

Learning Support Assistant (SEN) Level 2

Closing Date 18th June 2026 at 9.00 a.m.

Interview Date 29th June 2026



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



**Standish Community
High School**

June 2026

Dear Applicant,

Welcome to Standish Community High School.

Thank you for considering an application to the temporary position of Learning Support Assistant (SEN) Level 2 at Standish Community High School. I am happy to recommend Standish Community High School to you as a high performing, vibrant, caring and forward-thinking school – where the academic achievement and personal development of each student go hand in hand.

As a school we are committed to the highest levels of academic achievement, personal growth and lifelong fulfilment. Over the five years, our students make considerable strides towards adulthood – for them to achieve this all our students follow ‘The Standish Way’ and are encouraged to become Successful Learners, Confident Individuals and Responsible Citizens.

Our school has a strong sense of community, purpose and belonging. We value our students and recognise that success looks and feels different for each student. However, what is consistent is our team of passionate, enthusiastic, caring and committed staff who work relentlessly in pursuit of excellence for the students and community we serve.

At Standish Community High School, we have a strong commitment and belief in developing staff at all levels. We seek to recruit and retain colleagues whose drivers match our school ethos and are committed to their own personal development. Successful candidates will receive a high-quality induction, appraisal, continuous development programmes and opportunities to contribute to whole school projects.

We are also delighted to share that the school was inspected by Ofsted in February 2026 under the renewed inspection framework, achieving ‘expected’ outcomes across all evaluation areas. The report celebrates many of the school’s strengths, highlighting the positive and respectful relationships between students and staff, the consistently high expectations for behaviour and achievement, and our unwavering commitment to excellence in teaching and learning. It reflects the dedication of our staff and the pride our students take in their work and community, and it affirms our continued drive to ensure that every student succeeds and thrives.

I hope you find this application pack helpful in making your decision to apply for this exciting career opportunity. I would like to thank you for your application, investment of time and - whatever the outcome – I wish you well in the future.

If you have any questions for us, do get in touch, we are always here to help.

Yours faithfully,

Mrs L Barker
Headteacher



ABOUT OUR SCHOOL



Standish Community High School

Standish Community High School is a thriving 11-16 school, set on an extensive and well-resourced campus in Standish, Wigan. We are a vibrant, caring and forward-thinking school, where the academic achievement and personal development of each student go hand in hand. We are committed to the highest levels of academic achievement, personal growth and lifelong fulfilment. Our motto, 'Be Outstanding', captures our belief that all of our students deserve the very best education and opportunities that enable them to flourish and grow in confidence. We are determined to help them develop skills and expertise and to become happy, well rounded and successful individuals.

Our Motto:



Successful Learners



Confident Individuals



Responsible Citizens

Be Outstanding

Our Vision

We seek to be recognised as a school that secures excellence in academic achievement, personal growth and professional development. We focus on the needs of the individual through a commitment to every student, every subject and every grade. We believe that there should be no ceiling on ambition and that potential can be realised in all our students, irrespective of background or ability. We aspire to place a deep sense of care and support at the heart of our school.

Our Aims:

- To ensure our students become conscientious and resilient so that they thrive as learners
- To prepare students for 21st century adulthood through the provision of a broad and balanced curriculum
- To be recognised as a centre of excellence for teaching and learning
- To flourish as an inclusive school that prepares our students to be responsible citizens
- To ensure that all pastoral structures and systems of support are designed to help students be confident with high self esteem
- To recognise leadership at all levels and across all areas of school life
- To equip our students to have the skills and emotional intelligence to be able to adapt and succeed in an ever-changing society.

“Pupils feel happy and safe at Standish Community High School.” OFSTED



MOSAIC LEARNING TRUST

Raising Aspirations,
Empowering Futures

June 2026

Dear Applicant,

Learning Support Assistant (SEN) Level 2 – Temporary Contract

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

- Job Description
- Person Specification
- Application Process

Standish Community High is advertising for a temporary Learning Support Assistant (SEN) Level 2 to commence employment from 1st September 2026.

