



Penn Wood Primary and Nursery School
Penn Road, Slough Berkshire, SL2 1PH
Telephone: 01753 521811
Email: enquiries@pennwood.slough.sch.uk

2nd March 2026

Dear Candidate,

I am delighted to hear of your interest in the learning support position at Penn Wood Primary and Nursery School.

We are looking for an experienced Learning Support Assistant (LSA) to join Penn Wood, as a permanent member of staff from March 2026 and hope that you feel you have the necessary knowledge and skills to fulfil the role.

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. We have an established history of developing staff at the early stages of their careers as well as supporting more experienced staff in their professional journey as teachers and leaders. We would be interested in a candidate who may wish to pursue teaching as a future career as we have, over time, facilitated staff members to take this route to gain QTS.

You will need to demonstrate your commitment to improving your own practice, share how you ensure the best outcomes for our pupils and explain how you currently contribute to our pursuit of excellence. This is an opportunity for an experienced LSA, who is confident in also providing ad-hoc teacher cover.

We invite you to explore the full details of the role through the enclosed Job Description and Person Specification.

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 10th April 2026, we would be delighted to consider early applications on receipt. We would encourage you to submit an application at the earliest opportunity. Shortlisted candidates will be invited to a panel interview with senior leadership and will complete a series of tasks.

We look forward to receiving your application.

Best wishes,
Claire Fletcher
Headteacher

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



Talk for Writing

