

29<sup>th</sup> August 2025

# **SCHOOL VACANCY BULLETIN**

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## Teaching Assistants with EYFS, KS1, and/or SEND Specialism

<b>Location:</b>	Thames View Infants, Bastable Avenue, Barking, IG11 0LG
<b>Hours:</b>	27.5 hours (08:45-15:15 daily) term-time only plus possible additional hours for breakfast club, after school clubs or a weekly planning meeting.
<b>Contract:</b>	Fixed Term Contracts (until 31 <sup>st</sup> March 2027).
<b>Salary:</b>	Scale 3-4 (depending on experience and qualifications) (£19,013 - £20,419) (pro-rata).
<b>Required:</b>	September 2025.
<b>Website:</b>	<a href="http://ThamesViewInfants.org">ThamesViewInfants.org</a>
<b>Email:</b>	<a href="mailto:Kelly.Ager@thamesviewinfants.org">Kelly.Ager@thamesviewinfants.org</a>
<b>Closing Date:</b>	Friday 12 <sup>th</sup> September 2025 at Midday.

Directors are actively recruiting caring and child-centred Teaching Assistants to join the team at our vibrant and friendly Academy. You'll be kind and caring and able to connect with children, able to bring out their best. Recent practical experience of working within similar settings is essential. **We're looking for passionate TAs with EYFS, KS1 or SEND experience!**

You will have a great work ethic, be professional, reliable, committed, resilient and keen to make a difference to the lives of our children and their families. You will have good communication skills, be flexible, able to embrace change and take on board advice. Good time keeping and punctuality is essential.

### The post holder's key responsibilities will be to:

- Support mainstream and high needs children across EYFS, KS1 or our Specialist SEND Provision.
- As directed, provide support in class alongside our existing Teaching Assistants implementing support programs, or supporting children with individual needs.
- Work in partnership with the Class Teacher and the Inclusion Team.
- Communicate well with families.

### As the successful candidate you will:

- Understand the developmental needs of young children and their families; and be able to form effective partnerships with families within our community.
- Be willing to learn and take on new challenges.
- Present as calm, confident and resilient.
- Be an effective team member who is professional, proactive and has a positive disposition.
- Have a good level of written and spoken English.
- Know the importance of safeguarding and child protection when working with the vulnerable and young children.

### Accordingly, we will offer you:

- An opportunity to work within an Outstanding Academy, a growing Multi Academy Trust, with additional incentives for running after-school clubs.
- A 2-week October Half-Term Holiday.

- A diverse and vibrant demographic, with a team of aspiring professionals, representing a rich ethnic blend.
- A career opportunity within an up-and-coming locality, with recent regeneration initiatives and good transport links to central London.

**Please note: Due to the expected high response to these vacancies, we reserve the right to close this campaign once we have a suitable pool of applicants, which could be prior to the published application closing date.**

Before you apply, come and see us for yourself! **Prior visits to school are most welcome and highly recommended.** Watch our promo video here:

<https://tinyurl.com/TVI-on-YouTube>

**Closing date: Friday 12<sup>th</sup> September 2025 (noon)**

*To apply: please complete the (a) **Non-Teaching Application Form** and the (b) **Safer Recruitment Form** from <https://thamesviewinfants.org/about-us/about-tvi/vacancies/>. Return both electronically to [Kelly.Ager@thamesviewinfants.org](mailto:Kelly.Ager@thamesviewinfants.org) (including “TA” in the subject line). **Please note, CVs will not be considered. Only new applicants need apply.** Our website offers tips and guidance about applying for a position at our School.*

Thames View Infants is an Outstanding School.

We comply fully with the ethos of safer recruitment and undertake all relevant checks, including enhanced DBS clearance. All candidates must disclose any spent or unspent convictions.

