

# Teaching Assistant Recruitment Pack





A young child with dark hair, wearing a blue school uniform with a yellow collar, is holding a large green magnifying glass over their right eye. The child is looking through the lens, which is slightly out of focus. The background is blurred, showing what appears to be an indoor setting with other people.

# WELCOME

Would you like to join our friendly, supportive team at Martins Wood Primary School?

We are looking for a Teaching Assistant who is caring, flexible, shows initiative and is able to work as part of our 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.

Duties will also include some lunchtime supervision.

# 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 Six



**Inspiring  
an  
ambition  
to learn**

*“Pupils receive a good quality of education. They enjoy coming to school and are happy in their work and play. They like the fact that teachers make learning interesting and enjoyable. Pupils talk enthusiastically about the wide range of sporting and creative opportunities that they have in and after school.”*

~ Ofsted, November 2021

# KEY INFORMATION

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**Age range:**

2 to 11

**Location:**

Stevenage, Hertfordshire

**School type:**

Sponsored academy  
Ivy Learning Trust

**Pupils on roll:**

587

**Children eligible for FSM:**

13.7%

**2025 KS2 results:**

64% achieved expected  
standard (combined)

**Ofsted:**

Inadequate, November 2021



*“Children in early years get a good start to early education. Children’s social and emotional needs are identified first and foremost, so that they are ready for learning. Parents and carers spoken with commented on how quickly their children have settled.*

*~ Ofsted, November 2021.*

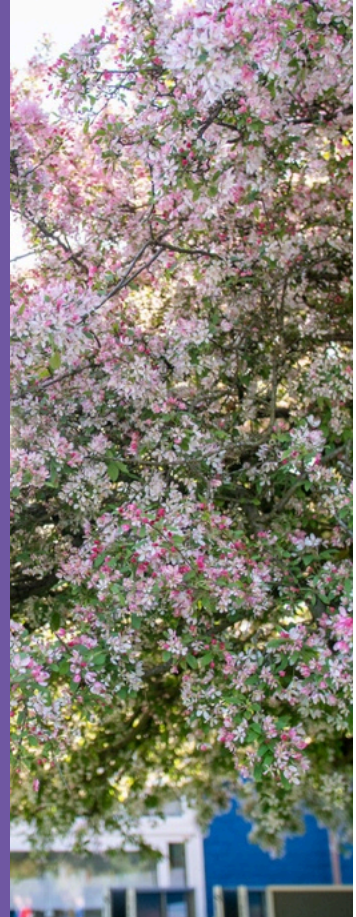


## Our Vision

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



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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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## **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**

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## **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

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## 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.

## 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.
- 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.

# JOB DESCRIPTION

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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 school / 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 ICT skills.	Education based childcare qualification.
Enjoyment of working with children.	Experience of working in an educational environment.
Ability to communicate effectively, both verbally and in writing.	Understanding of First Aid procedures.
Able to deliver pre-planned programmes of work to children.	Subject and curriculum knowledge relevant to the role and ability to apply this effectively in supporting teachers and pupils.
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:

3 January 2026

## Start Date

ASAP

## 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)

