhanced criminal record check with barred list check 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

JOB DESCRIPTION

INTRODUCTION

Post Title:	Learning Support Assistant Level 2 – One to One with SEND child/children
Status:	Temporary, if the child/children you are assigned to with leaves the school, the post will become redundant.
Job Overview:	To give support for SEND pupils providing particular help for those students with learning difficulties and/or behavioural, social or physical disabilities, as required. Under the direction of teaching/senior staff to undertake work/care/support programmes to Enable access to learning for pupils and assist the teacher in the management of pupils.
Line Management:	Reporting to – Headteacher, Deputy Headteacher
Liaising with:	Headteacher, Senior Leadership Team, Local Governing Board, teachers and support staff, trustees, external agencies and parents / carers.
Working time:	Monday – Friday 8.30am – 3.30pm 32.5 hours per week
Salary /Grade:	G3 – SCP 3
Disclosure Level	Enhanced
Conditions of Employment	No holidays are permitted during the 190 day teaching year.

2. Purpose of the Job

- 2.1 To supervise and provide particular support for pupils, ensuring their safety and access to learning activities.
- 2.2 To assist with the development and implementation of Individual education/behaviour plans and personal care programmes.
- 2.3 To establish constructive relationships with pupils and interact with them according to individual needs.
- 2.4 To provide specialist support to students with barriers to learning on a one-to-one basis, in a small group or in or out of the classroom.
- 2.5 To promote the inclusion and acceptance of all pupils.
- 2.6 To encourage pupils to interact with others and engage in activities led by the teacher.
- 2.7 To provide feedback to pupils in relation to progress and achievement under guidance of the teacher.
- 2.8 To create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- 2.9 To assist with the planning of learning activities.
- 2.10 To monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
- 2.11 To provide regular feedback to teachers on pupils' achievement, progress and problems.
- 2.12 To promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.

- 2.13 To assist with the supervision of pupils out of lesson times, including before and after school as may be reasonably directed.
- 2.14 To accompany teaching staff and pupils on visits, trips and out of school activities and take responsibility for a group under the supervision of the teacher as may be reasonably directed

3. STAFFING

- 3.1 Take part in the school's staff development programme by participating in arrangements for further training and professional development.
- 3.2 Continue own professional development in the relevant areas including subject knowledge and teaching methods.
- 3.3 Engage actively in the performance management review process.

4. COMMUNICATION AND LIASON

- 10.1 Communicate effectively with the parents / carers of students as appropriate.
- 10.2 Where appropriate, communicate and co-operate with persons or bodies outside the school.
- 10.3 Follow agreed policies for communications in the school.
- 10.4 Take part in liaison activities such as parent's evenings and liaison events with partner schools.
- 10.5 Contribute to the development of effective subject links with external agencies.

5. MANAGEMENT OF RESOURCES

- 11.1 Contribute to the process of the ordering and allocation of equipment and materials.
- 11.2 Assist the Head of Department to identify resource needs and to contribute to the efficient / effective use of physical resources.
- 11.3 Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and the students.

6. SCHOOL ETHOS

- 13.1 Play a full part in the life of the school community, supporting its distinctive mission and ethos and encouraging staff and students to follow this example.
- 13.2 Promote actively the school's corporate policies.
- 13.3 Comply with the school's health and safety policy and undertake risk assessments as appropriate.
- 13.4 This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

SIGNATURES

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements, which are commensurate with the job title and grade.

Whilst every effort has been made to explain the duties and responsibilities of the post each individual task undertaken may not be identified. Employees are expected to comply with any reasonable request from the Headteacher / SLT link to undertake work of a similar level that is not specified in this job description.

Signed.....
(Class Teacher)

Signed.....
(Headteacher)

Dated.....
(Class Teacher)

Dated.....
(Headteacher)

SAFEGUARDING OF CHILDREN AND YOUNG PEOPLE

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION



Requirements:

Essential /
Desirable

Qualifications	
NVQ level 2 or equivalent qualification or an comparable level of experience	E
Grades A-C in GSCE English and Maths (no equivalent)	E
Willingness to undertake further relevant teacher assistant training if required.	E
Willingness to undertake basic first aid	D
Experience and Skills	
Proven experience working within a classroom environment of children	E
Experience of assisting children to use resources for learning	E
Basic understanding of child development and learning	E
Has experiences of working with children who have Special Educational Needs	E
Proven experience working within a classroom environment of children	E
Experience of assisting children to use resources for learning	E
Basic understanding of child development and learning	E
Has experiences of working with children who have Special Educational Needs	E
Proven experience working within a classroom environment of children	D
Experience of assisting children to use resources for learning	D
Knowledge of basic Health and Safety	D
Effective knowledge of how to use ICT to support learning	E
Understanding of how to use relevant equipment/resources (i.e. photocopier, iPads, laminator etc)	E
High competency in English and Maths	E
Awareness of confidentiality issues at all times.	E
A knowledge of the national/foundation stage curriculum and other basic learning programmes	D
Relations	
Ability to communicate with and relate well to pupils and adults	E
Ability to work under supervision	E
Excellent communication skills to deliver relevant information	E
Confident and Enthusiastic	D
Honest and Trustworthy	
Personal Qualities	
Integrity, professionalism and diplomacy	E
Tact and a sense of humour	E
A personal and friendly nature	E
Application	
Accurate completion of application form	E
Supporting Statement which addresses person specification, evidence in letter and application	E
High standards in spelling and writing	E
Legal Issues	
Legally entitled to work in the UK	E
Enhanced DBS Clearance	E
Valid UK Driving Licence, access to a vehicle with business insurance	D

STAFF BENEFITS

Pension

The Trust offers an excellent pension scheme with the Local Government Pension Scheme and Teachers Pension Scheme, which you can join from your start date.

Trust Inset Days

The Trust offer additional Inset days to give staff non-contract time for additional training, CPD, preparations, department time, leadership time etc.

Wellbeing

The Trust is committed to your wellbeing and offers a range of support services, including an Employee Assistance Programme (EAP), Occupational Health support, and access to wellbeing services through the Schools Advisory Service. We also provide free flu vaccinations and eye care to help you stay well.

Salary

The Trust offer competitive salaries for teaching staff in line with the School Teachers Pay and Conditions Document and for school support staff in line with the National Joint Council.

Learning & Development

The Trust values continuous learning and development to help meet future challenges. We provide tailored support for Early Career Teachers through trained mentors, Teaching School Hubs, and dedicated time for professional growth. Staff also have access to flexible online training via the National College. Career progression is encouraged, with opportunities to move between schools and central teams.

Additional Benefits

Generous holidays for support staff, enhanced contractual sick pay, a cycle to work scheme and discounted gym memberships.



HOW TO APPLY



Arranging a Visit:

Candidates wishing to visit the school or arrange a telephone discussion can contact:
Mrs D Brownbill on 01942 726059
who will arrange a suitable time

Key Dates

Advertising date: Tuesday 14th July 2026
Closing date: Thursday 16th July 2026 at 9am
Short listing: Thursday 16th July - PM
Interview date: Monday 20th July 2026

To apply for this role, please complete the application form which is on the mynewterm website.

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.

The Trust 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 ([link to policies](#)). 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 website www.golbornecps.org.uk

When completing your application or Trust 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 application. Your supporting statement should be no more than 2000 words. Please note that late applications will not be considered.





CONTACT US



01942 726059



enquiries@admin.golborneprimary.wigan.sch.uk



www.golbornecps.org.uk



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