## Healthy Lunchtimes Assistants (mainstream and within our SEND provision)

**Location:** Thames View Infants, Bastable Avenue, Barking, IG11 0LG  
**Hours:** One hour daily, term time only (lunchtime, between 11:45-13:15).  
**Contract:** Fixed Term Contracts (until 31<sup>st</sup> March 2027).  
**Salary:** £12.88 per hour (£15.19 FTE).  
**Required:** September 2025.  
**Website:** [ThamesViewInfants.org](https://thamesviewinfants.org)  
**Email:** [Kelly.Ager@thamesviewinfants.org](mailto:Kelly.Ager@thamesviewinfants.org)  
**Closing Date:** Friday 12<sup>th</sup> September 2025 at Midday.

We are looking for enthusiastic people to join our lunchtime team.

The successful candidates will help our children, across the whole School, get the most from our healthy lunchtimes – whether helping children enjoy our delicious lunchtime menu, carefully supporting reluctant eaters, leading energetic sport and play in our large grounds. Working alongside the current lunchtime team, the HLA will help make our lunchtime experience as healthy as possible for our children.

We're looking for passionate Lunchtime Staff with with EYFS, KS1 or SEND experience!

Thames View Infants offers a 100% Cooked Meal Lunchtime provision. You will be expected to support the children across the whole school whilst eating. Outside, you will also need to be able to lead fun physical activities that are both engaging and appropriate.

You will need to be punctual, creative and able to demonstrate that you are able to use your own initiative and have a good understanding of the importance of healthy eating and physical activity. You will have a great work ethic, be professional, reliable, committed, resilient and keen to make a difference to the lives of our children and their families. You will have good communication skills, be kind, flexible, able to embrace change and take on board advice. Experience of engaging, working and playing with young children is essential. An up to date First Aid qualification would be desirable.

**Please note: Due to the expected high response to these vacancies, we reserve the right to close this campaign once we have a suitable pool of applicants, which could be prior to the published application closing date.**

Before you apply, come and see us for yourself! **Prior visits to school are most welcome and highly recommended.** Watch our promo video here:

<https://tinyurl.com/TVI-on-YouTube>

**Closing date: Friday 12<sup>th</sup> September 2025 (noon)**

*To apply: please complete the (a) **Non-Teaching Application Form** and the (b) **Safer Recruitment Form** from <https://thamesviewinfants.org/about-us/about-tvi/vacancies/>. Return both electronically to [Kelly.Ager@thamesviewinfants.org](mailto:Kelly.Ager@thamesviewinfants.org) (including "Lunchtime*

*Assistant" in the subject line).* **Please note, CVs will not be considered. Only new applicants need apply.** Our website offers tips and guidance about applying for a position at our School.

Thames View Infants is an Outstanding School.

We comply fully with the ethos of safer recruitment and undertake all relevant checks, including enhanced DBS clearance. All candidates must disclose any spent or unspent convictions.



