

Teaching Assistant Recruitment Pack





WELCOME

We are looking for an enthusiastic, child-centred and flexible Teaching Assistant to support the learning, physical, social and emotional needs of our pupils. The successful candidate may be required to work across all phases of the school from EYFS to Key Stage 2.

Experience working in a primary school is essential. We can offer a supportive and friendly team with professional development opportunities.

This post is full-time, 8.45am - 3.30pm, Monday to Friday, term time only. The school is part of Ivy Learning Trust, a successful multi-academy trust, and this is a great time to join Round Diamond.

ROUND DIAMOND PRIMARY

We are a welcoming and happy school where everyone is valued and respected. We have a dedicated, enthusiastic and committed team of staff who endeavour to provide a learning journey that everyone can access and enjoy.

Everyone at Round Diamond consistently works hard to give the very best education, both academically and socially, to our pupils.



“Pupils are polite, friendly and confident. The values of responsible, determined and successful underpin everything pupils do. Pupils strive to do their very best, even if they find learning challenging. Pupils enjoy their learning, as the staff make it interesting. They live up to the high expectations that staff have of them and achieve well.”

~ Ofsted, March 2025

Responsible Determined Successful

KEY INFORMATION

Age range:

3 to 11

Location:

Stevenage, Hertfordshire

School type:

Academy converter
Ivy Learning Trust

Pupils on roll:

457

Children eligible for FSM:

7.7%

2024 KS2 results:

74% achieved expected
standard (combined)

Ofsted:

Outstanding, March 2025



“The school prioritises staff’s professional development, so they can develop their teaching expertise further. This ensures that the curriculum is taught highly effectively throughout the school.”

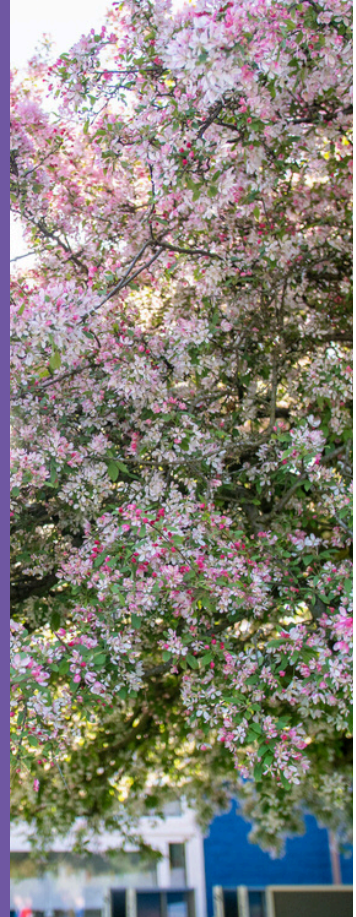
~ Ofsted, March 2025

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



15

Good or Outstanding

2

Sponsored Academies

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	Inadequate (2021)
13. Watchlytes	Hertfordshire	2022	Inadequate (2021)
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

Main Purpose of the Role

To support and assist the staff and the school with the learning, physical, social and emotional needs of the children.

Areas of Responsibility

Teaching and Learning

- To impact on all parts of the lesson through: behaviour for learning, assessment for learning, teaching small groups / individuals and providing quality feedback and marking.
- To assist in the preparation of teaching materials and the mounting of learning for display and presentation.
- To help supervise the children in keeping the class and school tidy and clean.
- To maintain hygiene in toilet areas.
- To assist on school trips and residentials if applicable.
- To be involved in whole school activities.
- To assist in the assessment process through the recording of observations of children's learning and behaviour.
- To create resources to support learning.
- To plan and deliver specific teaching packages and interventions.
- To use computing skills to develop and support pupils' learning.
- To implement the school behaviour procedure.

Inclusion and Pastoral Support

- To settle children before coming into class when they are upset coming into school.
- To help to keep children safe and safeguarded.
- To follow procedure regarding safeguarding.
- To contribute to Pupil Learning Plans (PLPs) and reviews.
- To support specific children with PLP targets.
- To teach interventions.

JOB DESCRIPTION

General Duties

- To assist in a variety of tasks related to the whole school.
- To help keep resource and stock areas in good order.
- To liaise with others and ensure good awareness of communication.
- To maintain confidentiality.

Administration

- To help with photocopying where needed and directed by the class teacher.
- To perform auxiliary duties as required, e.g. filing.

Training

- To keep up to date on new resources in school.
- To assist in the training and induction of other Teaching Assistants.
- To attend in-house training sessions and team meetings when appropriate.
- To receive annual support appraisal where measurable training / development targets are set and reviewed.
- To attend external courses, where appropriate, and feedback to team on learning.
- To have an understanding of the areas of development of the School Action Plan.

Playground Supervision

- On a rota basis.

Supply

- To cover for absent non-teaching staff, including Early Years Practitioners, on a rota basis.
- To cover, supported by another colleague if appropriate, whole classes in the short term absence of a teacher (this will not involve planning, teaching or marking).

JOB DESCRIPTION

Problems and Decisions

- To maintain good relationships with staff, children and parents.
- To take prompt action when dealing with accidents and incidents and safeguarding issues.
- To liaise with teaching staff and parents - as appropriate.
- To maintain confidentiality.



DETAILS AND TIMELINE

Contract Type:

Permanent, Full Time

Salary:

£24,413 - £25,989 (FTE)

Closing Date:

12pm, 5 January 2026

Interview Date:

TBC

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.

Round Diamond Primary 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 take time to visit our outstanding school and meet our enthusiastic learners. To arrange a visit please contact Angela Jones at ajones@rounddiamond.herts.sch.uk

