

# Pastoral Support Recruitment Pack





# WELCOME

We are seeking a Pastoral Support Worker to join our fantastic staff team at Martins Wood Primary.

Working as part of the inclusion team, you will be supporting the pastoral needs of our children: conducting interventions, including those that support SEMH needs, and working with parents and outside agencies. You will be trained to be a deputy DSL.

We are looking for someone who is caring, flexible, shows initiative and is able to work as part of our pastoral team. You should have good communication skills and be able to demonstrate a strong understanding of the needs of young children in large and small groups as well as on an individual basis. The successful candidate will also have the ability to approach tasks with enthusiasm, positivity, energy and commitment.

We encourage you to contact the school office to book a visit to Martins Wood, where we will be happy to show you around.

# 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 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:

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 Easier to Learn.

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 Easier to Teach.

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 Easier to Lead.

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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 be a pastoral support worker and a Deputy Designated Safeguarding Lead.
- To work with and support colleagues to identify pupils in need of help overcoming barriers to learning.
- To deliver packages of personal support to pupils in conjunction with colleagues, family and external agencies.

## Main Duties and Responsibilities:

- Liaise with teaching staff and the inclusion team to identify and assess the needs of pupils requiring additional support.
- In conjunction with colleagues and external agencies, develop individual action plans for targeted pupils.
- Deliver bespoke individual and targeted interventions that support children's SEMH needs.
- Build relationships with targeted pupils to encourage their engagement with raising personal achievement.
- Work with families to offer a wider network of support.
- Work in line with statutory safeguarding guidance (KCSIE) and our school safeguarding policy and as a Deputy DSL promote the best interests of pupils, including sharing concerns where necessary and promote the safeguarding of all pupils in the school.



# JOB DESCRIPTION

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## All staff will:

- Promote equality of opportunity.
- Follow safeguarding guidelines and child protection policy / procedures.
- Keep their own performance under review, contributing to monitoring, evaluation and review and participate in performance management / appraisal.
- Promote positive attitudes and behaviour.
- Be committed to achieving the Trust values.
- Promote the Trust in the community.
- Work in partnership with all colleagues including the Trust Board / LGBs.
- Follow the Code of Conduct for Employees at all times.
- Have regard for and act in accordance with Health and Safety policy / practice.
- Celebrate success of pupils and staff.

All schools and services in the Trust are committed to safeguarding and promoting the welfare of children and young people. Therefore, all workers and employees within the Trust are expected to share this commitment. The post holder shall ensure that the duties of the post are undertaken with due regard to 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.

The job description should not be viewed as a comprehensive description of the post and is not a contract of employment, nor any part of it. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. 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.

# PERSON SPECIFICATION

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Essential	Desirable
Good literacy, numeracy and IT skills	Education based childcare qualification
Enjoyment of working with children	Understanding of First Aid procedures
Experience of working in an educational environment	Subject and curriculum knowledge relevant to the role and ability to apply this effectively in supporting teachers and pupils
Ability to communicate effectively, both verbally and in writing	DSL qualification
Ability to cope with and adapt to change and remain calm in stressful situations	Experience of SEMH interventions and support
Able to deliver pre-planned programmes of work to children	Working with families
An understanding of the importance of confidentiality	
Understanding of safeguarding in school, health and safety, data protection and confidentiality	
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:

Permanent, Part-Time

## Salary:

£25,989 - £27,254 (FTE)

## Closing Date:

31 August 2026

## Start Date:

September 2026

## 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)