**Midday Assistant**

**Location:** Valence Primary School, St George's Road Dagenham, RM9 5AJ  
Bonham Road, Dagenham, RM8 3AR

**Contract:** Casual

**Salary:** Scale 2 (Point 3)

**Hours:** 1.25 hours a day; 6.25 hours per week; 43.60 weeks term-time only

**Website:** [www.valenceprimaryschool.com](http://www.valenceprimaryschool.com)

**Email:** [jkenning@valenceprimaryschool.com](mailto:jkenning@valenceprimaryschool.com)

**Closing date:** 5<sup>th</sup> September 2025 at Midday.

**CORE PURPOSES OF THE JOB:**

- To ensure the safety and welfare of children throughout the lunch break
- To respond and relate to the children in accordance with school policies, ensuring the maintenance of a positive ethos and following guidelines regarding behaviour management
- To ensure the cleanliness and provision of dining room furniture and cutlery during the lunch break.
- To ensure children abide by dining room 'rules', especially use of cutlery and quiet behaviour.
- To ensure cutlery, beakers, furniture, and floors are cleared of debris and spillages throughout lunchtime and at the end of the lunch break in preparation for cleaning by School Catering staff.
- To ensure supervision of cloakrooms toilets and corridors during the lunch break
- Administer First Aid for minor injuries complying with guidelines
- To ensure Lunchtime Guidelines are adhered to regarding supervision of pupils, inside the dining room, car park and play areas
- To ensure supervision of adventure track complies with guidelines and risk assessment
- To ensure Lunchtime Guidelines are adhered to regarding supervision during wet lunchtimes
- To understand and comply with school Health and Safety policy (copy in restroom)
- To approach visitors entering school premises following agreed school procedure
- To understand and comply with the LEA's Equal Opportunities Policy
- Administer medication when necessary for a child with medical problems after undertaking training.
- SEND experience supporting children with additional needs.
- Monitor and manage work email communications on a daily basis.

These duties are neither exclusive or exhaustive and the postholder may be required to carry out such other appropriate duties as may be required by the Headteacher within the grading level of the post and competence of the postholder.

This job description may be amended at any time after consultation with you.



This position is not a permanent full time or part time role; the role holder will be asked to work when a need arises during term time.

We are looking to recruit enthusiastic people to join our mid-day team. The successful candidates will work during the lunchtime period leading and promoting playground games and social activity.

You will need to be creative and able to work on your own initiative.

Experience with SEND required as you will also support children with additional needs.

Closing date for this post will be Friday September 5<sup>th</sup> at noon.

Interviews will follow for selected candidates.

**Valence Primary is committed to safeguarding and promoting the welfare of children.**

**This post is exempt from the Rehabilitation of Offenders Act and a comprehensive screening process, including a disclosure check and an online check, will be undertaken on all applications.**

**References will be requested prior to interview.**

## Teaching Assistant

**Location:** Marsh Green Primary School, South Close, Dagenham, RM10 9NJ  
**Required:** September 2025.  
**Salary:** APT&C Scale 4 (pro rata).  
**Hours:** 27.5 hours per week (term time only).  
**Email:** [office@marshgreen.bardaglea.org.uk](mailto:office@marshgreen.bardaglea.org.uk)  
**Website:** [marshgreenprimary.com](http://marshgreenprimary.com)  
**Closing Date:** Friday 5<sup>th</sup> September 2025.  
**Interviews:** To be confirmed.

We are seeking to appoint an enthusiastic, self-motivated Teaching Assistant to support pupils across the school, including pupils with high needs.

You will be enthusiastic, kind, caring, always positive and encouraging. You will work in collaboration with Class Teachers, Teaching Assistants and the SENDCo when supporting pupils and demonstrate a positive 'can do' attitude. Experience of working with children in a similar setting is essential.

You will be reliable, committed, resilient and have good communication skills. You will be able to use your initiative, work with motivation and be flexible to take on new advice as well as able to share your own ideas.

Marsh Green is a good, community Primary School with dynamic leadership at all levels and enthusiastic, committed staff. We are committed to professional development and shared expertise both in school and in partnership with other schools. We value a culture of mutual respect, outstanding behaviour and attitudes to learning, founded on high expectations and an enjoyment of learning. Cultural education is at the heart of our school ethos; children are encouraged to develop all their talents and celebrate all their achievements!

**Closing Date:** Friday 5<sup>th</sup> September 2025

**Interview Date:** TBC

Visits to the school are welcomed by appointment. A Job Description, Person Specification and Application Form can be found on the job vacancies page of our website: [www.marshgreenprimary.com/job-vacancies/](http://www.marshgreenprimary.com/job-vacancies/)

Please send completed applications to [HR@marshgreen.bardaglea.org.uk](mailto:HR@marshgreen.bardaglea.org.uk) including **TEACHING ASSISTANT APPLICATION** in the subject line. We regret that we are unable to reply to unsuccessful applicants. Applicants selected for interview will receive an invitation by reply email. We look forward to receiving your application soon.

