



Learning Support Assistant

Recruitment Information for Candidates

Application Deadline – 20 September 2026 (Midnight)





Dear Applicant,

Thank you for your interest in joining The FitzWimarc Academy Trust and for considering a career at FitzWimarc School.

We are extremely proud of our excellent reputation, not only within the town of Rayleigh but across Essex. At the heart of our success is a commitment to traditional values, where a caring and supportive environment is combined with high standards and a shared ambition to help every individual achieve their very best.

As a member of our staff, you would be joining a school community that is passionate about learning and committed to ensuring that every student develops the skills, knowledge and confidence needed for lifelong success. We believe in a balanced and inclusive curriculum that promotes excellence across academic, sporting and cultural opportunities, while maintaining a strong emphasis on the literacy and numeracy skills that underpin future achievement.

At FitzWimarc School, we have the highest expectations of both students and staff. We value every individual and recognise that success takes many forms. Whether supporting students to secure a hard-earned pass or helping them achieve the highest grades, we are dedicated to ensuring that every young person is encouraged, challenged and celebrated.

We are seeking talented, dedicated and enthusiastic professionals who share our commitment to educational excellence and who are inspired by the opportunity to make a genuine difference to the lives of young people. In return, we offer a welcoming and supportive environment where professional development is encouraged and where colleagues work collaboratively to achieve the best outcomes for students.

A modern education at FitzWimarc prepares young people to be thoughtful, responsible and resilient members of society. Our staff play a vital role in nurturing these qualities and in helping students understand their place within local, national and global communities.

Thank you for considering a career with us. We hope the information contained within this recruitment pack provides you with a clear understanding of our values, aspirations and opportunities. We look forward to receiving your application and learning more about the skills, experience and enthusiasm you could bring to our school community.

Mr R. Harris

Headteacher



The School Aims

- To provide a stable and caring, yet disciplined, environment in which individuals may develop.
- To extend students' horizons and to broaden and deepen their knowledge, skills and understanding.
- To develop respect for religious and moral values and to encourage acceptance of others as members of a tolerant and democratic community in Britain.
- To prepare students for a positive role as an adult in an ever- changing British society.
- To develop personal and social skills, creativity and the ability to question, challenge and express viewpoints rationally.
- To develop skills for adulthood, including physical well-being, numeracy, literacy, computer skills, application to tasks, problem solving and thinking skills.
- To encourage the skills, mindset and resilience required to achieve lifelong learning.
- To promote the spiritual, moral, social and cultural development of students.
- To be renowned as a regional centre of excellence for teaching and learning.
- To ensure that the school's safeguarding and 'Skills for Life' programme both reflect current needs and are delivered and monitored effectively.

The School Ethos

- Members of the school community will demonstrate mutual respect at all times.
- All members of the school community are expected to challenge any type of discriminatory or unreasonable behaviour.
- All students are encouraged to greet visitors to the school with friendliness and courtesy.
- Stakeholders are encouraged to report any concerning or worrying behaviour to a member of staff as part of a watchful and caring community.
- The school's traditional values are emphasised to all and taught alongside traditional British values including tolerance and respect for all groups of people.

Additional Benefits

As a valued member of our team, you will be entitled to the following benefits:

- Free access to our fully equipped Gym
- Employer Pension Contribution
- Access to the 'Cycle to Work' Scheme
- Eye test vouchers Scheme
- Access to our Wellbeing programme (including counselling sessions and online discounts)



Job Title: Learning Support Assistant
Contract Type: Permanent
Contract Term: Part-time
Salary Range: Scale 4, Points 8-9
Closing Date: 20th September 2026 (midnight)
Start Date: ASAP
Positions Available: 1
Interview Date: w/c 28 September 2026 (or sooner for suitable applicants)

We are looking to appoint an enthusiastic and caring individual to join our successful team supporting students in the classroom environment.

The successful candidate will need to demonstrate patience, flexibility and show a commitment to supporting learners with individual academic, welfare and medical needs. An empathetic approach is essential. Minimum NVQ level 2 (or equivalent) in literacy and numeracy are required.

The successful candidate will have strong interpersonal and organisational skills with the ability to enthuse and motivate students.

The FitzWimarc School is a heavily over-subscribed 11 - 18 mixed comprehensive school with an excellent reputation in the local area due to pupil achievements, the school's ethos and its commitment and involvement with the community.

Benefits

- Employee Assistance Programme (EAP) for wellbeing support
- Access to our onsite gym
- Access to the 'Cycle to Work' Scheme
- Eye test vouchers Scheme
- Training and development opportunities
- Supportive and friendly working environment



Job Title	Learning Support Assistant
Grade/Salary	Scale 4, Points 8-9 £20,262 - £20,586 (FTE £26,824 - £27,254)
Hours	33.5 hours per week / 38 weeks per year (term time only)
Date Required	ASAP
Closing Date	20 September 2026 (Midnight)
Interview Date	w/c 28 September 2026
Reporting To	SENDSCO

To support the provision of learning in line with the national curriculum, codes of practice and school policies and procedures. To provide support to students with learning, behavioural, communication, social, sensory or physical difficulties, as identified. Ensure the personal and welfare needs of specified students are met.

