



# Fairfield Park Lower School

**Learning Support Assistant**  
supporting pupils with special  
educational needs & disabilities (SEND)

**Recruitment information pack**



Valuing Children,  
Valuing Achievement,  
Valuing Our Community,  
Values for Life



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## Letter from Chair of Governors

Thank you for your interest in the position of Learning Support Assistant (SEND) at Fairfield Park Lower School. We are looking to appoint an outstanding candidate to support the learning and development of pupils, and we warmly welcome your application.

This is a very exciting opportunity to join a forward-thinking school with excellent staff led successfully by an exceptionally strong School Leadership Team. The governing body are experienced and supportive with a very close working relationship to the school.



Fairfield Park Lower School opened its doors in 2007 as a one-form entry lower school and through several expansions has now become two-form entry with nursery provision included for over 400 pupils. In 2018, a further expansion onto a second site across has grown our school even further to three-form entry.

We are looking to appoint a Learning Support Assistant (SEND) who has forward thinking skills that will help drive the school forward whilst we continue to grow onto our second site.

This is a very exciting opportunity and we look forward to welcoming you here at Fairfield Park.



We have carefully prepared this information pack for you, but if there is anything else you wish to know or discuss, please visit our website [www.fairfield.beds.sch.uk](http://www.fairfield.beds.sch.uk) or contact myself or our Headteacher Mrs Jenny Stone on 01462 830000.

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We look forward to receiving your application.

Yours sincerely

Sue Howley  
Chair of Governors



## Candidate Information

Vacancy: Learning Support Assistant (SEND)  
School: Fairfield Park Lower School  
Address: Fairfield Park, Beds SG5 4SG  
Responsible to: Assistant Headteacher for Inclusion

Salary: £18,588  
Hours of Work: 8.30am – 3.30pm (term time only) (30 mins unpaid lunch break)

Fairfield Park School has expanded onto a 2<sup>nd</sup> site in the local community and is currently 3FE. The school will be facing on-going changes in the next few years as we transition from a Lower school to a Primary school on both sites. We aspire to continue as an outstanding school in all aspects, and we seek an enthusiastic, caring and creative Learning Support Assistant (SEND) to help us achieve that goal and for all children to be supported on a 1:1 basis or in a group to enable them to achieve their full potential. All staff at Fairfield Park Lower School are part of one team and as such may be required to work on the Ruskin Drive site and the Dickens Boulevard site at any time to ensure that all children are supported and receive the best education opportunities.





## The Application and Selection process

The vacancy is for a Learning Support Assistant (SEND) to start September 2026.

During the interview candidates will be given activities to assess performance against the person specification. Shortlisted candidates will be provided with further details of the interview process and arrangements.

Please submit your application using the My New Term website. The selection panel will also take into consideration the qualifications and skills of each applicant as well as experience and personal attributes.

Please return your applications electronically to the Headteacher via: the My New Term website

We encourage you to visit our school. To arrange a visit or if you have any questions please email [office@fairfieldparklower.uk](mailto:office@fairfieldparklower.uk)

The Governing Body and Central Bedfordshire Council are committed to safeguarding and promoting the welfare of children and young persons.

All staff must ensure that the highest priority is given to following guidance and regulations to safeguard children and young people.

This position requires an enhanced DBS check, references and medical clearance.





## About our School

Welcome to Fairfield Park Lower School, where staff, pupils, parents and carer's are nurtured and supported through our strong pastoral ethos. We care passionately about our community and the welfare of all stakeholders; this is embedded into all our practices. We have a thriving PTA, and parent helper group, we are a 'People Place' where we learn and grow together; we are proud that we are an emotionally intelligent school. We have excellent facilities for staff, pupils and our local community; we have a thriving extended community involving a range of lettings and provision including a breakfast and after school club.

Fairfield Park school was a new school in 2007 and has constantly involved and expanded over the years and is used to managing change. We have had staff stability in that process and grown staff each year as we have expanded. We have a history of coaching, supporting and offering high quality CPD to enable all to achieve their very best. Many staff have pursued their own qualifications further and continued their lifelong learning pathway through working with us. We are passionate to promote a very happy and skilled staff population, with wellbeing built into our school year. Creative, fun, secure staff create enthusiastic happy and well-rounded learners.

## Our ethos

We are committed to providing children with a high quality education in a secure and nurturing setting. Our inspiring curriculum and dedicated staff provide quality engaging learning environments and a range of enrichment opportunities. High expectations enable pupils to achieve quality learning outcomes ensuring all pupils have a solid foundation block and love of learning. At the heart of everything we do is achievement, progress, challenge, inspiration, engagement, enjoyment and innovation. We aim to prepare our young pupils for life in a rapidly changing technologically driven global society. Everyone at Fairfield Park is respected and valued and there is equal opportunity for all. Discipline is based upon care for each other and positive reinforcement. Pupils contribute to shaping the school ethos through the School Council and achievements are shared and celebrated. Fairfield Park is a very reflective school, building in annual reviews and professional dialogues to always further enhance pupil outcomes. All staff are part of this culture and have a voice to develop and evolve the school; these are embedded in regular team meetings throughout the year. Fairfield Park enjoys support and effective challenge from an engaged, committed and an outstanding Governing Body and there are strong links with the local learning community.