*Marsh Green Primary School is committed to safeguarding and promoting the welfare of children and young people and is an Equal Opportunities Employer. We welcome applicants from all backgrounds, cultures, and experiences. This post is exempt from the Rehabilitation of Offenders Act 1974 and a comprehensive screening process, including enhanced Disclosure check will be undertaken on all successful applicants.*

## Office/Midday Support Assistant

**Location:** Marsh Green Primary School, South Close, Dagenham, RM10 9NJ  
**Required:** September 2025.  
**Salary:** APT&C Scale 4 (pro rata).  
**Hours:** 22.5 hours per week (term time only).  
4.5 hours per day 08:30 to 13:00.  
**Email:** [office@marshgreen.bardaglea.org.uk](mailto:office@marshgreen.bardaglea.org.uk)  
**Website:** [marshgreenprimary.com](http://marshgreenprimary.com)  
**Closing Date:** Friday 5<sup>th</sup> September 2025.  
**Interviews:** To be confirmed.

We are seeking to appoint a friendly, enthusiastic and self-motivated Office/Midday Support Assistant to undertake receptionist/general office support duties and cover Midday Assistant, when required.

The school office is the first point of contact for visitors, parents and carers at the school and this is an integral role critical to the smooth operation. The successful candidate must have excellent communication skills, have knowledge and experience using school ICT software, be able to work within a busy office environment and overall, have a willingness to provide an outstanding service.

The successful candidate will also monitor the medical room and undertake some first aid duties; therefore, a first aid qualification is desirable or a willingness to undergo first aid training.

The post will also include Midday Assistant cover, **when required**. This involves teaching and promoting playground games and social activity. You will also help in the dinner hall promoting good manners and generally helping the children.

Marsh Green is a good, community Primary School with dynamic leadership at all levels and enthusiastic, committed staff. We are committed to professional development and shared expertise both in school and in partnership with other schools. We value a culture of mutual respect, outstanding behaviour and attitudes to learning, founded on high expectations and an enjoyment of learning. Cultural education is at the heart of our school ethos; children are encouraged to develop all their talents and celebrate all their achievements!

**Closing Date:** Friday 5<sup>th</sup> September 2025

**Interview Date:** TBC

Visits to the school are welcomed by appointment. A Job Description, Person Specification and Application Form can be found on the job vacancies page of our website: [www.marshgreenprimary.com/job-vacancies/](http://www.marshgreenprimary.com/job-vacancies/)

Please send completed applications to [HR@marshgreen.bardaglea.org.uk](mailto:HR@marshgreen.bardaglea.org.uk) including **Office/Midday Support Assistant Application** in the subject line. We regret that we are

unable to reply to unsuccessful applicants. Applicants selected for interview will receive an invitation by reply email. We look forward to receiving your application soon.

*Marsh Green Primary School is committed to safeguarding and promoting the welfare of children and young people and is an Equal Opportunities Employer. We welcome applicants from all backgrounds, cultures, and experiences. This post is exempt from the Rehabilitation of Offenders Act 1974 and a comprehensive screening process, including enhanced Disclosure check will be undertaken on all successful applicants.*

## **Learning Support Assistant**

<b>Contract:</b>	Permanent
<b>Location:</b>	John Perry Primary School, Charles Road, Dagenham, RM10 8UR
<b>Salary:</b>	Scale 4 Point 7 – 10 (Depending on experience)
<b>Hours:</b>	26.5 hours per week (5.5 hours per day) term time only.
<b>Email:</b>	<a href="mailto:hr@johnperry.bardaglea.org.uk">hr@johnperry.bardaglea.org.uk</a> .
<b>Website:</b>	<a href="https://johnperryprimary.co.uk/about/#job_vacancies">https://johnperryprimary.co.uk/about/#job_vacancies</a>
<b>Closing Date:</b>	Friday 5 <sup>th</sup> September 2025 at 12pm.
<b>Interviews:</b>	Thursday 11 <sup>th</sup> September 2025.

