



Learning Support Assistant Recruitment Pack



WELCOME

At Richard Whittington Primary School, we are looking to appoint a motivated and dedicated Learning Support Assistant to support pupils across the school day. This is a varied and rewarding role working alongside class teachers and the SENCo to support learning, wellbeing and inclusion for individuals, small groups and whole classes, including pupils with additional needs.

We believe every child has the right to access a broad and balanced curriculum, high-quality support and positive play experiences. We are committed to removing barriers to learning and helping all pupils to thrive academically, socially and emotionally.

RICHARD WHITTINGTON

We believe that children thrive through ambition, collaboration and challenge. As a school community, we strive to be the best that we can be by working together, collaborating with other schools and looking outwardly to develop best practice.

Within a caring and nurturing environment, we support each other to be happy, to learn from our mistakes and to engross ourselves in challenging and engaging opportunities.



“Pupils respond well to their teachers’ high expectations of learning and behaviour. They are keen to learn because teachers plan interesting and exciting learning activities for them. Pupils model the school’s values, including ‘wanting to do the best you can in everything you do’. They share their ideas with, and listen respectfully to, other pupils.”

~ Ofsted, November 2019

Aspire
Care and Respect
Collaborate
Question and Reflect

KEY INFORMATION

Age range:

3 - 11

Location:

Bishop's Stortford, Herts

School type:

Academy converter
Ivy Learning Trust

Pupils on roll:

288

Children eligible for FSM:

15.6%

2025 KS2 results:

80% achieved expected
standard (combined)

Ofsted:

Good, November 2019



“Pupils enjoy attending Richard Whittington Primary School. They are happy, safe and well cared for. Pupils, parents and carers confirm this. Pupils get on well with their classmates, their teachers and other staff. Pupils speak confidently about how adults help them.”

~ Ofsted, November 2019

Our Values

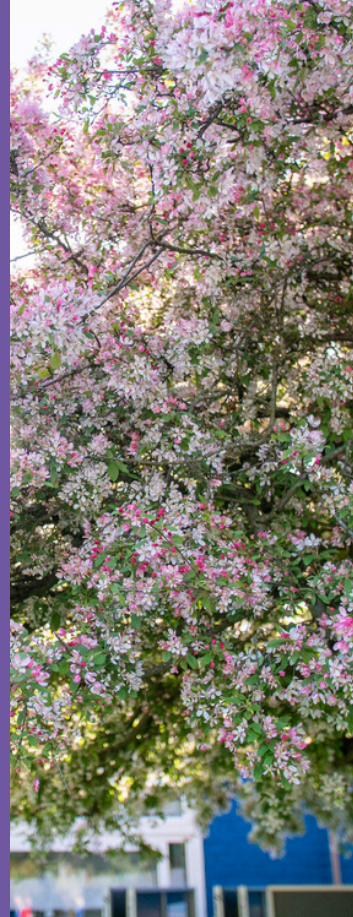
Ivy is a charity and our purpose is to provide education for the public benefit.

At Ivy, we make it easy to make a difference:

 Easier to Learn.

 Easier to Teach.

 Easier to Lead.



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



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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

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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

Purpose of the Job

To work in partnership with class teachers and the SENCo to support pupils' learning, progress and wellbeing.

The role may involve:

- 1:1 support for pupils (with or without SEN/EHCP).
- Small-group intervention work.
- In-class support across the whole class.
- Lunchtime support aligned with OPAL (Outdoor Play and Learning).

Support will be delivered in line with the National Curriculum, SEND Code of Practice, EHCPs, OPAL principles and school policies and procedures.

Key Responsibilities

Supporting Pupils

- Build positive, trusting relationships with pupils, promoting confidence, independence and social inclusion.
- Support pupils to make strong academic, social and emotional progress.
- Provide tailored support to meet a range of needs, including SEN, SEMH, communication and interaction needs.
- Support pupils with routines, transitions and emotional regulation.
- Promote positive behaviour in line with the school's behaviour policy.
- Assist pupils with personal care, eating, hygiene or medical needs where required, encouraging independence at all times.

Teaching and Learning Support

- Work with teachers to implement planned learning activities, adapting tasks in response to pupil need.
- Deliver targeted interventions to individuals or small groups under teacher direction.

