

# Learning Support Assistant Recruitment Pack





# WELCOME

We are looking for a Learning Support Assistant to join our friendly and supportive team at Peartree Primary School.

We have a strong ethos of pupil and staff wellbeing, and are creating an inclusive, happy environment where all children are given the tools they need to succeed.

Visits to the school are welcome, please get in touch if you would like to arrange this.

# PEARTREE PRIMARY SCHOOL

---

Peartree is a friendly and inclusive school, with a strong family feel.

Our whole community works together to ensure that children grow into confident, happy and curious learners who enjoy coming to school each day. Children love our extensive grounds and Forest School sessions, where they can learn and have fun in the great outdoors.



*“Pupils are enthusiastic about their experiences at this school. They appreciate how staff care, want them to succeed and have high standards for them. Pupils demonstrate positive attitudes to their learning.”*

~ Ofsted, April 2025

## Inspiring Ambition

# KEY INFORMATION

---

**Age range:**

4 to 11

**Location:**

Welwyn Garden City, Herts

**School type:**

Academy converter  
Ivy Learning Trust

**Pupils on roll:**

187

**Children eligible for FSM:**

36.9%

**2025 KS2 results:**

75% achieved expected  
standard (combined)

**Ofsted:**

Good, April 2025



*“Pupils are safe and happy here. They find lessons interesting, enjoy all the different trips they go on and the range of sports activities available at breaktime. The school is calm and welcoming.”*

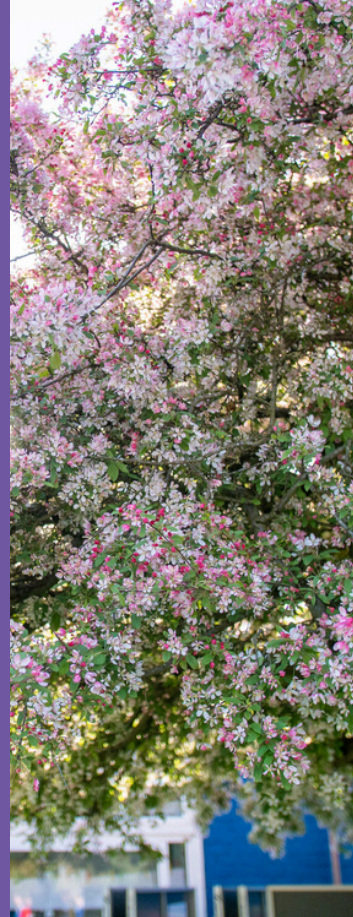
*~ Ofsted, April 2025*

## Our Vision

Ivy is a charity and our purpose is to provide education for the public benefit.

### We have four guiding principles:

- We are one family of schools.
- Good education is a birthright.
- We make it easy to make a difference.
- Local leaders know their communities best.



Ivy Learning Trust is a family of schools dedicated to giving children a great education. We formed our Trust in 2017 with two Enfield primary schools, Brimsdown and Lavender, in order to formalise the already close working relationship between them. We now have a network of 17 primary schools across North London and Hertfordshire.

This collaboration has enabled our community to benefit from the expertise and talents at each joining school, with leaders sharing successful techniques and innovations. Staff enjoy better access to CPD programmes and opportunities to develop their careers. We are a supportive community, dedicated to ensuring that no one is left behind and that everyone benefits from being part of our Trust.

# OUR SCHOOLS



# 17

*Schools*

*All Good,  
Outstanding or  
Expected Standard+*

SCHOOL	LOCATION	JOINED	OFSTED
1. Lavender	Enfield	2017	Good (2025)
2. Brimsdown	Enfield	2017	Good (2023)
3. Churchfield	Enfield	2018	Good (2022)
4. Eastfield	Enfield	2018	Good (2022)
5. Larkspur	Hertfordshire	2018	Good (2023)
6. Walker	Enfield	2019	Good (2023)
7. The Wroxham	Hertfordshire	2019	Good (2024)
8. Woodside	Hertfordshire	2020	Good (2025)
9. Crabtree Infants	Hertfordshire	2021	Outstanding (2024)
10. Crabtree Junior	Hertfordshire	2021	Outstanding (2023)
11. Peartree	Hertfordshire	2022	Good (2025)
12. Martins Wood	Hertfordshire	2022	●●●●●●●● (2025)
13. Watchlytes	Hertfordshire	2022	●●●●●●●● (2025)
14. Round Diamond	Hertfordshire	2023	Outstanding (2025)
15. Windhill21	Hertfordshire	2024	Outstanding (2025)
16. Richard Whittington	Hertfordshire	2024	Good (2019)
17. De Bohun	Enfield	2025	Good (2020)

