



Widford Lodge Preparatory School

Proprietor: Louise Gear
Headteacher: Michelle Cole

 01245 352381

 www.widfordlodge.co.uk

 admin@widfordlodge.co.uk

Job Description

Widford Lodge School is looking for a friendly, caring person to join our team as a skilled 1:1 Learning Support Assistant, to start in June 2026 or as soon as possible thereafter.

We are seeking a caring, experienced and enthusiastic 1:1 Learning Support Assistant to support a child in Preschool on a one-to-one basis. This role will involve working closely with the child's key worker, the preschool staff, SENCO and wider staff team to help the pupil access learning, develop confidence and thrive within our school environment.

The position is initially on a fixed term contract from June 2026 to July 27, working Monday, Tuesday, Thursday and Friday mornings, plus five inset days; the hours are 8:15am to 12noon, we would be aiming to increase hours as and when the child stays for full days.

Widford Lodge is a unique and special learning environment. We have been inspiring a love of learning in pupils between the ages of 2 ½ and 11 for over 90 years. Today we are proud to provide a caring, inclusive and diverse environment for our school community, offering a broad and balanced academic curriculum in a stimulating setting full of opportunities in which children can thrive. We are a supportive and caring team, working in a collaborative environment. We can offer you an attractive rate of pay, on-site parking and high-quality free lunches.

Job Purpose

The successful candidate will support one child in Preschool. We are seeking someone with a calm, nurturing and flexible approach who is committed to making a meaningful difference to a child's early school experience.

Support for pupils

- support pupils' learning activities, attend to additional learning needs, and help in development;
- contribute to the health and well-being of pupils;
- establish and maintain relationships with individual pupils;
- be an effective model for pupil behaviour.

Support for the teacher

- help with classroom resources and records;
- contribute to the management of pupils' behaviour, both in the classroom and on the playground, as required;
- provide support for learning activities;



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- liaise effectively with the key worker and preschool staff with regard to the pupil being supported.

Support for the school

- work as part of a team.
- contribute to the maintenance of pupils' safety and security;
- review and develop their own professional practice;
- recognise confidentiality, child protection procedures, Health & Safety, and adhere to the policies of the School;
- Keep accident, incident records;
- Assist in the recording of pupils' progress;
- Attend staff meetings;
- Any other duties appropriate to the post as directed by the school Proprietor, Headteacher and line manager.

Qualifications

Applicants should be organised, good communicators, have experience working with children and must have at least GCSE (or equivalent) English and Maths, grade 5 and hold a full and relevant Early Years Level 3 qualification (see the Early Years Qualifications List ('EYQL') on GOV.UK').

Salary will depend on qualifications and experience and will be approximately £13-£14 per hour.

How to apply

We welcome visits to the school - please contact us on 01245 352581 to arrange a visit.

Please do visit our website www.widfordlodge.co.uk for information about the School and our application and recruitment procedures.

Any application must be made using our application form and emailed to Carly Moore at: headteacherpa@widfordlodge.co.uk

Closing date: 27th April 2026

Interviews: morning of Tuesday 5th May 2026

It is the School's policy to employ the best-qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age. Applicants must be



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willing to undergo child protection screening including checks with past employers and the DBS. All new posts within the School are subject to a probationary period.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.