John Perry Primary is a 'Good' 3-form entry school. We have an exciting, inclusive and aspirational curriculum with good pupil outcomes at the end of each Key Stage. We are seeking to appoint highly effective staff who are motivated and determined to make a real difference to our children's lives. We aim to ensure that every child achieves and receives a broad and balanced education which fosters a love of learning. John Perry is a fully inclusive school with an Additional Resource Provision for autistic children across the primary age range.

We are looking to appoint an enthusiastic, caring and effective team player to join our team of LSAs to support the classroom teacher with their responsibility for the development and progress of all students, assist in the development of pupils' learning and the provision of care and the management of students' behaviour under the guidance of the teacher and Strategic Leadership Team.

You will need to hold an NVQ 2 or above to apply and have recent and relevant experience. You will have high expectations of work and behaviour. You will be able to work effectively in a team and be flexible, as well as be able to show initiative.

We can offer:

- A diverse, supportive and forward-looking community of staff and Governing Body
- Opportunities for Continuing Professional Development
- A dynamic, dedicated and hardworking team committed to school improvement
- A pleasant working environment in a friendly, successful school

Please visit our website [https://johnperryprimary.co.uk/about/#job\\_vacancies](https://johnperryprimary.co.uk/about/#job_vacancies) for an application pack or contact the HR Officer with any queries by emailing [hr@johnperry.bardaglea.org.uk](mailto:hr@johnperry.bardaglea.org.uk).

**Shortlisting: Friday 5<sup>th</sup> September 2025**

**Completed application forms must be returned to the following email address:**

[hr@johnperry.bardaglea.org.uk](mailto:hr@johnperry.bardaglea.org.uk) or delivered to the Admin Office, John Perry Primary School

**Please note that we will *only* communicate further with applicants shortlisted for an interview.**

*This role will involve contact with, and responsibility for, children and will amount to 'regulated activity'.*

*The school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The school may carry out online searches on shortlisted applicants. Appointments are also subject to satisfactory references/medical clearance/DBS and social media checks.*

*This post is exempt from the Rehabilitation of Offenders Act 1974 and a comprehensive screening process, including a Criminal Records Bureau Disclosure at Enhanced level, will be undertaken on all applicants. We welcome applications from all sections of the community, regardless of gender, race, religion, disability, sexual orientation or age. The school is therefore permitted to ask job applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview in order to assess their suitability to work with children."*

*John Perry Primary School is an equal opportunities employer.*







**School Placement Officer**

<b>Location:</b>	Trinity Special School (SEND), Heathway Dagenham, RM10 7SJ
<b>Salary:</b>	S02: £34,655
<b>Hours:</b>	35 hours per week, Monday to Friday, term time plus 5 days.
<b>Contract:</b>	Permanent.
<b>Required:</b>	As soon as possible.
<b>Website:</b>	<a href="http://trinityschool.face-ed.co.uk/Vacancies">trinityschool.face-ed.co.uk/Vacancies</a>
<b>Closing Date:</b>	Friday 5 <sup>th</sup> September 2025
<b>Interviews:</b>	To be confirmed.

Are you ready to make a meaningful impact in the lives of young people with special educational needs and disabilities (SEND) At Trinity Special School, we are committed to providing exceptional support and inclusive education for every learner.

**Overview**

We are now seeking a dedicated and detail-oriented School Placement Officer to join our team and help shape the future of our students through effective placement coordination, strategic planning, and collaborative partnerships.

**Key responsibilities:**

- Coordinate and manage pupil placements across all key stages, including post-16 and post-19 transitions.
- Lead on SEND consultations and tribunal processes, ensuring compliance with statutory requirements.
- Act as a key liaison between the school, local authorities, families, and external agencies.
- Support strategic planning and contribute to school improvement through data analysis and reporting.
- Ensure smooth transitions for students and maintain accurate records of NEET outcomes.

