



GOSDEN HOUSE SCHOOL

Learning Assistant

Recruitment Pack

October 2026

Job Advert

Job Title: Learning Assistant

Location: Gosden House School, Guildford

Hours: Full Time, Term-time only

Reporting to: Assistant Heads, Primary and Secondary

Salary: Dependent on experience:

PS3; £25,133, actual (30 hours) £18,018

PS4; £25,879 - £27,710, actual (30 hours) £18,553 - £19,866

Full-time is based on 30 hours per week, term-time only – 39 weeks per year. You must be able to demonstrate a passion for working in a special school setting and with children and young people with additional needs. We are committed to staff development so we will help you to develop your skills and expertise.

We require a good general education, a minimum of 5 GCSEs or equivalent preferred. GCSE English and Maths grade 4 or above or equivalent level 2 functional skills.

This role will be on a six month probationary period.

What We Offer

- Supportive school community.
- Wellbeing initiatives.
- Local Government Pension Scheme

To Apply

Before applying, please ensure that you visit our website to read the job description and person specification. CV's will not be accepted. All applicants must complete the Support Staff Application Form

Deadline for applications: Monday 16th November, 9am

Interviews: w/c 23rd November

Start date: 4th January 2027

Safeguarding

Gosden House School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The appointment will be subject to satisfactory references and an enhanced disclosure through the Disclosure and Barring Service (DBS).

JOB DESCRIPTION

Equal Opportunities. This Job Profile is operated within the guidelines and conditions of the School Equal Opportunities Policy.

Purpose of Post

The position of Learning Assistant allows for a flexible and developmental approach to working with children in accordance with the aims of the Gosden House School Vision.

Key activities and Responsibilities

Supporting Pupils

- Provide individual and small-group support to pupils with SEND.
- Assist pupils in accessing learning activities and adapting materials where appropriate.
- Support pupils with communication, social interaction, emotional regulation and behaviour.
- Encourage independence, confidence and self-esteem.
- Support pupils with personal care needs where required.
- Promote inclusion within the classroom and wider school community.

Supporting Teaching and Learning

- Work alongside teachers to deliver planned learning activities.
- Help implement Education, Health and Care Plans (EHCPs) and Individual Support Plans.
- Prepare and organise learning resources.
- Observe, monitor and record pupil progress and feedback to teaching staff.
- Support assessment activities as directed by the teacher.

Supporting Behaviour and Wellbeing

- Promote positive behaviour in line with school policies.
- Support pupils during transitions, break times and educational visits.
- Assist in implementing behaviour support strategies.
- Foster positive relationships with pupils, encouraging emotional wellbeing.

Working with Staff and Parents

- Liaise effectively with class teachers and colleagues.
- Attend meetings and training relevant to the role.
- Maintain confidentiality regarding pupils and families.
- Contribute to reviews and discussions about pupil progress when appropriate.

Expectations

- To uphold the values and behaviours of the organisation.
- To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.
- To maintain high standards of health, safety and welfare at work and take reasonable care for the health and safety of themselves and others.
- To understand and carry out role in line with agreed standards, expectations & qualifications.
- Contribute to and influence children's learning and personal development.
- To comply with safeguarding policy and procedures.

PERSON SPECIFICATION

Qualifications

- Good general education, a minimum of 5 GCSE's or equivalent preferred.
- GCSE or equivalent Level 2 grade in English and Maths.

Experience and Interests

- Experience is not required but candidates should demonstrate an interest in working with young pupils with SEN.

Professional Qualities

- Good level of written and spoken English.
- IT literate.
- Able to follow instructions and use initiative in order to carry out the role.
- Commitment to the development and maintenance of good relationships with staff, parents, pupils, governors and the community.
- Demonstrates flexibility appropriate to circumstances.
- Communicates enthusiasm and energy.
- Commitment to the safety and wellbeing of children and young people

Skills & Aptitudes

- Ability to work individually or as part of a team.
- Good communication skills.
- Ability to form appropriate, respectful relationships with children and young people.
- Ability to plan and prioritise regular and irregular tasks.
- Ability to clarify and explain instructions to pupils.
- Ability to maintain records and pupil files.
- Personal care support