## Expansion

Fairfield Park Lower School is currently a three-form entry lower school across two sites, providing education for children in Year Groups: Nursery – Year 4. In addition, we have an established independent pre-school (age 2+) on one school site. We are based in two locations, reflecting the same ethos and mirroring the excellent provision for which Fairfield Park is known. Ultimately, pupil numbers will be 600+ across the school with a full range of extended services.



## Curriculum

Excellence is achieved through high expectations, innovation and challenge for all. We are passionate about our age appropriate inclusive engaging curriculum, embedded into whole school project weeks where pupils have the opportunity to apply their skills further through teamwork, problem solving, risk taking, reflecting and celebrating. A flavour of our project weeks delivered are Engineering week; Health and Fitness week; Culture week through The Arts (Contemporary, The Tate, sculpture, spiritual art); Road Safety week; International week. Our results are consistently above national and local standards and our curriculum is further enriched in a variety of ways including PE, Music and the Arts.



Play and lunch times are well resourced and supported by quality staff including Structured sport activities and Play Leaders. We believe that learning should be enjoyed by all and the moment you step through the doors of our caring and happy school we believe you will experience this for yourself.

#### **Pre-school**

Poppyfields is an independent preschool on the Dickens Boulevard site and operates from The Pavilion bungalow, the access is from the Community Centre pathway. The provision provides a happy, stimulating, high quality and secure nursery setting for all children aged 2 years to 5 years and 'out of school hours' club for children aged 2 years to 7 years. The pre-school was rated as 'Outstanding' by Ofsted in October 2015 stating that the "physical environment is highly stimulating and supports learning well" and "Children are excited about coming into the nursery and being able to choose their favourite toy. The relationships between children and adults are warm and caring". The full report can be found on our website.

#### **Breakfast and after school clubs**

There is a range of provision on our school sites to suit parent's needs and children's interests. We can provide facilities and care for children between 8.00am to 6.00pm and some holiday provision and this is much valued by our working parents. Poppyfields offer breakfast club to the full age range of the school and after school for reception to year 2 on the Dickens Boulevard site. Junior Adventure Group offers breakfast club for reception to year 4 on the Ruskin Drive site and after school club for reception to year 2. The school manage after school club for children in years 3 & 4 in friendly, homely environments on both sites. All after school provisions use our extensive outside facilities to mix play and learning together.

#### **Extra-curricular Clubs**

A wide range of clubs are also available before and after the school day to extend our child care service where they can learn key sporting technique and skills. The clubs are run by a range of competent staff in a warm, friendly and caring environment. Our children enjoy a wide range of clubs before, after and during the school day including French, Spanish, Tri-golf, Fitness, Dodgeball, Fun & Games, Multi-skills, Netball, Athletics, Cricket, Rounders and Tennis. For more information, please speak to the School Office.

## Job Description

### Job purpose:

Under the instruction and guidance of teaching staff/managers, to undertake educational activities and attend to the educational personal and social needs of pupils in order to support their learning and development and to ensure their safety.



### Main duties and responsibilities:

#### Support for Pupils

1. Under the guidance of a teacher to use a range of supporting techniques to present learning tasks and curriculum content in a clear and stimulating manner in order to maintain pupils' interest and motivation and to help pupils to learn effectively through guiding, advising and feedback. This will include the effective use of ICT to support pupils' learning.
2. To assist with the pastoral care of pupils, attending to their personal and social needs as necessary and building and maintaining successful relationships with them.
3. To promote and support the inclusion of all pupils in the learning activities in which they are involved.
4. Under agreed school procedures to give first aid/medicine where necessary; or assist with programmes of special care such as physiotherapy, hydrotherapy or speech therapy under the direction of the appropriate specialist.
5. Whilst there may be a specific requirement to support a named pupil or pupils with an EHCP, support to other pupils may also be required, at the direction of the Senior Leadership Team.
6. To attend to the educational, personal and social needs of pupils and any other requirements depending on the pupil's needs and, wherever possible, make these part of the learning experience (this may include toileting, other hygiene needs, help with dressing and or assisting with feeding if necessary)
7. To assist with preparation for school visits and the supervision of pupils on such visits, in liaison with the Educational Visits Coordinator.

#### Support for Teachers

1. Under the guidance of a teacher to deliver learning activities to individual and groups of pupils and, on occasion, to the whole class.
2. To assist a teacher in planning, devising and extending appropriate educational

activities. This may include contributing to the development of EHCPs and Personal and Pastoral Support Plans. To support and work with the teacher to identify and respond appropriately to individual differences between pupils so that demanding expectations may be set and to contribute to decisions about the most appropriate learning goals and strategies.