**Requirements:**

- Strong knowledge of the Children and Families Act 2014 and the SEND Code of Practice.
- Experience in SEND processes, EHCPs, and educational placements.
- Excellent communication, organisational, and data management skills.
- A commitment to inclusion, safeguarding, and achieving the best outcomes for students with SEND.
- A relevant qualification in education or administration (e.g., NVQ Level 3 or above) is essential, along with evidence of continued professional development in SEND or education law.

If the answer to all the questions above is YES, then we want to hear from you.

All applications should be made on the Trinity School application form available from the school website on:

<https://trinityschool.face-ed.co.uk/Vacancies>

**CVs will not be accepted and should not be submitted**

**Only those applicants that are shortlisted will be notified of the interviews**

Trinity School is committed to safeguarding and promoting the welfare of our pupils and expects all staff and volunteers to share this commitment. **All shortlisted candidates will undergo online searches, and their referees contacted prior to the interview.**

*An enhanced criminal record check via the DBS will be undertaken for the successful candidate.*

*This post is exempt from the Rehabilitation of Offenders Act and a comprehensive screening process, including a disclosure check will be undertaken on all applicants.*

## **Special Needs Teaching Assistants**

<b>Location:</b>	Trinity Special School (SEND), Heathway Dagenham, RM10 7SJ
<b>Salary:</b>	Scale 4, £23,131 Pro rata (Actual salary will be confirmed by Payroll).
<b>Hours:</b>	32.5 hours per week, term time only. 08:45 to 16:00 (Mon to Weds) and 08:45 to 15:15 (Thurs and Fri).
<b>Required:</b>	As soon as possible.
<b>Website:</b>	<a href="https://trinityschool.face-ed.co.uk/Vacancies">trinityschool.face-ed.co.uk/Vacancies</a>
<b>Closing Date:</b>	Friday 5 <sup>th</sup> September 2025 at Midday.
<b>Interviews:</b>	To be confirmed.

Trinity School is an all age (3 to 19) modern, vibrant Special School catering for the needs of students who have a wide range of learning difficulties including moderate, severe, profound and complex. A number of our pupils also have an Autism Spectrum Condition (ASC).

The school is looking to recruit a number of Special Needs Classroom Assistants to start as promptly as possible. Applicants could be appointed to work in the Primary, Secondary or Sixth Form Phases of our School.

- Are you interested in developing yourself to work as a Teaching Assistant in an “outstanding” school which has a commitment to high expectations, high standards for all in a quality environment?
- Do you have a positive attitude to and previous experience of working with young people or adults who have Special Educational Needs?
- Are you willing to put the needs of the children first and be flexible to ensure their needs are met?
- Are you keen to give the best possible service to our pupils and their families?
- Are you willing to learn?
- Are you willing to support the basic and personal care needs of our pupils, supporting them to work towards achieving independence?
- Do you hold a minimum of NVQ Level 2 or equivalent (5 GCSE's (or equivalent) Grade C/New Grade 4 or above, including Maths and English)?

If the answer to all the questions above is YES, then we want to hear from you.

All applications should be made on the Trinity School application form available from the school website on:

**<https://trinityschool.face-ed.co.uk/Vacancies>**

**CVs will not be accepted and should not be submitted**

**Only those applicants that are shortlisted will be notified of the interviews**

Trinity School is committed to safeguarding and promoting the welfare of our pupils and expects all staff and volunteers to share this commitment. **All shortlisted candidates will undergo online searches, and their referees contacted prior to the interview.**

*An enhanced criminal record check via the DBS will be undertaken for the successful candidate.*

*This post is exempt from the Rehabilitation of Offenders Act and a comprehensive screening process, including a disclosure check will be undertaken on all applicants.*

