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**Headteacher:** Ms N. Riches BEd (Hons) NPQH

**Deputy Headteacher:** Mrs S Jones BA (QTS)

**Administrative Officer:** Mrs C. Haines

October 2025

**Special Needs Assistant and Lunch Time Supervisor term time only fixed term one year**

**Grade B - £24,796 - £25,128 (pro rata)**

**Start date 3<sup>rd</sup> November 2025**

**Monday to Friday 12.10pm -3.15pm**

Dear Candidate,

Thank you for your interest in the post of Special Needs Assistant at Freegrounds Infant School. I hope that the information provided in this pack is useful and helps you decide you would like to apply for the position.

We are seeking to appoint an enthusiastic and dynamic individual who will, in their main capacity during the mornings, work alongside the class teacher to support learning for a small group of pupils with additional needs based within the classroom.

Although working under the direction of the teacher, the successful candidate will be able to use their initiative to adapt learning experiences to best suit the needs of individual children and have a firm commitment to providing the very best outcomes for our pupils.

The position also involves taking on the role of Lunchtime Support Assistant, supporting children with their midday meal and facilitating play on the playground.

Freegrounds Infant School is a three form entry infant school, in the village of Hedge End, on the outskirts of Southampton. We were judged as good by Ofsted in our last inspection in February 2023 and we have been awarded the Inclusion Quality Mark and status as a Centre as a Flagship school for three consecutive years.

We are a school that thrives on using new and innovative approaches and technologies to support and enhance learning which ensure a personalised approach for all our children.

If you would like to be part of our vibrant and dynamic team we would be keen to hear from you.

Visits to the school are warmly welcomed. Please telephone the school to arrange a visit on 01489 782075.

Yours faithfully

*N. Riches*

Ms N Riches BEd (Hons) NPQH  
Headteacher



## Special Needs Assistant Person Specification

\*(Please note candidates will not be shortlisted if they do not meet this entry criteria).

	<b>Essential</b>	<b>Desirable</b>
Qualifications	<ul style="list-style-type: none"> <li>• <b>GCSE grade C or above or equivalent in English and Maths or equivalent.</b></li> </ul>	<ul style="list-style-type: none"> <li>• Further training or development in relation to school based practice and teaching and learning.</li> <li>• Relevant NVQ2 childcare qualification or equivalent.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• <b>Recent experience of working in a school/educational setting in a paid capacity in a substantive class-based role or as a volunteer.</b></li> <li>• Experience of working as part of a team.</li> <li>• Experience of organising activities/ experiences for children.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with children who have special educational needs.</li> <li>• Experience of working as a LSA/SNA with children in an infant school setting.</li> </ul>
Professional Knowledge	<ul style="list-style-type: none"> <li>• A sound knowledge of how children learn and strategies to support behaviour and pupil engagement.</li> <li>• Can use ICT effectively to support learning.</li> <li>• A sound knowledge of how to modify learning experiences for children with Special Educational needs, in particular speech and language, learning skills, social interaction and self-help skills to enable them to learn.</li> <li>• A good understanding of phonics and how it is used to help children read and write.</li> <li>• A good understanding of how Assessment for Learning is used to move children's learning forward.</li> <li>• Able to make contributions to planning through feedback and assessment.</li> <li>• A good understanding of strategies to support and promote positive behaviour.</li> </ul>	<ul style="list-style-type: none"> <li>• Working knowledge of national/foundation stage curriculum, particularly literacy and numeracy requirements, and other relevant learning programmes/strategies.</li> </ul>
Communication	<ul style="list-style-type: none"> <li>• Good communication skills and ability to clarify and explain instructions clearly.</li> <li>• <b>A high standard of both written and spoken English.</b></li> <li>• Confident in the use of technology to communicate with peers (email, performance recording software).</li> </ul>	
Personal Qualities or Skills	<ul style="list-style-type: none"> <li>• Empathy with pupils and sympathetic to their needs.</li> <li>• Professionally discreet and able to respect confidentiality on particular issues.</li> <li>• Well developed interpersonal skills enabling effective relationships with a variety of people.</li> <li>• Able to work under direction or use own initiative.</li> <li>• Calm and Patient.</li> <li>• Empathetic.</li> <li>• Organised and reliable.</li> <li>• Resourceful and flexible.</li> <li>• Tolerant.</li> <li>• A good sense of humour.</li> <li>• Committed to achieving the best outcomes for pupils.</li> </ul>	

### Closing date for applications: 12 noon Monday 6<sup>th</sup> October 2025

This school is committed to the safeguarding of children. Any discrepancies or anomalies in the information provided, issues arising from references and the suitability to work with children will be explored as part of the interview procedure. The successful candidate will be subject to a Disclosure and Barring Service Check. The interview process will include an assessment of the candidate's suitability for working with children.