

SEND Assistant Recruitment Pack





WELCOME

We are looking for a SEND Assistant to join our friendly and supportive team at Peartree Primary School.

We have a strong ethos of pupil and staff wellbeing, and are creating an inclusive, happy environment where all children are given the tools they need to succeed.

PEARTREE PRIMARY SCHOOL

Peartree is a friendly and inclusive school, with a strong family feel.

Our whole community works together to ensure that children grow into confident, happy and curious learners who enjoy coming to school each day. Children love our extensive grounds and Forest School sessions, where they can learn and have fun in the great outdoors.



“Pupils are enthusiastic about their experiences at this school. They appreciate how staff care, want them to succeed and have high standards for them. Pupils demonstrate positive attitudes to their learning.”

~ Ofsted, April 2025

Inspiring Ambition

KEY INFORMATION

Age range:

4 to 11

Location:

Welwyn Garden City, Herts

School type:

Academy converter
Ivy Learning Trust

Pupils on roll:

187

Children eligible for FSM:

36.9%

2025 KS2 results:

75% achieved expected
standard (combined)

Ofsted:

Good, April 2025



“Pupils are safe and happy here. They find lessons interesting, enjoy all the different trips they go on and the range of sports activities available at breaktime. The school is calm and welcoming.”

~ Ofsted, April 2025

Our Values

Ivy is a charity and our purpose is to provide education for the public benefit.

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



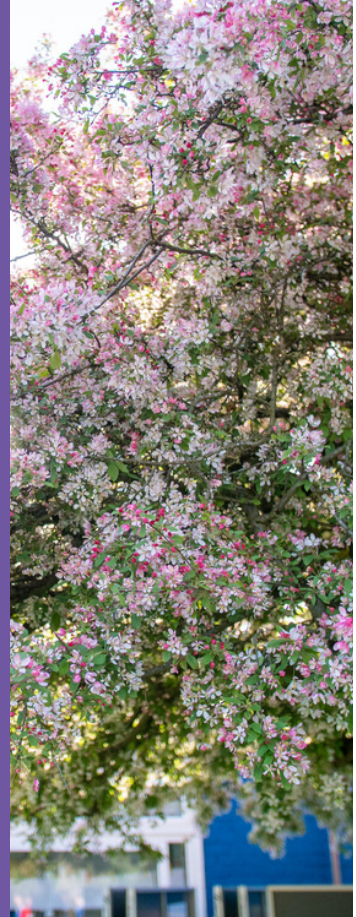
Easier to Learn.



Easier to Teach.



Easier to Lead.



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

Overall Purpose of the Post

To work collaboratively with the SENCo, teachers, and the wider School Leadership Team (SLT) to plan, organise, and deliver high-quality support for children with Special Educational Needs and Disabilities (SEND).

Operating with a proactive, child-centered approach, the SEND Assistant will support children within the classroom, deliver tailored interventions, and work closely with families and external professionals. The goal is to remove barriers to learning, support emotional and social development, and foster an inclusive environment where every child can thrive.

Main Duties and Responsibilities

- To support the children within the classroom environment , helping them access the curriculum, build independence and achieve their full potential.
- To provide and adapt planning and resources for children with additional needs across the school, working in close collaboration with class teachers to ensure learning is accessible.
- To deliver specified, modified and adapted learning activities to individuals and small groups to fully support their personal, social and academic development.
- To assist pupils with physical, sensory or medical needs, ensuring their safety, comfort and full access to school life.
- To take the lead on carrying out identified interventions, including monitoring progress, completing relevant training and reporting outcomes to teachers and the SENCo.
- To take groups or work with individuals as directed by SLT to support children's emotions, social and behavioural development.
- To champion and support Young Carers across the school, ensuring their unique needs are recognised and that they receive the tailored care and support they need to thrive.
- To support pupils through programmes designed and supervised by external therapists and healthcare professionals.
- To support identified children to access lunchtime arrangements, or provide structured alternative lunchtime provision to promote positive social interactions.

JOB DESCRIPTION

- To work closely with parents and families to help remove barriers to children's learning (such as supporting attendance, home routines and positive behaviours at home).
- To develop parental engagement for children with SEND, ensuring families feel supported, heard and actively involved in their child's educational journey.
- To signpost parents to external support networks and assist them in navigating and applying to external support agencies.
- To work directly in conjunction with the SENCo to identify, plan for and meet the diverse needs of children across the school.
- To meet regularly with external professionals (such as educational psychologists, speech and language therapists and healthcare professionals) to further understand how to support individual children in school.
- To assist the SENCo in developing, implementing and reviewing Individual Education Plans and EHCPs, contributing meaningfully to pupil reviews.
- To support the Leadership Team to achieve their aim of providing high-quality, inclusive support for all children.
- To act as a positive role model and demonstrate the schools' core values in all interactions with staff, children, parents and external stakeholders.
- To maintain appropriate confidentiality at all times.
- To assist with the welcoming and safe departure of children at the beginning and end of the school day.
- To develop skills and knowledge by actively participating in professional development and training programmes as directed by the SENCo or SLT.

JOB DESCRIPTION

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 of 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. This job description should not be viewed as a comprehensive description of the post. 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

Please Note: The letter in brackets gives an indication of where the following will be evidenced, either (A) Application form, (I) Interview, (O) Observation, or (W) Written task.

Essential	Desirable
Good literacy, numeracy and ICT skills (A)	Education based childcare qualification (A)
Enjoyment of working with children (I, O)	Experience of working in an educational Environment (A)
Clear prior impact of working with children who have SEND (I)	Understanding of First Aid procedures (A)
Ability to communicate effectively, and sensitively both verbally and in writing (W, I)	Experience of delivering programmes of support related to SEND (A, I)
Improve their own knowledge and practice including responding to advice and feedback (O)	Experience of working with external support agencies (A, I)
Able to deliver pre-planned programmes of work to children (O)	
Monitor children's progress in order to provide focused support and feedback (O, W)	
Ability to plan effective activities to impact positively on the social, emotional and behavioural development of children (O)	

Essential	Desirable
Demonstrate a commitment to working with parents and developing positive relationships (A, I)	
An interest and commitment to work-related training (A)	
Excellent interpersonal and verbal communication skills and the ability to form strong relationships with all stakeholder groups (A)	
A commitment to working with external agencies (A)	
Have high expectations of children (O, I)	
Effective implementation of the school's behaviour procedures (W)	
An understanding of the importance of confidentiality (I)	
Ability to cope with and adapt to change and remain calm in stressful situations (I)	
Understanding of safeguarding in school, Health and Safety, Data Protection and Confidentiality (I)	
A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school (A)	
To be able to adhere to the Ivy Code of Conduct (A)	

DETAILS AND TIMELINE

Contract Type:

Permanent, Part-Time

Salary:

£25,989 - £27,254 (FTE)

Closing Date:

31 August 2026

Interview Date:

4 September 2026

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.

Peartree 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 are warmly encouraged.
Please contact 01707 881033 or email admin@peartreeprimary.org

