

WINTER GARDENS ACADEMY – SEND LEARNING SUPPORT ASSISTANT – OCEAN ROOM

Contract:	Fixed Term until 31/08/2026
Hours:	28 hours 40 minutes (Monday to Friday)
Working weeks:	38 working weeks – term time only
Salary:	Scale 3-4, Points 5-8 (dependant on qualifications and experience) £16,536.75 – £17,339.93 (dependant on qualifications and experience)
Application Closes:	Thursday 8 th January 2026 Midday
Interview Date:	Week Commencing 12 th January 2026

Support, Encourage and Empower – SEND Learning Support Assistant Wanted!

Are you an enthusiastic SEND Learning Support Assistant? Winter Gardens Academy, part of the South Essex Academy Trust (SEAT), is looking for a **SEND Learning Support 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 within Winter Gardens' SEN hub, 'The Ocean Room', helping to create an outstanding educational experience while nurturing an inclusive environment where every child is empowered to thrive.

You will be working 28 hours, 40 minutes per week; Monday – Thursday 8:30am – 3:35pm and Friday 8:30am – 1:40pm, 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	SEND Learning Support Assistant (Hub)*
Grade	Scale 4
Reports to	SEN Provision Lead, SENCO, Deputy Head Teacher, Head Teacher
Liaison with	Teaching staff, Learning Mentor, support staff, Headteacher, Deputy Headteacher and SENCO
Job Purpose	To work in partnership with class teachers to assist pupils with severe needs and to support their learning in line with the national curriculum, codes of practice and school policies and procedures.
Principal Accountabilities	Working with individuals or small groups of children under the direction of teaching staff. To provide support to pupils with severe learning, behavioural, communication, social, sensory or physical difficulties.
Duties and Responsibilities	<p>Support for Pupils</p> <ul style="list-style-type: none"> • Understand specific learning needs and styles and provide differentiated support to pupils individually and within a group. • Establish positive relationships with pupils supported. • Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher. • Support pupils with activities which support literacy and numeracy skills. • Support the use of ICT in the classroom and develop pupils' competence and independence in its use. • To attend to pupils' personal needs including intimate care and help with social, welfare, care and health matters. • Carry out specific additional care tasks for individual pupils, only at the direction of a suitably qualified member of staff, and once full training has been given. • Promote positive pupil behaviour in line with school policies and help keep pupils on task. • Assist with implementing EHCP targets and 1 plans. • Supervise pupils for limited and specified periods including break-times, facilitating games and activities. • To assist with escorting pupils on educational visits. <p>Support for Teaching and Learning</p> <ul style="list-style-type: none"> • Implement planned learning activities / teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate. • Participate in planning and evaluation of learning activities with the teacher, writing reports and records as required. • Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved easily to the attention of the teacher.

	<ul style="list-style-type: none"> • To support learning by selecting appropriate resources/methods to facilitate agreed learning activities. • Assist the teacher and other staff in the implementation of care programmes. <p>Support for the Curriculum</p> <ul style="list-style-type: none"> • Assist with activities and resources to support specific curriculum areas, including literacy, numeracy, and ICT. • To assist with the display and presentation of pupils' work. <p>Support for the school</p> <ul style="list-style-type: none"> • Liaise with staff and other relevant professionals and provide information about pupils as appropriate. • To take an active role in the preparation, maintenance and control of stocks of materials and resources.
General	<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 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. • 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. <p>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.</p>

*Note: The trust has individually named suites for children with significant needs, e.g. Amazon Suite, Nurture and Ocean room etc. Hub has been used as a general descriptor.

Person Specification

SEND Learning Support Assistant – Ocean Room

A – Application Form

I – Interview

1. Qualifications and Experience	Essential	Desirable
Successful experience working with children in a school/early years Foundation Stage environment (A&I)	✓	
Educated to NVQ Level 2 in learning support/early years, NNEB or equivalent qualification/experience (A&I)	✓	
Experience working with ASD children (A&I)		✓
Experience working with ADHD children (A&I)		✓
Experience working with SEMH children (A&I)		✓
Good understanding of different ways of communicating with SEND children (A&I)		✓
Good understanding of different styles of learning (auditory, visual, kinaesthetic) (A&I)		✓
Good understanding of strategies to support SEND children (A&I)		✓
Good understanding of KS1 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	✓	
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 have a therapeutic approach to behaviour (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)	✓	