Main Duties and Responsibilities

- To promote learning of identified students across the curriculum by providing challenge, support and encouraging the development of independent learning
- To liaise with each subject teacher to clarify support within their lesson
- To support students in the development of literacy and numeracy skills
- To be fully aware of and help to implement, all Student Passports relating to specifically supported students
- To support, where appropriate, students with physical disabilities to access the curriculum and school building
- To support students that have personal care needs including help with social, welfare, care and health matters, including toileting, dressing, feeding and mobility
- Carry out specific additional duties for individual students as directed by suitably qualified staff
- To offer advice to staff on the special needs of individual students
- To read through materials with students who experience difficulty with reading, checking understanding and developing vocabulary
- To assist with recording of information for students who experience difficulty with written language
- To photocopy, enlarge and word-process resources as appropriate, making them accessible to identified students
- To ensure that all homework set is understood
- To attend and assist on school trips, as appropriate
- To be aware of and sensitive to the health and social problems of, students and the confidentiality thereof
- To provide information to staff concerning the progress of identified students and be available for consultation
- To keep regular records of work and progress undertaken with students
- To monitor and evaluate the progress of identified students
- To work collaboratively with colleagues sharing and disseminating effective practice and knowledge of students
- To be a resource for all students
- To be aware in advance of schemes of work and resources to be used



- To assist in preparing work for identified students
- To test students for reading and spelling ability
- To assist with administrative tasks required within the SEND department
- To undertake training commensurate to the post
- To assist with the invigilation of both public and internal examinations and support with access arrangement provision, such as scribing or reading.

General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade

Application Procedure

- Read carefully all the information about this post
- If you have any questions, please telephone or email our HR department on 01268 743884 or email sgould@fitzwimarc.com
- Complete the application form as fully as possible. It is important that you do not leave any gaps in your career history – any gaps in employment should be fully explained please.
- Shortlisted applicants may be screened prior to interview by checking social media sites. The purpose of such screening will be to ascertain whether a candidate demonstrates appropriate conduct, behaviour and suitability for employment in a school environment.

Appointment Process

- Suitable applications will be shortlisted for interview (as quickly as possible)
- If you are successful, you will receive either a phone call and/or email inviting you to attend for interview. It is therefore important that you give us a daytime telephone number and / or email address that you regularly access so that we can contact you to make the necessary arrangements if you are shortlisted.

We are committed to supporting colleagues with disabilities. If you have a disability, please give details of adjustments you require for the selection process.

Pre-employment Checks

We are committed to safeguarding and promoting the welfare of children and young people, and an appointment will be subject to satisfactory enhanced disclosure form the Disclosure and Barring Service. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered 'spent'.

Shortlisted candidates will be asked to complete a Self-Disclosure Form (SD2)



References

Please provide two referees who know you in a professional capacity, if at a school, one of these must be your current Headteacher. It is our usual policy to take up references BEFORE interviews where possible. Employment is conditional on these references being deemed satisfactory.

The successful applicant will also be required to:

- Provide proof of all relevant qualifications
- Provide proof of eligibility to work in the UK
- Complete a Medical Declaration and receive fitness to work

Equal Opportunities

The school is an Equal Opportunities employer and appointments are based on the applicant's ability to meet the requirements of the position. The school is opposed to any form of discrimination against any individual or group. Behaviour, which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion, will not be tolerated.

We are committed to safeguarding and promoting the welfare of children and expect their staff to share this commitment.

A copy of our Recruitment Procedure is available upon request.

[Privacy Notice | The FitzWimarc School](#)



PERSON SPECIFICATION	
Category	Essential
Application	- Well completed application form - Supportive reference/s - Suitability to work with children.
Qualifications	- GCSE/NVQ Level 2 literacy and numeracy skills - Good general standard of education – GCSE or equivalent.
Experience	- A genuine enjoyment of learning - The ability to encourage, support and motivate students individually and in small groups - Ability to assist students in developing independence of learning - Ability to support the development of literacy and numeracy in students.
Professional Development	- Willingness to achieve a certificate in learning support (or equivalent) to further own learning - Willingness to undertake training in IT packages for SEND students - Willingness to undertake training in Health & Safety issues relating to individual students with special needs e.g. Epipen training, use of stair climber etc.
Skills	- Strong verbal and written communication skills - Accurate spelling and punctuation skills - Working knowledge of Microsoft Office - Competent ICT skills - Ability to maintain accurate detailed records and data.
Special Knowledge	Ability to understand and implement the school's policies and procedures.
Personal Attributes	- Work effectively as part of a team with other staff / parents and carers/ agencies and contribute to group thinking, planning etc. - Effective time management and good organisation skills - Build rapport with adults and children - To be flexible - Robust and resilient, not easily shocked - Able to listen and act on advice and follow instructions accurately - Use own initiative and work independently - Resourceful - Excellent communication skills with adults and children, verbally and in writing - Motivate, inspire and have high expectations of students - Creative approach to problem solving - Balance approach to difficulties using Trauma Perceptive Practice - Tenacious - Ability to adapt quickly and effectively to changing circumstances/situations and to adapt to a variety of roles in the classroom, depending on the subject and the individual teaching styles - Work calmly and effectively under pressure and maintain self-motivation - Committed to personal and professional development - Ability to critically evaluate own performance - Awareness of, and commitment to, equalities issues - A sense of humour.
Category	Desirable
Special Knowledge	- Successful recent experience working with secondary age children - Successful recent experience of working with children with special educational needs (incl learning, behavioural and physical) - Working effectively as part of a team.