

Stanborough



Primary Trained Learning Support Teacher Information Pack for Candidates

April 2026

Grow and Succeed

High Expectations | Mutual Respect | Quality Learning | Success for All



Welcome

April 2026

Dear Candidate,

Thank you for your interest in the role of Primary Trained Learning Support Teacher at Stanborough School. We are delighted that you see Stanborough as a school where you can make an impact. This position will offer an exciting opportunity for the successful applicant to work with us as we continue to develop our thriving and dynamic over-subscribed school.

It has been a privilege to lead Stanborough School since September 2018. My team share an educational philosophy which promotes the highest expectations and consistent pastoral care. Our core aim is to nurture enquiring minds and to inspire our youngsters to pursue their dreams, leaving our school ready to excel in a future which has limitless possibilities. I am delighted that all of the hard work by staff and students has been recognised by Ofsted and that following an inspection in January 2023 we have been awarded a 'Good' grade. Details of this are given later in this pack.

Our aim is simple, we want to be a truly outstanding school in every sense of the word and we want to be confident that our students get the best possible education that is ambitious, varied and stimulating. At the heart of everything we do is a desire to ensure that our students receive the highest standards of teaching and learning. Our curriculum is broad and academically challenging in order to prepare students for the rigours of further study or work.

At Stanborough, we care passionately about the development of each student's character, their personality and social skills, the way they treat others and the contribution they make to society. We place strong emphasis on outstanding behaviour. Excellent learning is underpinned by excellent behaviour. We expect our students to show respect when interacting with other members of our school community and to uphold the reputation of the school in the local area.

In September 2019 we became an 8 form entry school. Raising our intake number is a reflection of the success and popularity of Stanborough School in the local area.

If you are passionate about education and really feel you can make a positive difference to the school then we look forward to receiving your application to join us at Stanborough.



Mrs M John
Headteacher





Ofsted Report – March 2023

The school was delighted to be awarded an Ofsted 'Good' grade following an inspection held in January 2023.

The report emphasised the hard work of staff and students over the past four years since the last inspection. The full report is available at <https://stanborough.herts.sch.uk/wp-content/uploads/2023/01/2023-OFSTED-Report.pdf>. Below are some highlights from the report.

'Pupils behave well at Stanborough'

- 'Pupils behave well. They know and understand what leaders expect of them'
- 'Leaders set clear and high expectations for behaviour. Pupils are clear that disruption or discriminatory behaviour will not be tolerated'
- 'Pupils know staff will help if they have a worry or issue. They benefit from a range of effective support services such as counselling and well-being support'

'Leaders have redesigned the curriculum so that it is academically ambitious'

- 'Pupils study a broad and balanced curriculum which enables them to pursue their talents and interests'
- 'Leaders have ensured that in many subjects, the curriculum is planned well to build pupils' knowledge over time'
- 'Teachers present subject matter clearly, promoting appropriate discussion about what is being taught'

'Leaders ensure there is a wide range of opportunities for positive personal development'

- 'Pupils learn values such as mutual respect and tolerance through a well-planned programme of life skills, assemblies and tutor time'

'Leaders have taken clear and effective action to ensure the school has improved since the last inspection'

- 'Staff feel that leaders listen to them with regard to workload and well-being'

We are proud of the above comments and we would encourage all prospective candidates to read the [full report](#).

Stanborough School

[Stanborough School](#) is an 11-18 co-educational Academy that sits on the southern fringe of Welwyn Garden City. The school currently has 1250 students. Due to parental demand for places at the school, from September 2019 the school expanded to 8 form entry. This has required a substantial amount of new premises work to be completed which includes a new teaching block as well as a drama and music block.

We pride ourselves in being a fully inclusive school that serves our local community and on being a school that does its best for each individual student so they can achieve their potential during their time at Stanborough.

Stanborough is proud of its community involvement. We work closely with the four other local Secondary Schools as part of the Welwyn-Hatfield 16-19 Consortium. We also take a leading role in hosting and developing a number of other key community developments such as the Handside Schools Partnership with a local special school and primary school.

The school boasts excellent facilities including our first-rate IT resources, a legacy of our Specialist Computing Status. With a dedicated Art, Design and Technology block, Sixth Form Centre and the recently constructed MFL and Humanities and Music and Drama teaching blocks the students enjoy some outstanding facilities. The exceptional sporting facilities include 9 netball courts and 5 football pitches as well as a purpose built sports hall. Our excellent resources in all curriculum areas also show our commitment to giving students a wide variety of curricular opportunities including technology, the performing arts and computing. All students in Years 7 to 10 now bring their own devices and this continues to be rolled out across the whole school.

Our greatest asset at the school is our staff. We want the best educators for our students and through exceptional retention and support we have a stable staff with very low turn-over. A number of staff who started at the school as NQTs and ECTs now find themselves in senior positions at the school. We have a strong support team and many staff have remained with the school for several years.

