



Wilfred Owen
Primary School



The Willows

**EARLY YEARS SEN LEARNING SUPPORT
ASSISTANT (L4/HLTA)**

THE WILLOWS AT WILFRED OWEN

Recruitment Pack
Closing Date: 14th May 2026



Dear Colleague,

Welcome to The Willows at Wilfred Owen Primary School!

Are you an enthusiastic and experienced L4 Learning Support Assistant (HLTA) ready for a new challenge in a vibrant and welcoming school community? We are seeking to appoint an enthusiastic Level 4 Learning Support Assistant (HLTA) to work in our exciting new provision, The Willows at Wilfred Owen. The Willows is an SEN Nursery provision to support children with communication and interaction difficulties access education whilst supporting professionals to identify the next steps in their education.

Located in the heart of Shrewsbury, Wilfred Owen Primary is a thriving, inclusive school with a strong sense of community and a commitment to every child's success. As part of Empower Trust, we work collaboratively to provide the very best opportunities for our pupils and staff.

At Wilfred Owen Primary School, we pride ourselves on being a warm and friendly school with a strong, supportive staff community. Our mission is to shape confident, compassionate individuals who are ready to make a real difference in the lives of our children.

Our dedicated staff team bring learning to life through innovative teaching, meaningful relationships, and an unwavering commitment to excellence. We take pride in fostering a safe, inclusive environment where every child feels valued and inspired to achieve their full potential.

Thank you for your interest in becoming part of our journey, we are delighted that you are considering joining our team. Together, we can continue to create a school where learning is exciting, and every child thrives.

Mrs Karen Matthews
Executive Headteacher



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Post Title:	EARLY YEARS SEN Learning Support Assistant (L4) - Permanent
Reporting to:	Executive Headteacher
Salary:	Grade 7 (SCP 12 - 17)
Hours:	30-hours per week (8.45am - 3.15pm) - term-time only
Location:	Wilfred Owen Primary School, Monkmoor Campus, Shrewsbury, SY2 5HN
Start Date:	ASAP

Core Purpose of Role:

If you're passionate about making a genuine difference in the early lives of children with special educational needs, The Willows is the place where your impact will truly matter. As a Level 4 Early Years Learning Support Assistant, you'll work in a warm, nurturing nursery setting where every child is celebrated for their individuality and supported to thrive.

At The Willows, you'll be part of a dedicated, friendly team who value creativity, compassion, and collaboration. No two days are the same—your role will be hands-on, deeply rewarding, and full of opportunities to grow your practice. You'll have the chance to support children through tailored interventions, enrich their learning experiences, and help build the strong foundations they need for future success.

This is a fantastic opportunity if you're looking to develop professionally within a supportive environment that invests in your training, wellbeing, and career progression. If you're enthusiastic, adaptable, and committed to creating meaningful outcomes for young learners, we'd love to hear from you!

Principal Duties & Responsibilities:

1. Support for Pupils

- Attend to pupils' personal needs and assist with the development and implementation of Individual Education/Behaviour/Support/Mentoring Plans and Personal Care Programmes/strategies
- Take a lead role in the supervision and support of pupils with special needs, and manage the supervision of those excluded from, or otherwise not working to, a normal timetable, ensuring their safety and access to learning
- Establish constructive relationships with pupils and interact with them according to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact and work cooperatively with others and engage in learning activities
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to parents in relation to progress, achievement, behaviour, attendance etc, under the guidance of the Teacher
- Use specialist skills/training/experience to support pupils
- Take a lead role in managing and developing pastoral support to pupils and assist in their social, health and hygiene development
- Provide pastoral support to pupils, and assist in their social, health and hygiene development
- Provide information and advice to enable pupils to make choices about their own learning/behaviour/attendance
- Support personal hygiene and medical needs of young children