The successful candidate will take a full and active role in the life of our school and will join a dedicated, hardworking team. You will work across our Key Stage 3 and Key Stage 4 classes supporting the needs of our SEND and vulnerable pupils as well as planning and delivering intervention when required.

The working hours will be 34 hours per week, term time plus 3 days, 8.30 am to 16.15 pm Monday, 8.30 am to 16.10 pm Tuesday, and 8.30 am to 15.15 pm Wednesday to Friday.

This full-time role will be based at Standish Community High School, however as we are part of the Trust, there may be occasions when you will be required to work at other schools within the Trust.

We encourage applicants to apply through [MyNewTerm](#). Applicants can also apply through [Teacher Vacancies](#) or by filling in the Trust's application form found on the [School Website](#) or on the [Home | greater jobs](#) website. Late applications will not be considered. Completed application forms should be forwarded by email to: recruitment@standishchs.wigan.sch.uk

Applications will be considered as soon as they are received, and the closing date will be 18th June. Interviews are scheduled to take place Monday 29th June. 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 (SEN) Level 2
Status	Temporary until 31 st August 2027
Purpose	To work under the guidance / instruction of designated teaching/senior staff to undertake work/care/support programmes, to enable access to learning for students and to assist the teacher in the management of students and the classroom. Work may be carried out in the classroom or outside the main teaching area under the guidance of teaching staff.
Line Management	Associate Assistant Headteacher – SENDCo and HLSA's
Liaising with	SENDCo, SLT, HLSA's teachers and support staff, students, parents/carers and outside agencies.
Working time	34 hours per week, term time plus three days Monday 08.30 – 16.15, Tuesday 08.30 – 16.10, Wednesday – Friday 08.30 – 15.15
Salary/Grade	Grade 4, SCP 5-8 (£25,948.96 – £26,823.74) Actual salary £20,388.72 – £21,076.06
Disclosure Level	Enhanced
Conditions of Employment	No holidays are permitted during the 190-day teaching year.
Main Duties / Job Outline	<p>Support for students</p> <ul style="list-style-type: none"> • Establish rapport and respectful, trusting relationships with students, acting as a role model, and setting high expectations • To support students with barriers to learning on a one-to-one basis and/or in a small group in or out of the classroom • To attend to pupil's personal needs including toileting, hygiene, dressing, eating, and provide minor medical support when required • Supervise and support students to undertake agreed learning activities / programmes linked to local and national curriculum and learning strategies • Adjusting activities according to student responses and needs, including for those students with special educational needs • The role may include supporting and implementing student's personal programmes including social, health, physical, and hygiene and welfare matters. The student may also need assistance to access different areas of the school. Following appropriate training and in line with the school procedures to administer medication as requested • Promote inclusion and acceptance of all students by encouraging them to interact with each other and to engage in activities led by the teacher • Support the effective use of ICT in learning activities and develop student's competence and independence in its use • Support the implementation of Individual Education Plans and Behaviour Plans • Promote self-esteem and independence amongst students. • Provide feedback to students on their progress and achievement under the guidance of a teacher, in line with school policy

