

WINTER GARDENS ACADEMY – LEARNING SUPPORT ASSISTANT/MIDDAY ASSISTANT

Contract:	Fixed Term until 31 st August 2026 (due to sick absence)
Hours:	15 hours 40 minutes (Monday to Thursday)
Working weeks:	38 working weeks – term time only
Salary:	Scale 3, Points 5-6 (dependant on qualifications and experience) £9,037.61 – £9,181.04 (dependant on qualifications and experience)
Application Closes:	Thursday 8 th January 2026 Midday
Interview Date:	Week Commencing 12 th January 2026
Start Date:	ASAP

Support, Encourage and Empower – Learning Support Assistant/Midday Assistant Wanted!

Are you a patient and enthusiastic Learning Support Assistant? Winter Gardens Academy, part of the South Essex Academy Trust (SEAT), is looking for a **Learning Support Assistant/Midday Assistant** to join our dynamic team!

At SEAT, we believe in **belonging, compassion, curiosity, and empowerment**—values that shape our commitment to excellence in education. In this role, you will support pupils to help them have an outstanding educational experience, whilst fostering a nurturing and inclusive learning environment where every child can thrive.

You will be working 15 hours 40 minutes per week; Monday – Thursday 11:30am – 3:25pm, term time only.

What's in it for you?

- A supportive and inclusive work environment where you're truly valued
- A **Leadership Academy** to fuel your professional growth
- A strong focus on **staff well-being** through our Employee Assistance Programme
- The chance to be part of a committed, forward-thinking team that empowers both pupils and colleagues

If you're ready to make a real impact and take the next step in your career, we'd love to hear from you!

Take the Next Step:

Visits to our school are warmly welcomed and encouraged. Please contact the office team directly at 01268 699305, to schedule an appointment. We hope to meet you.

We encourage you to submit your application at your earliest convenience as we reserve the right to close this job opportunity early.

Winter Gardens Academy is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. We follow safer recruitment practice and appointments are subject to satisfactory DBS certification and references.

As part of the South Essex Academy Trust, we are an equal opportunities employer.

How to apply:

If you would like to apply for this position, please click the following link to access our application form: [Career Opportunities – South Essex Academy Trust \(seacademytrust.co.uk\)](https://seacademytrust.co.uk/career-opportunities).

Once completed please send to recruitment@seacademytrust.co.uk along with your Recruitment Monitoring Information form.

Please take care to complete the application in full as incomplete applications will not be considered.

Job Description

Job Title	Learning Support Assistant/Midday Assistant
Grade	Scale 3 Point 5–6
Reports to	Headteacher, Deputy Headteacher & SENCO
Liaison with	Teaching staff, support staff, Headteacher, pupils.
Job Purpose	<p>To work in partnership with class teachers to create a supportive and inclusive learning environment that enables all pupils to achieve their full potential, in line with the National Curriculum and school policies.</p> <p>To ensure the care, safety and supervision of pupils during the midday break, both in the dining areas and on the playground, promoting a positive and inclusive lunchtime environment.</p>
Principal Accountabilities	<p>The Learning Support Assistant will work with individual pupils or small groups under the direction of the class teacher, supporting the delivery of planned learning activities and teaching programmes. They will implement agreed strategies and adapt activities in response to pupils' needs and progress, ensuring that each child is fully engaged and supported in their learning.</p> <p>To be accountable for ensuring the safety, wellbeing and good conduct of pupils during the lunch period by supervising dining and play areas, encouraging positive behaviour and social interaction and maintaining a clean and safe environment.</p>
Duties and responsibilities	<p>Supporting Teaching and Learning</p> <ul style="list-style-type: none"> • Support pupils with activities which develop literacy and numeracy skills. • Support and offer interventions to pupils. • Support the use of ICT in the classroom and help pupils develop competence and independence in its use. • Promote the inclusion and acceptance of children with special educational needs, ensuring access to lessons through appropriate clarification, explanation, and resources. • To support learning by arranging and providing resources for lessons and activities under the direction of the teacher. • Assist with the preparation, maintenance, and control of stocks of materials and resources. <p>Pupil Support and Wellbeing</p> <ul style="list-style-type: none"> • Establish positive relationships with pupils. • Interact with, and support pupils according to individual needs and skills. • Promote positive pupil behaviour in line with school policies and help keep pupils on task. • Attend to pupils' personal needs, including help with social, welfare, and health matters, and administer minor first aid where required. • Supervise pupils for limited and specified periods, including break-times, facilitating games and activities. • Assist with escorting pupils on educational visits.