## Keyworker

<b>Location:</b>	Trinity Special School (SEND), Heathway Dagenham, RM10 7SJ
<b>Salary:</b>	Scale 5, £26,995 (Actual salary will be confirmed by Payroll).
<b>Hours:</b>	Full time, 35 hours per week, term time only. 08:30 to 16:00 (Mon to Thurs) and 08:30 to 15:45 (Fridays).
<b>Required:</b>	As soon as possible.
<b>Website:</b>	<a href="http://trinityschool.face-ed.co.uk/Vacancies">trinityschool.face-ed.co.uk/Vacancies</a>
<b>Closing Date:</b>	Friday 5 <sup>th</sup> September 2025 at Midday.
<b>Interviews:</b>	To be confirmed.

Trinity School is seeking to appoint individuals with special skills, enthusiasm and a high degree of commitment to working with students with the highest level of need and challenging behaviour arising from autism.

The Highly Specialist Behaviour Team (incorporating the Living and Learning Centre) provides specialist care and support for the development of independent, self-help, functional and vocational living skills for up to 19 pupils currently aged between 8-19 with an ASC diagnosis and associated challenging behaviours. The Living and Learning Centre is a unique provision which provides a service to the pupils for 48 weeks per year together with flexibility in the timing of the school day within a set period.

The job will require the successful candidate to work closely with one individual student and to take responsibility for the implementation of their educational, social and behaviour plan. As a Keyworker, you will be expected to develop a deep understanding of the needs of your allocated student. You will also be expected to carry out joint planning for your assigned student and to lead lessons in a curriculum area under the guidance of the Centre's Qualified Teacher.

Applications are welcomed from individuals who:

- have proven good experience of working directly with primary, secondary and/or sixth form aged pupils who have an Autistic Spectrum Condition diagnosis.
- have some experience of working with individuals who have challenging behaviour/communication difficulties and can prove that they have the resilience to work with young adults with complex needs
- have awareness and can describe the School's TEACCH (structure) pedagogy
- are willing and able to carry out manual handling tasks which could include assistance with students' personal care, auxiliary medical care and the management, under guidance, of difficult behaviours
- are committed to continuous professional development
- have a positive "can do" attitude and are very willing to learn
- are willing to work flexible hours
- some experience and basic skills of using ICT packages such as Microsoft Office (Word and Excel)
- possess at least a minimum of NVQ Level 2 (or equivalent is 4 GCSE's Grade A\* - C/new Grade 4 or above)
- are willing to follow assessment and recording procedures, as well as following relevant curriculum tasks

We will be able to offer you professional development and training along with shadowing, mentoring and coaching.

**We recommend all potential applicants arrange a visit to the LLC before making an application**

All applications should be made on the Trinity School application form available from the school website on <https://trinityschool.face-ed.co.uk/Vacancies>

**CVs will not be accepted and should not be submitted**

**Only those applicants that are shortlisted will be notified of the interviews**

Trinity School is committed to safeguarding and promoting the welfare of our pupils and expects all staff and volunteers to share this commitment.

**All shortlisted candidates will undergo online searches, and their referees contacted prior to the interview.**

*An enhanced criminal record check via the DBS will be undertaken for the successful candidate.*

*This post is exempt from the Rehabilitation of Offenders Act and a comprehensive screening process, including a disclosure check will be undertaken on all applicants.*



## **Learning Support Assistant**

**Location:** Sydney Russell School, Parsloes Avenue, Dagenham, RM9 5QT  
**Salary:** Scale 4 point 7-10 (£26,721-£27,888).  
**Hours:** 35 hours per week, term time only.  
**Email:** [office@sydneyrussellschool.com](mailto:office@sydneyrussellschool.com)  
**Website:** [www.sydneyrussellschool.com](http://www.sydneyrussellschool.com)  
**Closing Date:** 31<sup>st</sup> August 2025.

