

# Welcome to

## Dedworth



## Middle



# WELCOME TO DEDWORTH MIDDLE SCHOOL

## Mrs Chandler Headteacher



On behalf of Windsor Learning Partnership, Dedworth campus, governors and staff, I would like to thank you for your interest in working at Dedworth Middle School. I am proud to be the Executive Headteacher here, having taken up the post in September 2020. My priority is to ensure Dedworth Middle School continues to aim to become an outstanding school where every child can achieve their full potential in their academic, creative, personal, physical and moral development. Our focus is all about enabling children to ACHIEVE – to learn and make progress experiencing the highest quality teaching and learning within a happy, safe and secure environment. Happiness at school will lead to good progress and attainment and this is paramount to my vision. We are on an amazing journey which was validated by Ofsted and Challenge Partners. I feel so privileged to lead such an amazing team and am delighted that you are considering joining our wonderful school that I feel so passionate about.

Dedworth Middle School is a successful school and we are very proud of the achievements of all our pupils and staff. We believe in building excellent relationships with all our stakeholders and are always committed to high standards. We have built on an established culture of aiming high, and always going the extra mile. Whilst we are very proud of some excellent and outstanding practice, we know that reports and results are only part of the story. We use inspection and monitoring reports to plan ahead and focus on what we need to improve: we are committed to proactively addressing any development areas and therefore driving the school onto bigger and better things. At Dedworth, we enjoy some excellent facilities in well-maintained grounds but people and ethos make a school, not buildings! We are a happy school who believe in offering excellent learning, teaching and leadership for all; pupils are at the very heart of everything we do here!

Mrs Nicola Chandler  
Executive Headteacher of Dedworth Campus





We are a fully inclusive middle school, currently with 520 pupils on roll aged from 9-13. At Dedworth Middle School, we pride ourselves on our inclusive ethos and strong sense of community. You'll be part of a supportive team that values collaboration, professional development, and the wellbeing of both staff and pupils. We work in an environment where opportunities are limitless, the children are supported, and outcomes always consider the whole child. We continue to aim for the highest of standards and provide a friendly and hardworking team.

We are part of the Windsor Learning Partnership which includes Windsor Girls' School, The Windsor Boys' School, Clewer Green CofE First School, Oakfield First School and Dedworth Green First School. In the heart of The Royal Borough of Windsor & Maidenhead, Dedworth Middle School has a strong reputation for being a community school with happy, successful pupils and a proven track record for high quality professional development. 'The why is behind every decision, and this always takes pupils into consideration and us as staff. It is a happy and lovely place to work and thrive.' Ofsted, June 2022.





# LEARNING SUPPORT ASSISTANT

We are looking to appoint an enthusiastic, experienced, confident and dedicated Learning Support Assistant to work with our Year 5-8 pupils. You will play a crucial role in supporting pupils and assisting the teaching staff. In this role, the rewards are priceless when you witness the children achieve their goals and watch their self-esteem and confidence grow.

The successful candidate will:

- Be a hard working, dedicated person who is able to inspire, motivate and encourage pupils to help them achieve their potential.
- Be passionate and committed to supporting children with their learning
- Be enthusiastic, friendly, professional and approachable
- Have good numeracy, literacy and communication skills.
- Be organised, confident, patient, flexible and resilient.
- Have a commitment to inclusion and equal opportunities
- Be fast thinking and adaptable to different environments.
- Be able to work effectively in a team

## About You

We are looking for someone who:

- Preferably has experience working as a LSA.
- Has good numeracy and literacy skills.
- Has an understanding of inclusion and making the curriculum accessible to all learners..
- Communicates effectively with children, parents, and professionals.
- Brings empathy, positivity, and a genuine commitment to improving outcomes for young people.

Essential qualifications include 5 GCSEs (A–C) including English and Maths. Experience of working with external agencies and excellent administrative skills are also key.



**Hours:** Term time only. 32.5 hours a week. Permanent.

**Salary:** 26,656 - £27,074 FTE, pro rata. (Actual £19,892 - £20,204).

Required ASAP

To get a feel for who we are and what we stand for, please visit [www.dedworthmiddle.co.uk](http://www.dedworthmiddle.co.uk). If you have any questions about the role, please contact Mrs Kelly Mealing, PA to the Headteacher on [kel.mel@dedworthmiddle.co.uk](mailto:kel.mel@dedworthmiddle.co.uk) for more information. You are very welcome to contact us for an initial visit; we would be pleased to meet you.

As a Windsor Learning Partnership, we are committed to safeguarding children and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. The successful candidate will be subject to Disclosure and Barring Service (DBS) checks along with other relevant pre-employment checks. CVs will not be accepted in place of an application form.

The Trust 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 profile is current at the date shown but in consultation with you may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

**Closing date:** 21/1/2026





# LEARNING SUPPORT ASSISTANT

## JOB PURPOSE

To assist in promoting the development of students' academic learning; To support the inclusion of students with Special Educational Needs and diverse learning needs within a mainstream school across all subject areas at all levels. To possibly cover a class if required.