	<p>Monitoring and Assessment</p> <ul style="list-style-type: none"> • Participate in planning and evaluation of learning activities with the teacher, providing feedback on pupil progress and behaviour. • Monitor and record pupil activities as appropriate, writing records and reports as required. • Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher. • Assist with the development and implementation of Individual Education Plans (IEPs). <p>Classroom and School Support</p> <ul style="list-style-type: none"> • Liaise with other staff and provide information about pupils as appropriate. • Assist with the display and presentation of pupils' work. <p>Supporting Pupils During Lunchtime</p> <ul style="list-style-type: none"> • To assist children in selecting their meal and sitting in an appropriate place in the dining hall or sandwich room. • To assist children with eating their meal if required. • To provide pastoral care, guidance and routine advice to pupils as appropriate. • To alert Senior Midday Assistant and/or the Headteacher of any concerns regarding an individual child or group of children. <p>Maintaining a Clean and Safe Lunchtime Environment</p> <ul style="list-style-type: none"> • To clear tables when meals are finished and clear up any associated spillages. • To ensure the dining areas are left clean, tidy and safe for all pupils and staff. <p>Promoting Positive Behaviour and Play</p> <ul style="list-style-type: none"> • To enforce the necessary sanctions for maintaining good order in line with the school's behaviour policy. • Where necessary and appropriate, lead games and activities with the children to encourage positive play and social interaction. <p>Health, Safety and Record Keeping</p> <ul style="list-style-type: none"> • To administer basic first aid as required. • To keep daily records of first aid administered, behaviour incidents, and sanctions employed, together with any other relevant records as needed.
<p>General</p>	<ul style="list-style-type: none"> • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with the line manager. • Attend relevant training and take personal responsibility for own CPD. • Attend relevant school meetings as required. • To respect confidentiality at all times. • To understand and apply school policies in relation to health, safety and welfare. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.

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| | <ul style="list-style-type: none">• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.• The Trust 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. |
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The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

Person Specification

Learning Support Assistant/Midday Assistant

A – Application Form

I – Interview

1. Qualifications and Experience	Essential	Desirable
Successful experience working with children in a school/early years environment (A)	✓	
Educated to NVQ Level 2 in learning support/early years, NNEB or equivalent qualification/experience (A)	✓	
Good understanding of KS1/2 curriculum (A&I)		✓
Basic knowledge of First Aid (A)		✓
Good reading and writing skills (A&I)	✓	
Good numeracy skills (A&I)	✓	
Knowledge of basic ICT to support learning (A&I)	✓	
2. Communication	Essential	Desirable
Ability to write basic reports (A&I)	✓	
Ability to use clear language to communicate information unambiguously (I)	✓	
Ability to listen effectively (I)	✓	
Overcome communication barriers with children and adults (I)	✓	
Consult with children and their families and carers and other adults (I)	✓	
3. Working with children	Essential	Desirable
Understand and implement the school's behaviour management policy (A&I)	✓	
Ability to understand and support children with developmental difficulty or disability (A&I)	✓	
Good understanding of the school curriculum and knowledge of literacy/numeracy strategies (A&I)	✓	
Good understanding of the general aspect of child development (A&I)	✓	
Ability to assess progress and performance (A&I)	✓	
Understand and support the importance of physical and emotional wellbeing (A&I)	✓	

4. Working with Others	Essential	Desirable
Understand the role of others working in and with the school (A&I)	✓	
Understand and value the role of parents and carers in supporting children (A&I)	✓	
Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults (A&I)	✓	
Ability to work effectively with a range of adults (A&I)	✓	
Ability to follow instructions accurately (A&I)	✓	
Know when, how and with whom to share information (A&I)	✓	
5. Responsibilities	Essential	Desirable
Good organisational skills (A&I)	✓	
Ability to remain calm under pressure (A&I)	✓	
Ability to support the work of volunteers and other teaching assistants in the classroom (A&I)	✓	
Ability to manage own time effectively (A&I)	✓	
Demonstrate creativity and an ability to resolve routine problems independently (A&I)	✓	
6. General	Essential	Desirable
Awareness of and commitment to equality (I)	✓	
Basic understanding of Health & Safety (I)	✓	
Understand and implement child protection procedures (I)	✓	
Understand procedures and legislation relating to confidentiality (I)	✓	
Be prepared to develop and learn in the role (I)	✓	