



Penn Wood Primary and Nursery School
Penn Road, Slough Berkshire, SL2 1PH
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October 2026

Dear Candidate,

I am delighted to hear of your interest in the position of Learning Support Assistant (LSA) at Penn Wood Primary and Nursery School.

Penn Wood is a large school with a family-feel which values teamwork and invests in quality development of staff. We know relationships are central to success and believe that *putting staff first* ensures that our children receive excellent teaching and access to a high-quality curriculum. Our LSA team are crucial to our success and their dedication and drive ensures that our children get the best from the best.

Penn Wood has excellent facilities and a vibrant attractive learning environment with staff parking. We have a team of specialist teachers and coaches for PE, music, and computing and can offer support from a highly-experienced and supportive team. As a Talk for Writing Training Centre, staff pride themselves on excellent teaching of English and we are part of the Voice 21 project, prioritising oracy in our classrooms and beyond.

We were thrilled, when Ofsted visited us in July 2025, to be awarded outstanding in all areas and wish to recruit an ambitious and determined LSA to our school community so that we continue to grow and be our best.

I enclose a Job Description and Person Specification for the role. Applications from ambitious and driven LSAs are welcomed. The post is being advertised flexibly as an **Experienced LSA or Early Career LSA** to enable candidates with differencing experience to apply. Successful applicants will express passion and determination to support young children with Special Educational Needs, although candidates wishing to apply for an experienced LSA role, should show evidence of experience, effectiveness and excellence in their application.

Although this is advertised as a temporary post, this will be reviewed at the end of the Spring term.

Please complete the application and write your personal statement using the person specification requirements. Please note that shortlisting will assess how your supporting statement addresses the Person Specification and it is vital that you ensure that you fully address the criteria and demonstrating your knowledge, skills and experience.

Although the closing date is Thursday 22nd October 2026. **We would welcome early applications** and these will be considered on receipt. Shortlisted candidates will be invited to an interview process, which will include a series of tasks and a short interview.

I thank you for your expression of interest and wish you the very best in the process. Please do not hesitate to contact us to find out more or arrange a visit. We look forward to welcoming you soon.

Best wishes,

Claire Fletcher
Headteacher

Headteacher: Mrs C. Fletcher
Deputy Head: Mrs J. Shears
Deputy Head: Mrs E. Mann



Talk for Writing