With the appointment of a new Headteacher from September 2018, this is an exciting time to join the school and become part of an ambitious and hard-working team dedicated to moving the school forward. We are looking for support staff and teachers who will embody our four principles of High Expectations; Mutual Respect; Quality Learning and Success for All.



Welwyn Garden City

Welwyn Garden City is a town in Hertfordshire with a population of just under 50,000 people. Welwyn Garden City was the second Garden City to be built, founded in 1920 and it exemplifies the physical, cultural, social and planning ideals of the time it was built.

Location and Transport Links

Welwyn Garden City enjoys superb communication links. Stanborough School sits five minutes from the A1(M) and approximately 10 minutes from the M25. The M1 is only a 30 minute drive away. The train station in Welwyn Garden City is on the main East Coast Line linking Scotland to London and Kings Cross station is a 30 minutes train journey.

Luton Airport is less than 30 minutes away and both Heathrow and Stansted Airports are less than an hour's drive away. The town is also a central hub for local bus services which link it to the rest of Hertfordshire.

Facilities and Amenities

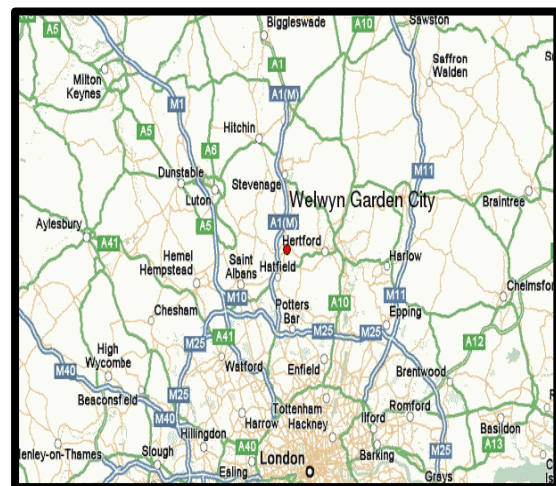
Stanborough School is a two minute walk from the Gosling Sports Park and is only a short car/bus journey to the University of Hertfordshire Sports Village in Hatfield. A range of shops, bars, restaurants and cafes can be found in the Town Centre as well as in the local Galleria shopping centre. St Albans, Hitchin and Hertford are all around 30 minutes away and all offer a range of retail and leisure experiences.

The town also has the QEII Hospital, a theatre, cinema and numerous other cultural and leisure facilities. Stanborough School lies at the southern edge of the town and the school grounds back onto the Stanborough Lakes Country Park.

Housing and Accommodation

A range of accommodation options are available in the local area and there is a thriving rental market. The excellent transport links allow many staff at the school to live in other parts of Hertfordshire as well as North London.

Help and advice can be given by the school if accommodation is required.



What can we offer you at Stanborough?

- The chance to work in a thriving and developing school that puts the student at the heart of everything it does.
- The chance to work with amazing staff who are passionate about developing the young people in their care.
- Personally tailored training and CPD.
- An expanding school with great facilities including a new teaching block with 17 classrooms as well as a new Music and Drama block.
- An opportunity to be involved in the 16 – 19 Welwyn Hatfield Consortium, one of the oldest and well-established of its kind in the UK. This involves close links and collaboration with four local schools and offers our Post 16 students access to over 50 Level 3 qualifications.
- Great resources for staff, including free parking on site, good rail and road links to the school and an attractive edge of town location next to Stanborough Lakes and Gosling Sports Park.
- Staff can benefit from the school's children of staff admission rule.
- Access to an employee assistance programme which offers confidential support to all staff.
- Yearly Staff Wellbeing Day



Student Support Faculty Information



The Student Support Faculty provides students with the support and opportunities needed to fully access the school curriculum. The faculty supports students across all year groups and in all subject areas as well as teaching specialist lessons to specific students. There are currently around 16% of students identified as having special educational needs. 44 students have an EHCP.

The faculty is led by an Assistant Headteacher, who has overall strategic responsibility for Student Support and line manages the SENDCo. The SENDCo is supported by a full time Assistant SENDCo and full time admin assistant who both support in the day to day running of the department. The SENDCo also line manages our primary teacher who works with students who are below age related expectations and / or have specific learning difficulties. In addition, the SENDCo and Assistant SENDCo line manage a team of teaching assistants and higher level teaching assistants who support students in class and run a wide range of interventions. The department also benefits from an Autism Lead.

The SENDCo works closely with teachers, parents and outside agencies to ensure that all students receive appropriate support and, where necessary, assessment of needs. This includes Education and Health Care Plans, consultations with the Educational Psychologist and support from specialists such as the speech and language therapists. There are also close links with all primary feeder schools to ensure that the transition process is smooth and adequate support is identified prior to students starting at the school.

The faculty primarily supports students in core lessons in both key stage three and four and in a range of other lessons where appropriate. All support is put in place to suit the needs of specific students in the lesson. In addition to in class support, staff work with some students on a one to one and small group basis. Students who struggle with basic literacy and numeracy are supported through a number of interventions at tutor time and in reading lessons such as reading fluency, pre-teaching of vocabulary, numeracy interventions and mentoring.