3. To help assess and systematically record pupils' progress using the results of this monitoring to inform further support work and to give oral and written feedback on attainment and progress to both pupils and the teacher.
4. To support expectations of pupil behaviour and assist in securing appropriate standards of discipline to create and maintain a purposeful, orderly and supportive environment for pupils' learning.
5. To efficiently prepare, maintain and use appropriate classroom teaching materials and equipment, including organising the use of audio/visual and ICT equipment, bearing in mind the efficient usage of school resources.

### **Support for the Curriculum**

1. To maintain familiarity with the relevant requirements of the curriculum to assist with the effective teaching of basic skills and support work and to ensure that opportunities are taken to develop pupils' learning and skills.
2. To support the teaching of literacy, numeracy or other specific curriculum areas as required and agreed with the Headteacher/Manager.
3. Undertake structured and agreed learning activities/teaching programme.
4. Have the ability to make minor adjustments to activities according to pupil response.
5. Prepare, maintain and use routine equipment/resources that are required to meet the given lesson plans/relevant learning activity and assist pupils in their use.

### **Support for the School**

1. To work collaboratively with colleagues as part of a professional team, in particular the class teacher, the Special Educational Needs Co-ordinator (SENCO) and other teaching assistants; working at all times within the school's policies and procedures.
2. To assist in the general efficient operation of the school, including providing cover for other support staff as necessary and providing cover for teachers as directed by the headteacher, and where necessary supervising and guiding the work of other teaching assistants.
3. To attend staff meetings, participate in performance management arrangements and undertake training and development activities.
4. To liaise as necessary with parents and carers and with outside agencies, offering

support and advice as required.

5. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.
6. To undertake tasks of a similar nature and level, as directed by the Headteacher/Manager

### **Safeguarding**

- To be responsible for promoting and safeguarding the welfare of pupils and for raising any concerns in line with school procedures

### **Equality and Diversity**

- To be responsible for promoting equality and diversity in line with school policies and procedures

### **Health and Safety**

- To be responsible for following health and safety requirements in line with school policies and procedures

### **Training and Development**

- To participate proactively in training and development including qualification development required for the job role

### **Other responsibilities**

- To undertake as required other duties and responsibilities relevant to the job as directed by the Senior Leadership Team



## Person Specification - Learning Support Assistant (SEND)

This acts as selection criteria and gives an outline of the type of person and the characteristic required to do the job.

Attributes	Essential	Preferred
<b>Education/Qualifications</b>	Good level of numeracy & literacy	GCSE English & Maths
<b>Experience</b>	<p>Minimum of 6 months' experience of working with children in an educational setting, within the last 5 years.</p> <p>Ability to communicate effectively and confidently face to face, on the phone and in writing.</p>	<p>2 years' experience of working with children in an educational setting.</p> <p>Experience of working with children who have SEND</p>
<b>Skills/Knowledge/Aptitude</b>	<p>Understanding educational needs of children.</p> <p>Ability to contribute to the planning and development of educational activities.</p> <p>Ability to work collaboratively with others.</p> <p>Ability to work without constant supervision.</p> <p>Ability in the use of IT in a classroom setting</p>	<p>Knowledge of planning and development of educational activities. Ability to respond confidently and constructively to challenging behaviours and motivate and encourage pupils to make good choices.</p>
<b>Motivation</b>	<p>Willingness to be flexible.</p> <p>Willingness to undertake appropriate further training.</p> <p>Commitment to equality principles</p>	
<b>Physical</b>	<p>Ability to meet the physical needs of pupils.</p> <p>Have a self awareness of your own mental wellbeing.</p>	
<b>Other</b>	<p>Must be fluent in English in accordance with the Immigration Act 2016</p> <p>Agreement to undertake safeguarding &amp; GDPR training</p>	

## About Fairfield Park



Fairfield Park is a village and civil parish located in the Central Bedfordshire district of Bedfordshire, England. It is in the civil parish of Stotfold.

The village was established in the early 2,000s in the buildings and grounds of Fairfield Hospital, which closed in 1999. The village consists of some 900 dwellings of different housing types and about 100 apartments in the former hospital building.

Fairfield Park was originally intended to become a new village in its own right, but was designated by planners as part of Stotfold civil parish. However, on 1<sup>st</sup> April 2013 the village became a separate civil parish and elected its own parish council in May 2013.

Amenities in the village include a community centre, gym and Fairfield Park Lower School.



### Transport Links

Fairfield Park is within easy commute of Luton, Milton Keynes, and other areas of Bedfordshire, Hertfordshire and Northamptonshire and is close to the M1 motorway and the A1. We also have good commuter links with regular trains to London (Kings Cross) taking approximately 30 minutes.

### Our Location

Fairfield Park Lower School is located on Dickens Boulevard and Ruskin Drive just off the A507.