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2. Support for the Teacher

- Work with the Teacher in lesson planning, evaluating, and adjusting lessons/work plans as appropriate
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Prepare the classroom as directed for lessons and clear afterwards. Assist with the display of pupils' work
- Ensure the timely and accurate design, preparation, and use of specialist equipment/resources/materials
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Provide the teacher with objective and accurate feedback and reports as required, on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Manage the compilation of records, information, and data, and produce reports for analysis
- Be responsible for keeping and updating records as agreed with other staff, contributing to reviews of systems/records as requested
- Administer and assess routine tests, invigilate exams, undertake routine marking of pupils' work and accurately recording achievement/progress
- Establish constructive relationships with parents/carers as agreed with the teacher, exchanging information, facilitating their support for their child's attendance, access and learning, and supporting home to school and community links
- Provide general clerical/admin support eg dealing with correspondence, analysing data on attendance/exclusions etc, administering coursework, producing worksheets for agreed activities, photocopying, typing, filing etc
- Take a lead role in the development, implementation, and monitoring of systems related to attendance and integration and behaviour management strategies
- Liaise with feeder schools/nurseries and other relevant bodies to gather pupil information
- Contribute to the development and implementation of appropriate behaviour management strategies

3. Support for the Curriculum

- Support pupils in understanding instructions
- Implement structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Implement local and national learning strategies eg literacy, numeracy, early years etc as directed by the teachers
- Support pupils using ICT and develop pupils' competence and independence in its use
- Determine the need for, prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use
- Be responsible for the management of stock levels, including the management of a budget and the regular audit of resources
- Actively seek information regarding, and utilise, the range of activities, courses, organisations, and individuals to provide support for pupils to broaden and enrich their learning.



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4. Support for the School

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure that pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos / work / aims of the school
- Establish constructive relationships and communicate with other agencies / professionals, in liaison with the teacher, to support the achievement and progress of the pupils
- Support the development of multi-agency approaches to supporting pupils
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- Be responsible for the provision of out of school hours learning activities, within guidelines established by the school
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes
- Accompany teaching staff and pupils, as appropriate, on visits, trips, and out of school activities, and take responsibility for a group under the supervision of a teacher

Management Responsibilities:

- Manage a team of support staff
- Liaise between managers / teaching staff and support staff
- Hold regular team meetings with managed staff
- Represent support staff at teaching staff / management / other appropriate meetings
- Undertake recruitment / induction / appraisal / training / mentoring / of other support staff

As required, to provide expertise and support to staff in other schools.

Other Responsibilities:

- Be aware of and comply with all school policies and procedures
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school and the Trust
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- **Safeguarding** - be aware of and comply with safeguarding responsibilities as outlined in the Trust Staff Code of Conduct and related policies and procedures
- **Data Protection and other statutory responsibilities** - be aware of and comply with data protection responsibilities as outlined in the Trust Staff Code of Conduct and related policies and procedures
- **Other Duties** - any other duties that the Head of School/Class Teacher feel is/are commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified



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Knowledge and Qualifications:

Essential, i.e. the postholder must have:

- Higher Level Teaching Assistant (L4) status/qualification or evidence of experience
- 5 GCSEs or equivalent, including English and Maths
- Sufficiently fluent in spoken English to ensure effective performance in the role

Desirable, i.e. the postholder would ideally have:

- First Aid qualification
- Teaching Assistant NVQ Level 4 or have completed training of a similar standard
- Additional training qualifications completed to support children with SEN e.g. Speech & Language

Experience:

Essential, i.e. the postholder must have:

- Experience of working with young children
- Experience of classroom administration support
- Ability to plan and organise activities effectively
- Evidence of supporting children with SEN
- Knowledge of school-based education including child development

Desirable, i.e. the postholder would ideally have:

- Relative experience of working in an educational setting or other relevant environment
- Experience of supporting children with communication and interaction difficulties
- Knowledge of Makaton

Skills and Personal Qualities:

Essential, i.e. the postholder must have:

- An in-depth and detailed knowledge of school-based education including child development
- Good communication skills and ability to relate well to children, staff and parents
- Evidence of working well as part of a team
- ICT and the willingness to update skill and undertake further training
- Flexibility and reliability
- Ability to bring to the role, initiative, enthusiasm and commitment

Desirable, i.e. the postholder would ideally have:

- Specialist skills, training or experience

Why would an aspirational Learning Support Assistant join us?



We are committed to developing our staff and to providing opportunities for growth. We want to encourage the career progression of our employees wherever possible, and support staff who wish to move between our schools and the Shared Services Team when suitable roles arise. We also offer secondment opportunities when available.

