

# Learning Support Assistant Recruitment Pack





# WELCOME

Thank you for your interest in this post. We are delighted to have this opportunity to provide you with some details about our school and information about the post.

Windhill21 is an academy where every child is valued; a school which ignites the spark of curiosity, creativity and individuality. It is through our inspirational teaching and a culture of possibility that the children at Windhill21 achieve their potential. We believe that a 'growth mindset' attitude is essential; a belief that hard work and effort leads to success, not just natural talent or ability. Our excellent OFSTED report and exceptional academic standards are only part of the story. Through dynamic teaching methods and an inspirational ethos, our children will inherit a lifelong zest for learning; building high self-esteem and a strong determination to succeed.

If the idea of working at Windhill21 excites you and you feel you have the skills detailed in the person specification, we would be delighted to receive your application.

# WINDHILL21 SCHOOL

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Windhill21 is a welcoming two-form entry primary school in Bishop's Stortford. We take pride in fostering knowledgeable learners who are engaged, demonstrate our pillars and values, and strive for excellence.

Our exceptional practices and systems support all children to be successful and confident pupils.



**Empowering  
young people  
to take on  
the world**

*“Pupils are rightly proud of their school. A range of thoughtful and well-planned opportunities expertly builds pupils’ knowledge and takes them beyond their everyday lives. This is a place where everyone gets the chance to shine.”*

**~ Ofsted, March 2025**

# KEY INFORMATION

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## Age range:

3 to 11

## Location:

Bishop's Stortford, Herts

## School type:

Academy converter  
Ivy Learning Trust

## Pupils on roll:

456

## Children eligible for FSM:

11.6%

## 2025 KS2 results:

70% achieved expected  
standard (combined)

## Ofsted:

Outstanding, 2025



*“The school’s ambitious curriculum does exactly what leaders want it to do; it creates pupils that are confident communicators, knowledgeable learners and global citizens. The school’s exceptionally positive atmosphere is a result of careful planning and consideration about what opportunities, support and help pupils need to be successful.*

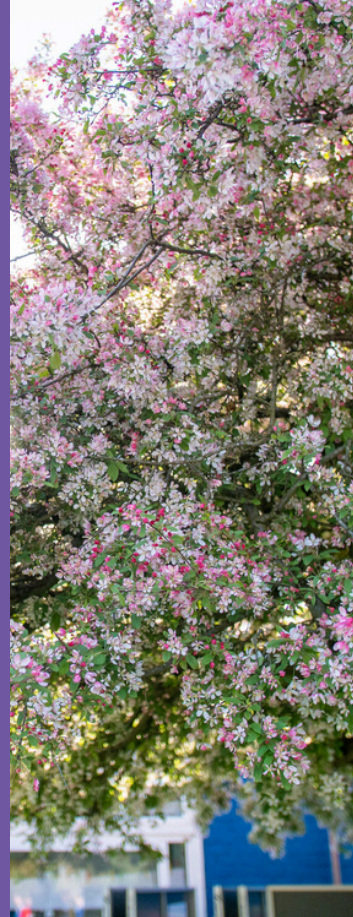
**~ Ofsted, March 2025**

## 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



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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.*

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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

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## Purpose of the Role:

To assist in providing an effective and personalised teaching programme for pupils, supporting their specific learning and behavioural needs.

## Responsibilities:

- To assist the class teacher to deliver the curriculum to children who have special educational and behavioural needs within the classroom framework.
- To assist in the formulation and implementation of support plan as directed by SENCO, in line with school policy.
- To work on individual programmes with the children under the direction and guidance of the class teacher and in accordance with the SENCO.
- To provide the teacher and SENCO with detailed feedback and assessment on the child's progress to inform the next stage of planning.
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour, as required.
- Be involved in individual, group or class assessment and target setting activities, as required.
- To assist in supervising the child at break-times and meal-times, as required by their needs.
- To support the teacher in the implementation of the rules, expectations and policies of the school.
- To attend special needs review meetings, as required.
- To assist in the compilation of reports and records in accordance with school policy.
- To participate in school activities and attend staff meetings and training courses as required.
- To meet and liaise with external professionals and experts who may work with the child.
- To communicate with parents of the child and contribute to an effective home school relationship.
- Attend to the pupil's personal needs, including social, health, hygiene, first-aid and welfare matters.

# JOB DESCRIPTION

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- Break and lunchtimes duties which may include:
  - Supervision of children in the dining room, classroom and in the playground.
  - Supervision of children eating their lunch.
  - Clearing and wiping of tables during and after lunch as necessary.

# PERSON SPECIFICATION

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	Essential	Desirable
<b>Knowledge and Skills</b>		
Numeracy and literacy skills.	X	
Basic knowledge of health, wellbeing and safety	X	
Awareness of keeping children safe	X	
Experience working with children of the relevant age.	X	
Understanding of the curricular requirements of the school, these to include statutory requirements.		X
Understanding of the school's ethos, vision and values	X	
Ability to make effective use of ICT to support teaching and learning	X	
Ability to manage pupils in a classroom setting	X	

# PERSON SPECIFICATION

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	Essential	Desirable
Understanding of the needs of young children in large and small groups and on an individual basis	X	
Experience supporting children with special educational needs and a knowledge of autism		X
Understanding of the needs of children with SEND		X
<b>Competencies</b>		
Communication (written and verbal)	X	
Growth Mindset	X	
Listening	X	
Customer service	X	
Ability to work with a minimum of supervision and within a team.	X	

# DETAILS AND TIMELINE

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## Contract Type:

Term Time Only  
Mon-Fri (8.30am-3.15pm)

## Salary:

£24,796 (FTE)

## Closing Date:

31 May 2026

## Start Date:

September 2026

## Our Policies:

[Privacy Notice](#)

[Code of Conduct](#)

[Recruitment](#)

[Safeguarding](#)

Windhill21 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 696850  
[admin@windhill.herts.sch.uk](mailto:admin@windhill.herts.sch.uk)