*\*Schools inspected since joining Ivy.*

# WORKING AT IVY



“

*Staff are overwhelmingly proud to be part of the school community. Regular training helps staff stay sharp and keep ahead of the game. Senior leaders do much to look after staff's wellbeing.*

*~ Ofsted, Crabtree Junior, 2023*

”

When you join Ivy, you'll have access to a comprehensive range of benefits, designed to support your career progression and wellbeing. As a Trust, we offer an inclusive work environment, recognise and reward excellence, encourage creativity and support ongoing professional growth.



Employee Assistance Programme with access to free counselling, mental health and financial support



Professional development with defined careers pathways and paid study leave



Tax free childcare scheme and admissions priority for the children of school employees



Pension scheme



National pay in line with STPCD



Flexible working available



Cycle to work scheme



Discounted gym membership



Occupational health service

# JOB DESCRIPTION

---

## Overall Purpose of the Post

- To support the school leadership team to achieve their aim of providing high quality education for all children.
- To work in conjunction with the class teacher to support children's learning and to share in the care and wellbeing of the children throughout the school.
- To take groups/work with individuals as directed by the teacher.
- To take the lead on identified interventions, including completing training, assessing children, monitoring progress and reporting this to teachers.
- To manage effective running of the dining hall during lunchtime.
- To support children whilst in the dining hall during lunchtime.
- To support lunchtime first aid.
- To cover for class teachers where alternative cover is not available.

## Main Duties and Responsibilities

- To work in collaboration with the school leadership team to provide the best possible education and support for all children throughout the school.
- Work or play with individuals or small groups of children to assist in the delivery of the planned curriculum, as directed by the class teacher / SENDCo.
- Set up group activities under the guidance of the class teacher.
- Provide support and assistance for children's pastoral needs (e.g. dressing, going to the toilet, caring for sick, injured or distressed children).
- Act as a role model and demonstrate the school values throughout all interactions (with staff, children, parents and other stakeholders).
- Demonstrate excellent timekeeping.
- Be aware of and support school policies and procedures including the Ivy Code of Conduct.
- Maintain appropriate confidentiality.
- Report any concerns regarding children's welfare or education to the class teacher.

# JOB DESCRIPTION

---

- Under the direction of the Class Teacher, liaise with parents as appropriate on routine matters, maintaining sensitivity and confidentiality at all times.
- Assist with the reception and departure of children at the beginning and end of school sessions.
- Accompany classes and small groups of children on educational visits.
- Assist with the preparation of resources.
- Help the inclusion of all children, including those with EAL and supporting individual children who find it difficult to form relationships or successfully access the curriculum.
- Work with outside agencies, such as Educational Psychologists, by liaising and supporting their work with pupils.
- Assist pupils with physical needs and difficulties.
- Develop skills and knowledge and complete training programmes as directed by the SENDCO or Headship team.
- Supervise the pupils when they are in the dining room eating lunch, encouraging good social skills and manners.
- Clear up the dining room after the lunch break including clearing any food and wrapping left on the tables, wiping the tables and chairs, and sweeping the floor.
- Supervise any indoor activities and maintain the health, safety, welfare, good conduct and safeguarding of pupils during the midday break, having regard to special or additional needs.
- Encourage pupils to select and eat healthy balanced meals.
- Encourage children to be resilient and independent and follow the values of their school.
- Ensure the behaviour system is followed and deal with incidents accordingly.
- Report any behaviour or safeguarding incident to senior staff in line with the school's policy.
- Provide first aid during the lunch period as required.
- The post holder is expected to accept any reasonable alterations that may from time to time be necessary.
- Requirement for standing for long periods and / or working in slightly awkward positions e.g. sitting on low chairs, supporting children on the floor.