At Empower Multi-Academy Trust you would be working alongside excellent leaders in education, each with specific areas of expertise. We offer Middle and Senior Leadership development programmes, professional support networks and career development pathways for staff at all levels. In addition, we also have mentoring and coaching programmes, peer learning, internal and external CPD opportunities.

Health and Wellbeing Services

Working in education is a challenging job and the health and wellbeing of our staff is high on our agenda and a key priority. We have several Trust wide wellbeing initiatives that offer support and guidance for our workforce:

- A Trust Wellbeing Strategy and Charter outlining our commitment to staff wellbeing.
- At least one trained Mental Health First Aider in every location, helping to embed our belief that physical and mental health hold equal importance.
- A network of Mental Health First Aiders and Mental Health Leads who provide support, guidance, and signposting to colleagues across the Trust.
- A Future in Mind network representing all our academies, who signpost staff to wellbeing support and information, and ensure staff voice is heard.
- A designated Trustee sponsor whose role is to ensure staff wellbeing remains a priority
- Wellbeing is a discussion item on each Trustee / Local Governing Body meeting agenda
- Dissemination of annual staff wellbeing questionnaires to inform future actions
- Active engagement in national and international awareness days
- Working towards the Mental Health and Work Commitment and the Education Staff Wellbeing Charter.

Take a look at our employee benefits [HERE](#)





What we can offer you

Vision Statement: Our vision is simple - for all our pupils to have high aspirations and to have high aspirations and to have a wide range of opportunities to develop the knowledge they need to reach their full potential

School Values: Our values underpin our vision and aims and we encourage our children to apply these values at all times. Ready, Respectful, Safe

Join Empower Multi-Academy Trust - Where People Matter



EMPOWERMENT

We actively promote opportunities for every child, adult and school to influence their own practice and future.



POSITIVITY

We adopt a 'can do' attitude and an optimistic approach.



AMBITION

We encourage and support every child, adult and school to aim high to achieve their aspirations.



RESPECT

We are thoughtful and considerate to ourselves, others and the environment.



COLLABORATION

We work together to support everyone to achieve their aims.



INTEGRITY

We are honest, transparent and fair in everything we do.



Application & Selection Process

Please complete the online application form in full and submit with a supporting letter detailing how your skills, experience and attributes demonstrate your sustainability for the role.

Applications should be sent to Helen Williams, Business Support Manager via the My New Term platform.

The closing date for applications is: Thursday 14th May 2026 at 12.00pm

Interviews will be held on: Monday 18th May 2026

Selection Procedure:

Successful candidates will receive notification of their invitation to interview on Tuesday 14th April 2026. More detailed information about the interview process will be provided to shortlisted candidates.

Safer Recruitment:

Empower Trust is committed to safeguarding and protecting the welfare of children and expects all staff and volunteers to share this commitment. As part of our recruitment process all successful candidates will be subject to a Disclosure and Barring Service check along with other relevant employment checks.

On the day interview:

All applicants will be required to bring in a minimum of three pieces of identification which verify their name, date of birth and current address., one of which must be a form of photographic identification.

The following are acceptable:

- Valid passport, birth certificate or driving licence
- Additional proof of address such as a recent utility bill, council tax bill or bank statement (at least two are required and should be dated no more than three months ago)

Applicants will also need to bring their qualification certificates.

Appointments are subject to the receipt of satisfaction references. References will be sought from the current employer and gaps in employment history followed up.

Data Protection:

You should be aware that the information you provide will be stored at Empower Trust and will not be passed to any third party. Please also refer to our Recruitment Privacy Notice.



PRIVACY NOTICE - JOB APPLICANTS

This privacy notice advises job applicants of the Trust's commitment to data protection responsibilities of privacy and confidentiality relating to the collection and processing of their personal information.

We collect and process your personal data as part of the recruitment process in relation to the role you are applying for. All Headteachers and Managers involved in the recruitment process have responsibility for ensuring that applicants' personal information is held and processed in the correct way.

What is personal information

Personal information is any information that relates to you and can be used directly or indirectly to identify you, such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural, or social identity of that natural person (GDPR article 4).