JOB DESCRIPTION

- Support access to a broad and balanced curriculum.
- Promote inclusion and participation in learning across the school day.
- Provide effective learning-based feedback to pupils.
- Support the use of ICT to enhance learning and develop pupil independence.
- Prepare, organise and maintain learning resources and environments.
- Support pupils during educational visits and off-site learning.

Lunchtime Support – OPAL (Outdoor Play and Learning)

- Support pupils during lunchtime and outdoor play in line with OPAL principles.
- Facilitate high-quality, inclusive and purposeful play experiences that promote creativity, physical activity, cooperation and wellbeing.
- Encourage pupils to manage risk safely and develop independence, resilience and social skills through play.
- Support positive behaviour and conflict resolution using restorative approaches.
- Ensure all pupils, including those with SEN or additional needs, can access and enjoy outdoor play.
- Support the safe use, organisation and tidying of OPAL play resources.
- Work collaboratively with midday supervisors and staff to maintain a safe, engaging and inclusive play environment.

EHCPs, Assessment and Record Keeping

- Support the development, implementation and review of EHCP outcomes and strategies where applicable.
- Observe, monitor and record pupil progress, engagement and behaviour.
- Provide feedback to teachers and the SENCo to inform planning and support.
- Maintain accurate records in line with school systems and confidentiality expectations.

JOB DESCRIPTION

Working with Staff, Parents and Professionals

- Work collaboratively with teachers, SENCo, support staff and lunchtime teams.
- Share relevant information to ensure consistent approaches to learning, behaviour and wellbeing.
- Communicate professionally with parents/carers under teacher or SENCo guidance.
- Liaise with external professionals as appropriate.

Safeguarding and Welfare

- Follow school safeguarding and child protection policies at all times.
- Promote pupil welfare, safety and inclusion.
- Attend to pupils' health, welfare and minor first aid needs as required.
- Maintain confidentiality and professional boundaries at all times.
- Comply with health and safety procedures, including those relating to outdoor learning and play.

Professional Responsibilities

- Attend relevant training, meetings and professional development opportunities.
- Take responsibility for own learning and performance through appraisal processes.
- Uphold equality, diversity and inclusion in all aspects of the role.
- Carry out any other duties appropriate to the role, skills and grade as directed by the Headteacher.

This job description is illustrative and not exhaustive. The postholder may be required to undertake other duties appropriate to the role, grade and needs of the school.

PERSON SPECIFICATION

Criteria	Qualities
Qualifications and Training	Essential <ul style="list-style-type: none">• GCSE (or equivalent) including English and Maths at Grade 4/C or above. Desirable <ul style="list-style-type: none">• Relevant teaching assistant or SEN qualification.• OPAL training or outdoor learning/play experience.• First Aid or safeguarding training.
Experience	Essential <ul style="list-style-type: none">• Experience working with children or young people. Desirable <ul style="list-style-type: none">• Experience working in a school or educational setting.• Experience supporting pupils with SEN and/or EHCPs.• Experience delivering interventions or supporting learning activities.• Experience supporting outdoor play, behaviour or social development.
Skills and knowledge	<ul style="list-style-type: none">• Good literacy and numeracy skills.• Strong interpersonal and communication skills.• Understanding of child development and how children learn through play.• Knowledge of strategies to support SEN and inclusion.• Ability to promote positive behaviour consistently.• Confidence supporting learning and play in outdoor environments.• Ability to remain calm, resilient and flexible.• Good ICT skills to support learning.• Knowledge of safeguarding and pupil welfare.
Personal qualities	<ul style="list-style-type: none">• Enjoy working with children and supporting their wellbeing.• Patient, nurturing and inclusive.• Positive, resilient and adaptable.• Committed to high expectations and pupil success.• Values play, inclusion and outdoor learning.• Professional, reflective and reliable.• Strong commitment to safeguarding and equality.

DETAILS AND TIMELINE

Contract Type:

Permanent, Part-Time

Salary:

£24,796 - £25,583 (FTE)

Closing Date:

21 June 2026

Start Date:

ASAP

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.

Richard Whittington 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:

01279 657778

admin@whittington.herts.sch.uk

