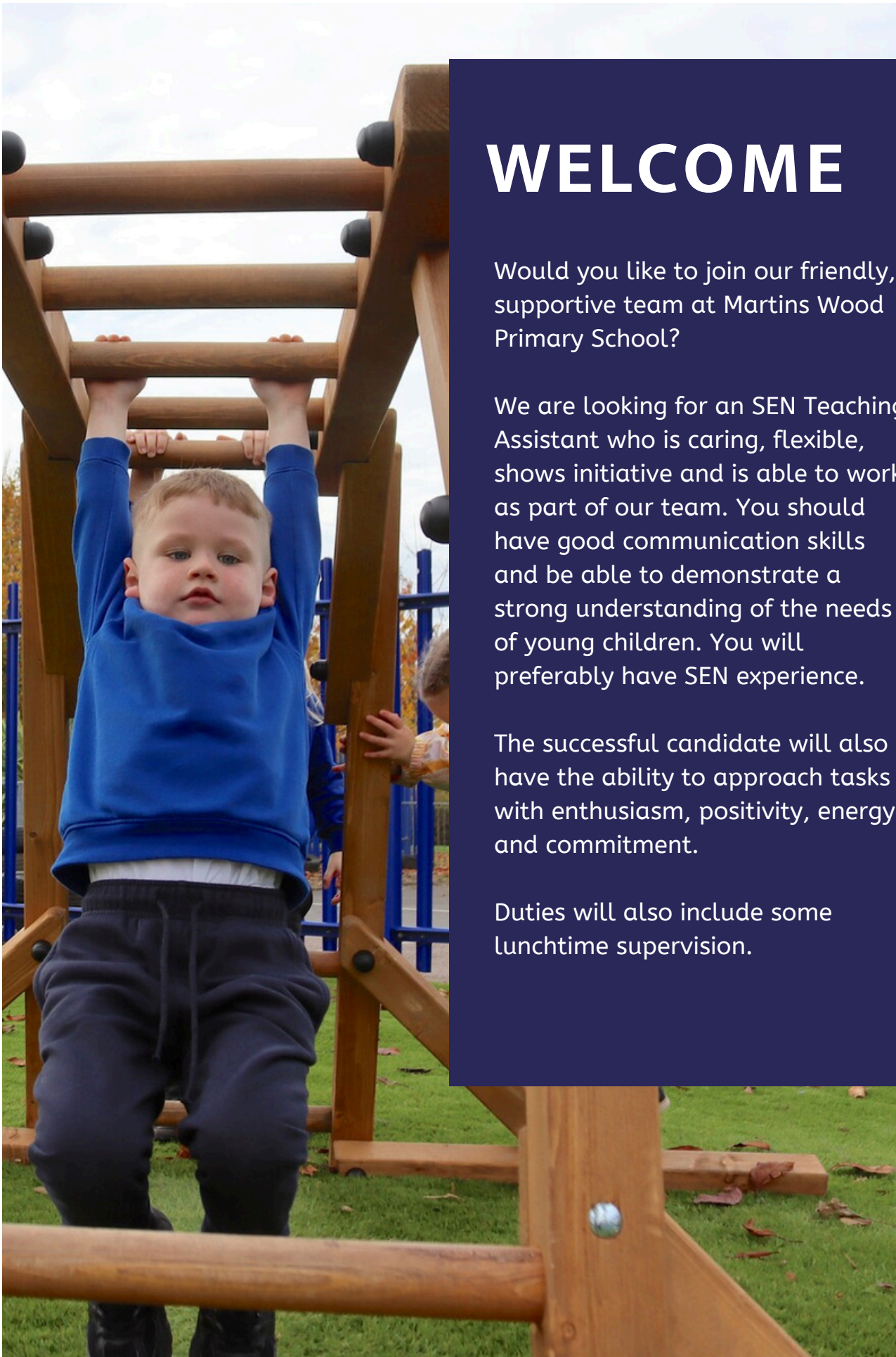




**SEN Teaching Assistant  
- Fixed Term**

**Recruitment Pack**





# WELCOME

Would you like to join our friendly, supportive team at Martins Wood Primary School?

We are looking for an SEN Teaching Assistant who is caring, flexible, shows initiative and is able to work as part of our team. You should have good communication skills and be able to demonstrate a strong understanding of the needs of young children. You will preferably have SEN experience.

The successful candidate will also have the ability to approach tasks with enthusiasm, positivity, energy and commitment.

Duties will also include some lunchtime supervision.

# MARTINS WOOD PRIMARY

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We believe that **Martins Wood Primary School** is a very special place. Our impressive facilities, spacious building and grounds along with a dedicated and enthusiastic staff all help to create an attractive and enriching learning environment for all – from the two year olds in our pre-school through to the eleven year olds in Year 6.