## MAIN AREAS OF RESPONSIBILITY

### Supporting Pupils

- To develop knowledge of a range of learning support needs and to develop an understanding of the specific needs of the students to be supported.
- Working with individuals and small groups of children, including those on the Special Educational Needs register, within a classroom situation to ensure each pupil has the maximum access to all learning activities
- Promote the inclusion and acceptance of all students. Establish and maintain supportive relationships with pupils and staff
- Provide learning support as required for children with special needs or where English is not their first language.
- You may be required to support a child's medical needs, including personal care.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to students in relation to progress and achievement under guidance of the teacher.
- Promote the inclusion and acceptance of all students.
- Under the direction of teaching staff contribute strategies to support teaching and learning for securing best outcomes and promoting pupil independence
- Uphold and actively support the school's policies and procedures demonstrating a commitment to safeguarding of pupils
- Taking into account the learning support involved, to aid the students to learn as effectively as possible both in group situations and on his/her own by:
  - Clarifying and explaining instructions
  - Ensuring the child is able to use equipment and materials provided
  - Motivating and encouraging the child as required
  - Assisting in weaker areas, e.g. language, behaviours, reading, spelling, handwriting/presentation Helping pupils to concentrate on and finish work set
  - Meeting physical needs as required whilst encouraging independence
  - Liaising with class teacher and SENCO about individual education plans (IEPs)
  - Developing appropriate resources to support the students
  - Become a Learning Mentor / key worker for individual students as required or requested
  - Leading small group interventions that are goal-based.

# LEARNING SUPPORT ASSISTANT

## Supporting the teacher

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour
- To participate in the evaluation of the support programme.
- To contribute to the maintenance of student's progress records
- Use strategies, in liaison with the teacher, to support students to achieve learning goals
- To provide regular feedback about the student to the teacher

## Supporting the curriculum

- To develop an awareness of the requirements of the national curriculum
- Assist with the implementation of programmes linked to learning strategies e.g. literacy and numeracy, recording achievement and progress and feeding back to the teacher, offering 1:1 intervention as required or withdrawing small groups.
- To develop awareness of curriculum targets and support the work done in moving towards them.
- To develop awareness of the aims of the literacy and numeracy strategies relevant to the classes supported
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## Supporting the school

- To foster links between home and school
- To cover lessons if a teacher is absent.
- To attend relevant in-service training, staff meetings and INSET if required.
- To contribute to reviews of students' progress, as appropriate.
- To liaise, advise and consult with other members of the team supporting the student.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- To assist with out of school activities and, after appropriate training
- To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the level of responsibilities of the post.

## SAFEGUARDING

Windsor Learning Partnership is committed to safe-guarding and promoting the welfare of children and young people. We expect all staff and young people to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

# LEARNING SUPPORT ASSISTANT

## ADDITIONAL DUTIES

- To play a full part in the life of the school community including duties to support the ethos and encourage pupils and colleagues to follow this example.
- To actively engage in the appraisal process.
- To continue personal development as agreed.

Whilst every effort has been made to outline the main responsibilities of the post each individual task undertaken may not be identified.

Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job profile.

The Trust 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 profile is current at the date shown but in consultation with you may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Updated January 2026



# LEARNING SUPPORT ASSISTANT

## PERSON SPECIFICATION

	Essential	Desirable
<b>Qualifications</b>		
5 GCSEs A-C including English and Maths	X	
<b>Experience, Skills and Knowledge</b>		
Experience of working as a LSA		X
Ability to deliver stimulating teaching experiences when covering a class	X	
Good written and oral skills for report writing, maintaining pupil records and providing feedback to pupils, parents/carers and colleagues.	X	
Good numeracy/literacy skills	X	
An understanding of inclusion, making the curriculum accessible to all learners	X	
The ability to work in a team in order to achieve successful outcomes for learners.	X	
Experience of working with Arbor		X
Ability to relate well to children and adults.	X	
Experience of developing good, professional relationships	X	
Ability to self-evaluate learning needs and actively seek learning opportunities	X	
Understanding of health and safety and welfare issues within a school environment	X	

# LEARNING SUPPORT ASSISTANT

## PERSON SPECIFICATION

	Essential	Desirable
<b>Personal Skills and Qualities</b>		
Strong commitment to raising standards	X	
A positive approach to learning and gaining new skills through teamwork and training opportunities.	X	
The ability to adapt to changing circumstances and needs.	X	
A positive attitude.	X	
A passion for promoting purposeful learning.	X	
Ability to build a good rapport with children, parents, staff and other professionals.	X	
A readiness to maintain high expectations and standards for self and others.	X	
Excellent organisational, record keeping and planning skills.	X	
Punctuality and reliability	X	
Patience and resilience	X	
Honesty and trustworthiness	X	
Communication skills with a particular emphasis on oral skills together with personal qualities of enthusiasm, good humour, determination and resilience	X	
A strong commitment to put safeguarding and a child's welfare first.	X	