

The background of the entire page is a photograph of three children in school uniforms sitting on a wooden bench outdoors, reading books. They are positioned under a tree with green foliage. A large blue rectangular box is overlaid on the top left of the image, containing the title text.

Teaching Assistant EYFS

Recruitment Pack



WELCOME FROM HEADTEACHER

Dear Applicant

Thank you for your interest in this post. I am 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 outstanding 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. The children at Windhill21 are encouraged to explore, invent and create.

By steering their natural curiosity, we inspire children to be confident, bold and resilient, needing challenge.

We live in a global society and it is imperative that young people have an understanding of how their actions and choices impact on the lives of others. Our children represent our diverse community and we value the children's varied contributions. With this in mind, we are committed to developing an inquiry based international curriculum at Windhill21.

Alongside this, we recognise that ICT is progressing at an ever accelerating rate with the capability of exciting and enhancing our curriculum. Come and see our impressive range of technology we offer and how it is used to enthuse, inspire and immerse the children in their learning.

The strong team of Windhill21 consists of outstanding staff and governors who work tirelessly together using their expertise, enthusiasm and experience to move our school forward. Our dynamic approach and dedication will ensure continuing rewards for Windhill21. Rigour and accountability will be maintained along with a will for everyone, pupils and staff alike, to continue to enjoy success.

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

Yours faithfully

A handwritten signature in black ink, appearing to read 'S. Wood', with a stylized flourish at the end.

Sarah Wood - Headteacher

WINDHILL21 SCHOOL

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

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 Values

Ivy is a group of 16 schools, dedicated to giving children the best possible education.

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



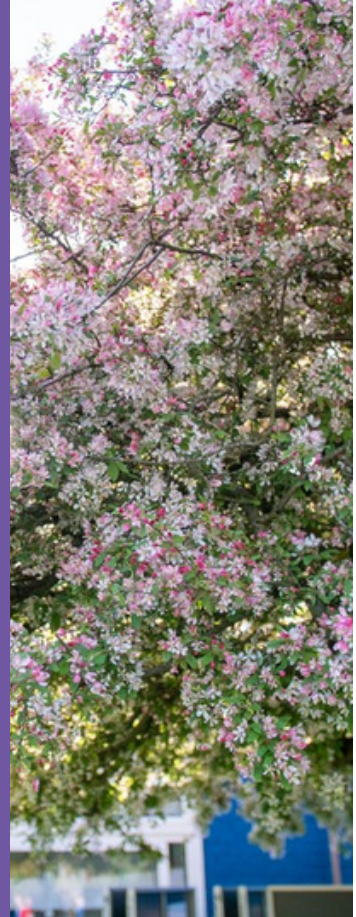
Easier to Learn.



Easier to Teach.



Easier to Lead.



Ivy Learning Trust was formed 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 16 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



16

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	●●●●●●●● (2026)
5. Walker	Enfield	2019	Good (2023)
6. The Wroxham	Hertfordshire	2019	Good (2024)
7. Woodside	Hertfordshire	2020	Good (2025)
8. Crabtree Infants	Hertfordshire	2021	Outstanding (2024)
9. Crabtree Junior	Hertfordshire	2021	Outstanding (2023)
10. Peartree	Hertfordshire	2022	Good (2025)
11. Martins Wood	Hertfordshire	2022	●●●●●●●● (2025)
12. Watchlytes	Hertfordshire	2022	●●●●●●●● (2025)
13. Round Diamond	Hertfordshire	2023	Outstanding (2025)
14. Windhill21	Hertfordshire	2024	Outstanding (2025)
15. Richard Whittington	Hertfordshire	2024	Good (2019)
16. 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.

”

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 Role:

To work with teachers to support teaching and learning, providing general and specific assistance to pupils and staff under the direction, guidance and direct supervision of the classroom teacher.

Responsibilities:

- Work with individuals or small groups of pupils in the classroom under the direct supervision of teaching staff and provide feedback to the teacher
- Support pupils to understand instructions support independent learning and inclusion of all pupils
- Support the teacher in behaviour management and keeping pupils on task
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
- Prepare and clear up learning environment and resources, including photocopying, filing and the display and presentation of pupils' work and contribute to maintaining a safe environment.

Teaching Assistants in this role may also undertake some or all of the following:

- Record basic pupil data
- Support children's learning through play
- Assist with break-time and lunch-time supervision including facilitating games and activities,
- Assist with escorting pupils on educational visits,
- Support pupils in using basic ICT,
- Administration of tests and assessments,
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.

PERSON SPECIFICATION

	Essential	Desirable
Knowledge and Skills	• Early Years educator (level 3) Qualified • Numeracy and literacy skills equivalent to NVQ level 1 or GCSE grade C in English and Maths • Basic knowledge of health, wellbeing and safety • Awareness of keeping children safe • Experience working with children of the relevant age • Understanding of the schools ethos, vision and values • Ability to manage pupils in a classroom setting • Understanding the needs of young children in large and small groups and on an individual basis	• Understanding of the curricular requirements of the school, these to include statutory requirements • Ability to make effective use of ICT to support teaching and learning • Experience supporting children with special education needs and knowledge of speech and language difficulties • Higher Level Teaching Assistant Status
Competencies	• Communication (written and verbal) • Growth mindset approach • Active listening • Motivation • Customer service • Ability to work with a minimum of supervision and within a team • Flexibility and adaptability	

DETAILS AND TIMELINE

Contract Type:

Fixed Term/Maternity Cover
Part-Time

Salary:

£26,847.00 Annually (FTE)
H3.6

Closing Date:

Fri 25th Sep, 2026

Start Date:

05/01/2027

Fixed Term End Date:

Tue 31st Aug, 2027

Hours per week:

37.5

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

