

# Teaching Assistant Recruitment Pack





# WELCOME

At Watchlytes Primary School, we are looking for a caring and committed Teaching Assistant to join our team and play a key role in supporting our pupils to thrive, both academically and personally.

Visits to the school are very welcome. Please get in touch with the office to arrange this.

# WATCHLYTES PRIMARY

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Watchlytes is a one-form entry primary school in Welwyn Garden City. We are a friendly, warm and proud community. We celebrate success, learn from mistakes and strive to ensure children are happy, confident learners.

We work tirelessly to ensure that we have high expectations in all areas of the school, and provide an enabling learning environment developing creativity, curiosity and collaboration among our children and staff.



*“Pupils recognise the high expectations that leaders and staff set, and they live up to these. This is true whether in the classroom, dinner hall or playground. They enjoy learning and showing their newfound knowledge as they move through the school.”*

**~ Ofsted, December 2025**

**Kindness**  
**Respect**  
**Determination**

# KEY INFORMATION

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**Age range:**

3 to 11

**Location:**

Welwyn Garden City

**School type:**

Primary Academy  
Ivy Learning Trust

**Pupils on roll:**

158

**Children eligible for FSM:**

28.8%

**2025 KS2 results:**

76% achieved expected  
standard (combined)

**Ofsted:**

Expected standard+ (2025)



*“Children in the early years get off to a flying start as they begin their journey through school. The care and education they receive is of very high quality. Leaders’ ambition and relentless focus on ensuring every child, particularly the most disadvantaged, learns and develops extremely well, is borne out in practice.”*

**~ 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.

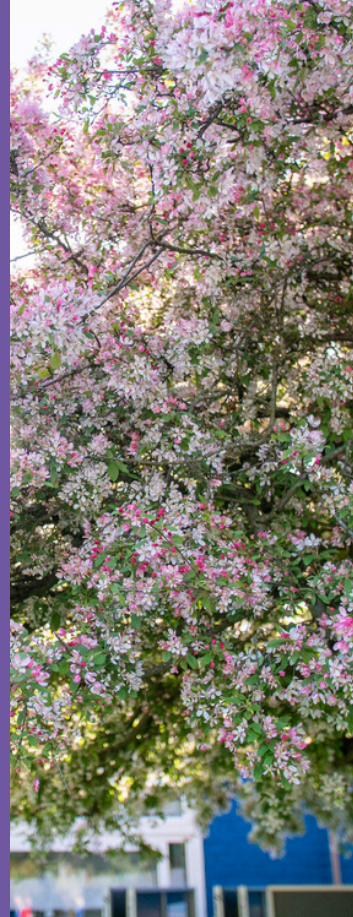
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 Easier to Teach.

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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



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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

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## Overall Purpose of the Post:

- To support children's learning and to share in the care and wellbeing of the children throughout the school.
- To run intervention groups.
- To supervise and support children over lunchtime.

## Main Duties and Responsibilities:

- Work as part of a team and as directed to support quality education for the children.
- Act as a role model within the school community and demonstrate flexibility and excellent timekeeping.
- Be aware of and support school policies and procedures.
- Maintain appropriate confidentiality.
- Work or play with individuals or small groups of children to assist in the delivery of the planned curriculum, as directed by the class teacher / SENCO.
- Set up group activities under the guidance of the class teacher.
- Work with children on practical activities, giving assistance and encouragement.
- Read to, and with, small groups of children.
- Under the direction of the class teacher, assist in the planning, creation and mounting of displays of the children's work.
- Provide support and assistance for children's pastoral needs (e.g. dressing, going to the toilet, caring for sick, injured or distressed children).
- Report any concerns regarding children's welfare or education to the class teacher.
- Under the direction of the class teacher, liaise with parents as appropriate on routine matters, maintaining sensitivity and confidentiality at all times.
- Assist with the reception and departure of children at the beginning and end of school sessions.
- Accompany classes and small groups of children on educational visits.

# JOB DESCRIPTION

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- Assist with the preparation of resources e.g. photocopying, repairing books, and filing of work, making games and apparatus.
- Help the inclusion of all children, including those with EAL and supporting individual children who find it difficult to form relationships or successfully access the curriculum.
- Working with outside agencies, such as educational psychologists, by liaising and supporting their work with pupils.
- Assist pupils with physical needs and difficulties.
- Develop skills and knowledge and complete training programmes as directed by the SENDCO or Headship team.
- Supervise pupils at lunchtime, both eating their meals indoors and during play sessions.
- Support the behaviour of pupils with particular regard to safety and school procedures.

## All Staff Will:

- Promote equality of opportunity.
- Follow Safeguarding Guidelines and Child Protection policy / procedures.
- Contribute to producing / delivering priorities in the School Improvement Plan.
- Keep their own performance under review, contributing to monitoring, evaluation and review and participate in performance management / appraisal.
- Promote positive attitudes and behaviour.
- Contribute to the smooth day to day running of the school.
- Be committed to achieving the school values.
- Work to develop the Trust to have successful inclusive schools.
- Respond promptly to concerns from parents, staff or students.
- Promote the school in the community.
- Work in partnership with all colleagues including the Governing Body.
- Support Codes of Professional Ethics / Safe Practice in the Staff Handbook.
- Have regard for and act in accordance with Health and Safety policy / practice.
- Celebrate success of pupils and staff.

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.

The post holder may be required to work in any of the offices / schools / nurseries within Ivy, as directed by the CEO.



# PERSON SPECIFICATION

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Essential	Desirable
Good literacy, numeracy and ICT skills.	Experience of working in an educational environment.
Education based childcare qualification (minimum Level 2).	Understanding of First Aid procedures.
Enjoyment of working with children.	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.	
Able to deliver pre-planned programmes of work to children.	
An interest and commitment to work-related training.	
Excellent verbal communication skills.	
An understanding of the importance of confidentiality.	
Ability to cope with and adapt to change and remain calm in stressful situations.	
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, Full-Time

## Salary:

£24,796 - £25,583 (FTE)

## Closing Date:

12pm, 14 July 2026

## Interview Date

16 July 2026

## Our Policies:

 [Privacy Notice](#)

 [Code of Conduct](#)

 [Recruitment](#)

 [Safeguarding](#)

At Watchlytes Primary School, we value diversity and encourage applicants from all backgrounds to apply for this exciting opportunity.

Visits to the school are welcome. Please get in touch to arrange a visit or speak with the Head of School.

01707 886222

[admin@watchlytes.herts.sch.uk](mailto:admin@watchlytes.herts.sch.uk)

Watchlytes 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.

