



THOMAS WILLINGALE SCHOOL AND NURSERY

The Broadway, Loughton, Essex. IG10 3SR. Tel: 020 8508 7287 Fax: 020 8502 5364

Headteacher: Miss T. Phillips B.A. (Hons.), PGCE

Full time Inclusion Assistant (Special Educational Needs and Disabilities department)

Thomas Willingale School

Salary: Scale 5 (£27,694-£29,064 + £1,045 inner fringe allowance) Pro Rata

Contract: Full time, Permanent

Start Date: 1st September 2026 (Negotiable for the right candidate)

At Thomas Willingale School, inclusion is at the heart of everything we do. We are proud of our nurturing, ambitious and supportive environment, where every child is known, valued and given the opportunity to succeed.

We are seeking a highly organised, compassionate, and proactive Inclusion Assistant to join our dedicated Inclusion Team.

You will work closely with our Assistant Headteacher (Inclusion) and a well-established team including our SENDCo, Family School Coordinator, School Therapist, Wellbeing Team, and Mental Health Lead.

This is a varied and rewarding role combining administrative excellence with meaningful pupil support, ensuring our most vulnerable children and those with SEND receive the highest quality provision.

We warmly welcome and encourage **informal visits to the school prior to application**, so that you can experience our inclusive ethos and meet our team.

We are looking for someone who has:

- NVQ Level 3 qualification (or equivalent)
- Strong administrative and organisational skills
- Excellent literacy and communication skills
- Confident using computerised systems and databases

Website: www.thomaswillingaleprimary.co.uk

Email address: admin@thomaswillingale.essex.sch.uk



- Passion for supporting children with SEND and vulnerable pupils
- Compassionate, professional, and able to work as part of a team
- Flexible and willing to support pupils when needed

Our Inclusive Culture

At Thomas Willingale School, we:

- Prioritise high expectations for all pupils, regardless of need or background
- Use adaptive teaching and personalised approaches to support every learner
- Invest in staff development and collaborative practice
- Provide strong pastoral care and place wellbeing at the centre of our work

We Offer:

- A highly supportive and collaborative Inclusion Team
- Strong leadership and a shared commitment to inclusion across the school
- A culture where staff wellbeing is genuinely prioritised
- A comprehensive **Employee Assistance Programme (EAP)**, including access to counselling and wellbeing support
- Opportunities for ongoing professional development and career progression

Thomas Willingale School is committed to safeguarding and promoting the welfare of children. All appointments will be subject to enhanced DBS checks and satisfactory references.

How to Apply

Please complete the application form and provide a supporting statement outlining your experience and commitment to inclusive practice.

Closing Date: 12pm 23rd April

Interview Date: 8th May

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