

## Key Information Sheet - Learning Support Assistant at The Hawthorns School

This sheet sets out the key information for candidates applying for the above post. Please read this information carefully and retain this sheet for reference during the application process.

### Application process

Applicants must download and complete the SEAX Trust Application Form and submit it directly to [admin@thehawthornsschool.com](mailto:admin@thehawthornsschool.com) before the closing date of **1<sup>st</sup> May 2026**. We are recruiting for several positions and **reserve the right to close the vacancy once all posts are filled successfully**.

All applicants are strongly advised to read the job description and person specification for the post prior to submitting their application.

### Selection process

Applications will be ranked against the person specification for the role. All shortlisted applicants will be subject to a face-to-face interview with the selection panel. There may also be a skills test/teaching observation or practical assessment.

Further details regarding selection panel members and any planned assessments will be made available to shortlisted candidates in due course.

### Shortlisted candidates

Applicants who have been shortlisted for the post will be notified as soon as reasonably practical upon completion of the shortlisting process.

### References

References are required at interview, as they form an important part of the selection process. Referees will therefore be contacted **prior to the interview date** in relation to all shortlisted candidates. Please ensure that you have given consent to your referees so that provision can be made without delay.

### On-Line Checks

In line with statutory requirements, SEAX Trust carries out online searches (including social media) as part of its due diligence on all shortlisted candidates. This helps to identify any incidents or issues that have happened, and are publicly available online, which the Trust might want to explore with the applicant at interview.



All teaching and support staff new to employment with the SEAX Trust will be required to satisfactorily complete a six month probationary period.

### Interview date

Interviews will be held at The Hawthorns School, Thornhurst Road, Chelmsford, Essex, CM1 2XT week commencing **4<sup>th</sup> May 2026**. Please note the school does not reimburse candidates for interview expenses.

### Further information and school visits

Applicants who require further information or would like to visit the school should contact Helen McLean on 01245 207607.

### Key Information regarding Terms and Conditions

**Hours per week:** 33 hours per week

**Working weeks per year:** 40 working weeks per annum (39 term time + 1 additional week)\*

	Start	Finish	Start	Finish	Total Time
Sun	00.00	00.00	00.00	00.00	00.00
Mon	08.15am	Each working day includes a 30 minute unpaid lunch break. Exact times will be determined by your Headteacher.		3.15pm	6hr 30min
Tue	08.15am			4.00pm	7hr 15min
Wed	08.15am			3.15pm	6hr 30min
Thu	08.15am			3.15pm (*4.00pm)	6hr 30min
Fri	08.15am			3.00pm	6hr 15min
Sat	00.00	00.00	00.00	00.00	00.00
<b>Total</b>					<b>33 hours</b>

\*Please note, you are paid one extra working week per annum to cover your attendance at parents' evenings, staff meetings and for preparation. Part of this allocation allows your contract to be extended by 30 minutes on one day per week. Normally, this will be on Thursdays, but this will be determined by the Headteacher.

## Part time posts

Pro-rated holiday entitlement for this post is 5.8 weeks per annum, dependent on length of service.

The successful candidate will work during each week of term time including non-pupil days. In addition, they will be paid one extra working week per annum to cover attendance at extended CPD, parents' evenings, staff meetings and preparation as agreed in advance with their line manager.

Holiday will be deemed to be taken during school closure periods. There is no entitlement to take holiday during term time.

## Pay

This post is paid on LGPCD Pay Scale 3-4 (depending on experience). The full time pay range for this role is £25,989 to £27,254 per year and so the actual starting salary for this part-time post will be **£20,360.87\***.

\*These figures include the holiday pay entitlement for someone with **less than five years' continuous service**, as specified by the Essex County Council Modification Order.

Employees are paid in twelve equal monthly payments per year.