	<p>Support for Teachers</p> <ul style="list-style-type: none"> • Promote good student behaviour, dealing promptly with conflicts in line with school behaviour policies • Establish constructive relations with parents and carers, promoting the school's home / school liaison policy • Assist the teacher with the preparation of teaching and learning materials and resources • Provide detailed feedback to teachers on student's achievement, progress, problems etc. • Undertake student record keeping as requested, and ensure SMART targets are set and measured for all. (Plan, do, review). • Maintain a purposeful, orderly and supportive environment, in accordance with lesson plans • Prepare, maintain and use equipment / resources required to meet the lesson plans / learning activity and assist students in their use • Administer and mark straight forward routine tests, e.g., spelling or mental arithmetic, and invigilate tests / exams as required • Liaise sensitively and effectively with parents and carers as agreed by the teacher regarding progress and achievements <p>Support for the school</p> <ul style="list-style-type: none"> • To support others within the classroom and the school, contributing to the achievement of school objectives by working as part of a team • Assist with activities outside the classroom, working as part of a team to oversee students and additional support, e.g., lunchtime, after school support and interventions to support and enhance learning • Accompany teaching staff and students on visits, trips and out-of-school activities as required and take responsibility for a group under the supervision of the teacher
<p>Health and Safety Training</p>	<ul style="list-style-type: none"> • To undertake Health and Safety Training on areas within the designated work area • During fire evacuations be responsible for accounting for staff / being a fire marshal and follow procedures explained in the Fire Safety and Evacuation Procedures Policy
<p>Other Specific Duties</p>	<ul style="list-style-type: none"> • 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 • To support the development and promotion of an image that is consistent with the aims of the school • Provide general clerical / admin support, when necessary, for example, photocopying, filing, completing standard forms, responding to routine correspondence • Be aware of and comply with policies and procedures relating to child protection, security, confidentiality, and data protection, reporting all concerns to an appropriate person • Commitment and support to ensure equal opportunities for all • Contribute to the overall ethos / work / aims of the school • Appreciate and support the role of other professionals • Attend and participate in relevant meetings as may be reasonably directed
<p>School Ethos</p>	<ul style="list-style-type: none"> • 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 • Promote actively the school's corporate policies

- Comply with the school's health and safety policy and undertake risk assessments as appropriate

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
(LSA SEN 2)

Signed
(Headteacher)

Dated
(LSA SEN 2)

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



Essential /
Desirable

EXPERIENCE

Experience of working and interacting with children of a relevant age and or learning need	E
Experience of working with children with special educational needs	D

TRAINING & QUALIFICATIONS

Minimum of 3 GCSE's Grades (A to C) including English & Maths or equivalent	E
NVQ Level 2 or equivalent qualification experience / comparable level of experience or willingness to work towards qualification	E
Willingness to undertake further relevant teacher assistant training	E
Willingness to undertake basic first aid / training in specific medical procedures	D

KNOWLEDGE & UNDERSTANDING

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

Knowledge of Health and Safety	D
Knowledge and understanding of providing support to children with special educational needs	D
Effective use of how to use ICT to support learning	E
Experience of working with learning resources and helping with their preparation to support learning programmes	E
Ability to self-evaluate learning needs and actively seek learning opportunities	E
General understanding of the national/foundation stage curriculum and other relevant learning programmes/strategies	D
Understanding of relevant policies, codes of practice and awareness of relevant legislation	D
Understanding of child development and learning processes	D
Understanding equal opportunities and an awareness of potential barriers children may have around learning	E
To be aware of the sensitive issues involved in working on a one-to-one basis with challenging students and to maintain professional relationships at all times	E

PERSONAL SKILLS, ABILITIES AND COMPETENCIES

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

Ability to converse with and relate well to students with communication difficulties	E
Ability to communicate well with adults	E
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	E
Ability to work in accordance with the school's health and safety policies	E
Professional attitude and a positive role model for staff	E
Ability to work confidentially with others	E
Reliable and a good timekeeper	E
Maintain confidentiality and be tactful and diplomatic	E
Integrity, professionalism and diplomacy	E
Honest and trustworthy	E

PERSONAL QUALITIES

Integrity, professionalism, and diplomacy	E
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Tact and a sense of humour	E
A personal and friendly nature	E
Excellent attendance	E

APPLICATION

Accurate completion of school or online application form	E
Letter 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 Charlotte Davies, HR Administrator, who will arrange a suitable time: 01257 478733

Key Dates

Advertising date: 4th June 2026
Closing date: 18th June 2026 at 9.00 a.m.
Short listing: 18th – 22nd June 2026
Interview date: 29th June 2026

To apply for this role, please visit [MyNewTerm, Teacher Vacancies, Home | greater jobs](#), or the [School 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.standishchs.org.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 application. Your supporting statement should be no more than 2000 words. Please note that late applications will not be considered.





CONTACT US



01257 422265



recruitment@standishchs.wigan.sch.uk



www.standishchs.org.uk



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