## Inspiring an ambition to learn

*“Leaders set clear expectations that all pupils will succeed, regardless of need or circumstance. Staff also take time and care to get to know all pupils’ wishes and feelings so that they are better able to help them succeed at school. Pupils talk very positively about their school. They make friends here and are well cared for by staff who are ambitious for what they can achieve.”*

**~ Ofsted, December 2025**

# KEY INFORMATION

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## Age range:

2 to 11

## Location:

Stevenage, Hertfordshire

## School type:

Primary Academy  
Ivy Learning Trust

## Pupils on roll:

587

## Children eligible for FSM:

13.7%

## 2025 KS2 results:

64% achieved expected  
standard (combined)

## Ofsted:

Expected standard in all areas  
(2025)



*“Pupils have a solid understanding of key knowledge across all curriculum subjects. This helps them to be ready for future learning at secondary school. Leaders ensure that the learning in early years is ambitious. Children learn how to sustain concentration, become independent and take turns. They are safe, busy and happy young learners.*

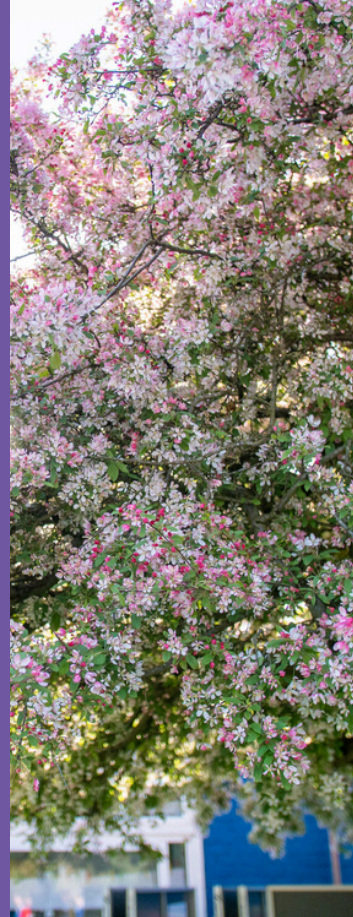
**~ Ofsted, December 2025**

## 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

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## Overall Purpose of the Post

To provide support for pupils, the teacher and the school in order to raise standards of achievement for all pupils with a particular focus on SEN, EAL and underachieving groups.

To encourage pupils with additional needs to become independent learners, facilitate intervention, share in the care and wellbeing of pupils throughout the school, supporting in the inclusion of all aspects of school life.

To understand, follow and take responsibility for the safeguarding of all children, health and safety regulations and promoting good practice.

## Main Duties

- Work as part of the staff team to support teaching and learning provision for pupils with additional needs.
- Act as a role model within the school community and demonstrate flexibility and excellent timekeeping.
- Be aware of and support school policies and procedures.
- Maintain appropriate confidentiality.
- 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 / SENCO.
- Set up group activities under the guidance of the class teacher.
- Work with children on practical activities, giving assistance and encouragement.
- Read to and with small groups of children.
- Under the direction of the class teacher, assist in the planning, creation and mounting of displays of the children's work.
- Provide support and assistance for children's pastoral needs (eg dressing, going to the toilet, caring for sick, injured or distressed children).

# JOB DESCRIPTION

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- Report any concerns regarding children's welfare or education to the class teacher.
- 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.

## Personal Responsibilities

- Promote equality of opportunity.
- Follow Safeguarding Guidelines and Child Protection policy / procedures.
- Contribute to producing / delivering priorities in the School Improvement Plan.
- Keep 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.

This job description is a guide to the general duties and responsibilities of this post, which reasonably may vary from time to time according to the needs of the service. It does not form part of the terms and conditions of employment.

# PERSON SPECIFICATION

Criteria	Essential	Desirable
Demonstrable levels of numeracy and literacy equivalent	✓	
Hold a recognised childcare or teaching assistant qualification		✓
Experience of working in an educational environment	✓	
Experience of working with SEN children (either in a paid or unpaid capacity)		✓
Subject/curriculum knowledge relevant to role and ability to apply this effectively in supporting teachers and pupils		✓
Able to deliver pre-planned programmes of work to children		✓
An interest and commitment to work-related training	✓	
Able to form and maintain appropriate professional relationships and boundaries with children and young people	✓	
Ability and willingness to work as part of a team	✓	
Ability to communicate effectively, verbally and in writing	✓	
Ability to cope with and adapt to change and remain calm in stressful situations	✓	
Understanding of safeguarding in school, Health and Safety, Data Protection and Confidentiality	✓	
Understanding of basic First Aid procedures		✓
A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school	✓	

# DETAILS AND TIMELINE

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## Contract Type:

Fixed Term/Part time

## Salary:

£24,796-£25,583 - Scale H2

## Closing Date:

1 June 2026

## Start Date

September 2026

## End Date

31 August 2027

## Our Policies:



Privacy Notice



Code of Conduct



Recruitment



Safeguarding

Martins Wood 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 to the school are welcome.  
Please get in touch to arrange a visit  
or speak with the Headteacher:*

01438 222602

[admin@martinswood.herts.sch.uk](mailto:admin@martinswood.herts.sch.uk)