# JOB DESCRIPTION

---

- Some exposure to conditions such as noise and outdoor working.
- Some occasional support required to support pupils with toileting issues where nappies are being used.
- The job may include clearing up bodily fluids of children after an accident or sudden illness.

## All Staff Will

- Promote equality of opportunity.
- Follow Safeguarding Guidelines and Child Protection policy / procedures.
- Contribute to producing / delivering priorities in the School Improvement Plan.
- Keep their own performance under review, contributing to monitoring, evaluation and review and participate in performance management / appraisal.
- Promote positive attitudes and behaviour.
- Contribute to the smooth day to day running of the school.
- Be committed to achieving the school values.
- Work to develop the Trust to have successful inclusive schools.
- Respond promptly to concerns from parents, staff or students.
- Promote the school in the community.
- Work in partnership with all colleagues including the Governing Body.
- Support Codes of Professional Ethics / Safe Practice in the Staff Handbook.
- Have regard for and act in accordance with Health and Safety policy / practice.
- Celebrate success of pupils and staff.

The post holder shall ensure that the duties of the post are undertaken with due regard of the Trust's policies and to their personal responsibilities under the provision of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation. This job description should not be viewed as a comprehensive description of the post. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

# JOB DESCRIPTION

---

Employees will be expected:

- To comply with any reasonable request from those in a position of responsibility to undertake work of a similar level that is not specified in this job description.
- To work with and alongside other staff to ensure that the Trust provides the best possible outcomes for all children.
- To provide emergency back-up cover in the event of staff absence.

The post-holder may be required to work in any of the offices/schools/nurseries within Ivy, as directed by the CEO.



# PERSON SPECIFICATION

---

Please Note: The letter in brackets gives an indication of where the following will be evidenced, either (A) Application form, (I) Interview, (O) Observation, or (W) Written task.

Essential	Desirable
Good literacy, numeracy and ICT skills (A)	Education based childcare qualification (A)
Enjoyment of working with children (I, O)	Experience of working in an educational Environment (A)
Clear prior impact of working with children who have a range of special needs (e.g. SEMH, ASD, ADHD, Sp&LD) (W)	Understanding of First Aid procedures (A)
Ability to communicate effectively, and sensitively both verbally and in writing (W, I)	Subject and curriculum knowledge relevant to the role and ability to apply this effectively in supporting teachers and pupils (O)
Improve their own knowledge and practice including responding to advice and feedback (O)	
Able to deliver pre-planned programmes of work to children (O)	
Monitor learners' responses to activities and modify approaches accordingly (O)	
Monitor learners progress in order to provide focused support and feedback (O, W)	
Ability to plan effective activities to impact positively on the attainment of children at risk of underachieving (O)	

# PERSON SPECIFICATION

---

Essential	Desirable
Demonstrate a commitment to collaborative and cooperative learning (I)	
An interest and commitment to work-related training (A)	
Excellent interpersonal and verbal communication skills and the ability to form strong relationships with all stakeholder groups (A)	
Evidence of successfully supporting children with their learning (W)	
Have high expectations of children (O, I)	
Effective implementation of the school's behaviour procedures (W)	
An understanding of the importance of confidentiality (I)	
Ability to cope with and adapt to change and remain calm in stressful situations (I)	
Understanding of safeguarding in school, Health and Safety, Data Protection and Confidentiality (I)	
A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school (A)	
To be able to adhere to the Ivy Code of Conduct (A)	

# DETAILS AND TIMELINE

---

## Contract Type:

Permanent, Part-Time  
Term-Time Only + Inset Days

## Salary:

£25,583 - £25,989 (FTE)

## Closing Date:

21 May 2026

## Interview Date:

2 June 2026

## Our Policies:

 [Privacy Notice](#)

 [Code of Conduct](#)

 [Recruitment](#)

 [Safeguarding](#)

This post has a minimum requirement of two references which must be your current or most recent employer.

Peartree Primary School is committed to safeguarding and promoting the welfare of children and young people. The post is subject to an enhanced disclosure and medical checks.

Visits are warmly encouraged.  
Please contact 01707 881033 or  
email [admin@peartreeprimary.org](mailto:admin@peartreeprimary.org)