Exam arrangements for all eligible students are offered from Year 7 to Year 13. These arrangements are used for all mock exams and external exams. The SENDCo is supported in the completing access arrangements through an outside assessor who completes testing for students in Year 10.

The progress of all SEND students is monitored closely and underachieving students are identified after each Progress Update. This information is shared with relevant staff and appropriate interventions are put in place. Students on the register are supported through Pupil Passports.

The Student Support Faculty is a friendly, welcoming and highly motivated team.

PRIMARY TRAINED LEARNING SUPPORT TEACHER JOB DESCRIPTION



Grade: Teacher Pay spine in accordance with qualifications and experience plus outer London fringe allowance.

Responsible to: SENDCo

Main Purposes:

- Teaching of one-to-one and small group literacy and numeracy to Key Stage 3 and 4 students.
- Ensuring SEND students receive adequate, targeted, and consistent support to improve their literacy and learning outcomes.

Main Responsibilities:

- Plan, deliver, and evaluate differentiated and inclusive learning programs using evidence-based teaching strategies to support students with additional learning needs.
- Deliver targeted small-group and one-to-one interventions, adapting learning materials and assessments to meet individual student needs and promote independence and confidence.
- Use formative and summative assessment data to monitor progress, maintain accurate records to inform ongoing planning, feedback and intervention.
- Collaborate with teachers and contribute to pupil passports, inclusive practices, and school-wide inclusion initiatives to ensure consistent and effective student support.
- Communicate effectively with parents/carers and staff regarding student progress and support strategies.
- Maintain professional knowledge, reflect on practice, comply with school policies and standards and foster a safe, supportive and inclusive learning environment.
- Taking part in faculty/departmental meetings and activities.
- Contributing to whole school discussions and development.

This job description sets out the duties of the post at the time it was drawn up and should be seen as describing in more detail aspects of the duties set out in the Education (School Teachers Pay and Conditions of Employment) Act.

The Headteacher may vary the duties from time to time without changing their general character or the level of management responsibility entailed.

Additional information.

All staff at Stanborough have a comprehensive package of support, training and performance management, giving scope for personal and professional development.

It is a requirement of all staff that they sign the IT Acceptable Use Policy and all staff will be expected to attend Safeguarding and Prevent training.

Whilst every effort has been made to explain the main responsibilities and duties of the post, each individual task to be undertaken will not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. The job description is current to the date shown but, in consultation with you, it may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

February 2026

PRIMARY TRAINED LEARNING SUPPORT TEACHER JOB DESCRIPTION



Qualifications

Essential	Desirable
<ul style="list-style-type: none"> • Qualified teacher status • First degree • Understanding of child safeguarding issues and successful measures that promote and ensure the safeguarding of children • Knowledge of current legislation, guidance and developments • Meets National Standards 	<ul style="list-style-type: none"> • Continuous on-going Professional Development • Willingness and desire to undertake further professional development and training

Knowledge and skills

Essential	Desirable
<ul style="list-style-type: none"> • The ability to demonstrate good subject and curriculum knowledge • The ability to manage behaviour effectively to ensure a good and safe learning environment • An understanding of the principles of good classroom management and planning • Ability to challenge and support all students to do their best. 	<ul style="list-style-type: none"> • Knowledge of recent initiatives and issues in education • Using IT as a curriculum tool to improve standards • Having an extensive knowledge and a well informed understanding of a range of learning, teaching and behaviour management strategies

Professional Attributes:

Essential	Desirable
<ul style="list-style-type: none"> • Holding positive values and attributes and adopt high standards of behaviour in a professional role • An understanding of, and commitment to, equal opportunities for all students • Genuine commitment to high quality teaching 	<ul style="list-style-type: none"> • A willingness to participate actively in the life and work of the school to support its ethos and culture

Personal skills:

Essential	Desirable
<ul style="list-style-type: none"> • Highly effective communication skills with both children and adults • Effective time management skills and an ability to meet deadlines and work under sustained pressure • Commitment to implementing whole school policies relating to the safeguarding of children 	<ul style="list-style-type: none"> • Proven track record of successful teamwork

***The above will be evidenced by a variety of means including:
Application Form - Letter of application - References - Interview process***

How to apply and the Selection Process

16th April to 30th April 2026

Application Window

A visit to the school before applying is welcomed.

Please contact gpersand@stanborough.herts.sch.uk to make arrangements

30th April 2026 (9 a.m.)

Deadline for applications

Applications should be made via the MyNewTerm portal

<https://www.mynewterm.com/school/Stanborough-School/137847>

Friday 8th May 2026

Shortlisted applicants will be invited to attend a formal interview at the school

Prospective candidates are encouraged to apply as soon as possible as we reserve the right to call candidates for interview and appoint before the closing date