Special categories of personal data means information about an individual's racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health, sex life or sexual orientation and biometric/genetic data (GDPR article 9).

Legal Basis for Using Personal Data

We collect personal data only for specified, explicit and legitimate purposes, whether or not by automated means, such as collection, recording, storage, retrieval, use, disclosure, dissemination, erasure, or destruction (GDPR article 4).

1. We process personal data lawfully, only where it is adequate, relevant, and limited to what is necessary for the purposes of processing.
2. We keep accurate personal data, only for the period necessary for processing, and take all reasonable steps to ensure that inaccurate personal data is rectified or deleted without delay.
3. We adopt appropriate measures to make sure that personal data is secure, and protected against unauthorised or unlawful processing, accidental loss, destruction, or damage.
4. We do this to ensure a candidate is suitable for the role and to make sure reasonable adjustments can be made for those applicants who have a disability.
5. Processing of personal data ensures that a fair recruitment process has taken place.

We will not process personal data of applicants for reasons other than the recruitment and selection process. Where we process special categories of personal data or criminal records data to perform obligations, this is done for legal reasons. We will update personal data promptly if an applicant advises that his/her information has changed or is inaccurate.

To operate an effective recruitment process, we will collect and store personal information you submit as part of the application process. By submitting your personal information, you are consenting to us using it in accordance with this policy. You are under no obligation to provide your consent for the organisation to hold your data out-side of the recruitment process. If you do not consent to the organisation holding, processing, and sharing your personal data during the recruitment process, we may not be able to process your application.

In some cases, the organisation will need to process data to ensure that it is complying with its legal obligations. For example, we must check an applicant's entitlement to work in the UK.



What data do we hold on you?

The personal data we hold regarding you can include, but is not limited to, information such as:

- Your name and address.
- Email address and telephone number.
- Date of birth.
- Equal opportunities monitoring information.
- Your nationality and entitlement to work in the UK.
- National insurance number.
- Information about your current salary and benefits.
- Qualifications and skills.
- Work experience and employment history.
- Information about your criminal record.
- Disability status to enable us to make any reasonable adjustments throughout the recruitment process.

Any applicant wishing to see a copy of the information about them that we hold should contact the organisation

Who can access your personal data?

Your personal data may be shared internally with other members of staff involved in the recruitment process for them to perform their roles. Throughout the recruitment process we maintain strict confidentiality and only process and retain personal data of unsuccessful applicants for up to 12 months before being deleted or destroyed.

How do we protect applicants' personal data?

Our servers and storage systems are based in the UK and we have ensured that appropriate safeguards are in place to protect your personal data.

We take the security of your personal data very seriously. Internal policies and controls are in place to try to ensure that data is not lost, accidentally destroyed, misused, or disclosed, and is not accessed except by our employees in the performance of their duties. Where we engage third parties to process personal data on our behalf, they do so based on written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measure to ensure the security of data. For example, we ensure that we use encrypted devices, uses passwords, virus protection and has firewalls.

What rights do you have in relation to your information?

You have the following rights in relation to your personal data: -

- The right of access to the personal data and supplementary information. This right is to enable you to be aware of and verify the lawfulness of the personal data we are processing.
- The right to rectification. This right allows you to have personal data rectified if it is inaccurate or incomplete.
- The right to erasure. This is also known as the 'right to be forgotten'. This is not an absolute right and applies in specific circumstances.
- The right to restrict processing. The right applies in circumstances where, for example, the data subject contests the accuracy of the data or challenges the public interest or legitimate interest basis. Further guidance can be obtained from the ICO's website.



- The right to data portability. This allows individuals to obtain and reuse their personal data for their own purposes.
- The right to object. Individuals have the right to object to:
 - Processing based on legitimate interests or the performance of a task in the public interest / exercise of official authority.
 - Direct marketing
 - Processing for scientific / historical research and statistics.
 - Rights in relation to automated decision making and profiling.

Further guidance and advice on the above rights can be obtained from the ICO:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulationgdpr/individual-rights/>

This policy may be subject to change, and any changes. We recommend that you check the Privacy Notice each time you submit an application. If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance by contacting the Data Protection Officer on admin@empowermat.co.uk Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns> to raise any issues you have.