### **Purpose:**

The Learning Support Assistant (LSA) will play a key role in creating the conditions for our SEND and most vulnerable students to be successful and achieve their full potential at school. They will be required:

- To provide support for students, teachers and the school in order to maximise the progress of all students.
- To support those identified as having learning needs, complex needs and or social emotional and mental health, by utilising their levels of knowledge and skills when assisting with planning, monitoring, assessing and managing classes.
- To encourage students to become independent learners, to provide support for their welfare, and to support the inclusion of students in all aspects of school life.
- To provide a personalised programme of support for students with SEMH to further develop their behaviour for learning.
- To keep abreast of current legislation in relation to special educational needs, approaches to student learning and attend training where appropriate.
- To work collaboratively with teaching staff and assist teachers in the whole planning cycle.
- To complement teachers' delivery of the curriculum and contribute to the development of students, school policies and strategies.

## **Main Duties and Responsibilities**

### **Support for the Students**

- Implement strategies that enable students with special educational needs including social emotional, mental, and health needs to meet their learning objectives and progress targets. This will include providing individual support to students and groups of students both in lessons and in other contexts.
- Set challenging and demanding expectations that promotes self-esteem and independence.
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of students' work.
- Act as a reader/scribe/invigilate for identified students.
- Use gap analysis data to inform and deliver interventions/focus groups.
- Lead meetings with SENS students and their parents/carers.
- Attend parent evenings.
- Adapt and customise curriculum materials.

### **Support for the Teacher:**

- Undertake student record keeping and updating records, information and data, producing reports as required.



- Monitor students' responses to learning activities and accurately record achievement/progress as directed.
- Commit to planning meetings.
- Adhere to Teacher Learning Support Assistant agreement.

#### **Support for the Curriculum:**

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to student responses.
- Use equipment/resources required to meet the objectives of the lesson.
- Provide information for discussions and meetings with teachers.
- Attend relevant meetings/training.

#### **Support for students in the absence of the teacher:**

- To ensure that students whose teachers are absent follow the agreed next steps of learning.
- To create a calm and purposeful environment in which students can meet expected outcomes for the lesson.
- To liaise with teachers, Heads of Department, Heads of Year and Phase Leaders, where appropriate regarding cover work and follow up any issues that may have arisen.
- To register and record student attendance.

#### **Support for the School:**

- Contribute to the overall ethos and culture of the school.
- Participate fully in the wider life of the school.
- Be aware of and comply with child protection procedures, health and safety and security, confidentiality and data protection.
- Assist with the supervision of students out of lesson times, including before and after school and at lunchtime.
- Liaise with parents/carers of identified students; ensure that there is regular communication with and reporting to parents/carers and that all paperwork is completed accurately and in a timely manner, in particular for review purposes.
- To undertake additional or other duties as may be appropriate to achieve the objectives of the post and as directed and deemed appropriate by the Line Manager.
- Maintain good relationships with colleagues and work together as a team.
- Participate fully in the School's Self-Review, Appraisal/Staff Review and School Improvement Plan procedures.

### **REVIEW ARRANGEMENTS**

The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that over time the nature of individual jobs will change, existing duties may no longer be required, and other duties may be gained without changing the general nature of the duties or the level of the responsibility entailed. Consequently, the school will expect to revise the job description from time to time and will consult with the post holder at the appropriate time.

### **CONDITIONS OF EMPLOYMENT**

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (The contract). The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body:

- To uphold the school's policy in respect of child protection matters
- The post holder may be required to perform any other reasonable tasks after consultation
- This Job Description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed
- This Job Description is not necessarily a comprehensive definition of the post. It may be subject to modification at any time after consultation with the post holder

**To apply please complete the online application form and email to:**

**[recruitment@sydneyrussellschool.com](mailto:recruitment@sydneyrussellschool.com)**

***We are committed the safety and welfare of all children and expect all staff and volunteers to share this commitment. A fully enhanced clear DBS is essential for this post.***

