

HLTA

Recruitment Pack





WELCOME

Come and join the fantastic staff team at Walker Primary School! We value all staff and, through the Trust, offer opportunities for staff development, as well as lots of support.

The role will involve working as part of a professional team to organise and support teaching and learning activities for pupils. You will be part of a team to provide specialist learning support for pupils in a broad range of different learning situations.

Do please get in touch if you would like to know more. Hours are 8.30am-3.30pm, five days a week. However, part time hours / days will be considered.

WALKER PRIMARY

Walker is an ambitious, diverse and inclusive school in Southgate, North London.

We are passionate about ensuring extraordinary outcomes for all who walk through our door. Our vision, no one left behind, is central to all we do. Walker children and staff are proud to be part of our warm, welcoming community, where everyone achieves together. Children embrace all aspects of school life and support each other to be the best they can be.



“Across Walker Primary School there is warmth, ambition and a real sense of community. Leaders have the highest expectations of all pupils, including those with special educational needs and/or disabilities (SEND). Pupils enjoy coming to school every day.”

~ Ofsted, May 2023

No one left behind

KEY INFORMATION

Age range:

4 to 11

Location:

Southgate, London

School type:

Academy converter
Ivy Learning Trust

Pupils on roll:

418

Children eligible for FSM:

7.7%

2025 KS2 results:

85% achieved expected
standard (combined)

Ofsted:

Good, May 2023



*“Walker is a kind school
where we help each other,
make people’s days
better, ensure that
everyone is happy and
that no one is alone.”*

~ Tim, Walker pupil and
UNICEF Ambassador

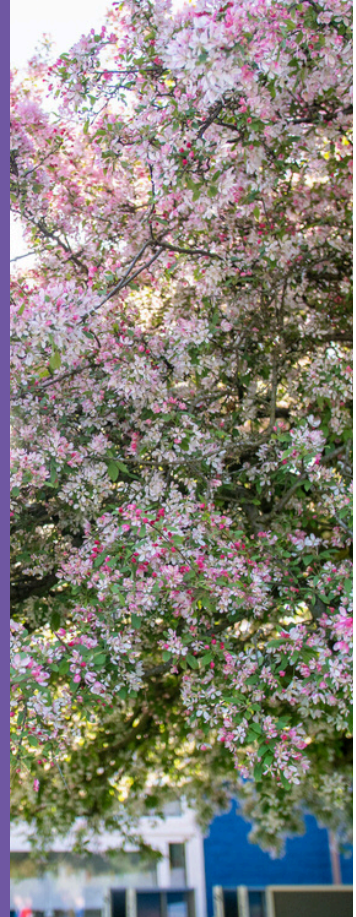
A UNICEF GOLD RIGHTS
RESPECTING SCHOOL

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

Overall Purpose of the Post:

- Under the direction and supervision of qualified teachers to complement teachers' delivery of the national curriculum.
- To work collaboratively with teaching staff in the development and education of all pupils by utilising advanced levels of knowledge and skills when assisting with planning, monitoring, assessing and managing classes.
- To provide specialist knowledge and skills to support an area of learning.
- To provide planned cover for teachers on a regular basis or on a short term basis to cover absence due to sickness, attending meetings, training etc. under a system of supervision with the Phase Leader.
- To follow, maintain and promote the school core values.
- To ensure compliance with all school policies and procedures and government legislation.

Main Duties and Responsibilities

Planning

- Contribute to teachers' planning and preparation of lessons at various stages of the planning cycle.
- Assist in the selection and preparation of teaching resources in order to meet individual and group pupil needs and interests.

Teaching and Learning

- Working with a pre-determined lesson framework, communicate effectively and sensitively, the full delivery of the curriculum.
- Provide detailed verbal and written feedback on lesson content and pupil behaviour to teachers and pupils.
- Motivate and advance pupils' learning by using clearly structured, interesting teaching and learning activities.

JOB DESCRIPTION

- Promote and support the inclusion of all pupils, including those with specific needs, in the learning activities in which they are involved.
- Use behaviour management strategies, in line with the school's policy and procedures, to contribute to a purposeful learning environment.
- In accordance with arrangements made by the headteacher, advance pupils' learning in a range of classroom settings, including working with individuals, small groups and whole classes where the assigned teacher is not present.
- Organise and safely manage the learning activities, physical teaching areas and resources for which responsibility has been given.
- Develop methods of promoting and reinforcing children's self-esteem and independence within the classroom environment and where appropriate foster links between home and school.
- Assist the class teacher in encouraging acceptance and integration of the child/ren with special needs.
- Under the direction of the class teacher, liaise with parents as appropriate, maintaining sensitivity and confidentiality at all times.
- Undertake a range of appropriate administrative duties to support teaching activities as required.

Monitoring and Assessment

- Support teachers in evaluating pupils' progress through a range of assessment activities.
- Assess pupils' responses to learning tasks and where necessary modify methods to meet individual and / or group pupil needs.
- Monitor pupils' participation and progress ensuring constructive support is given to pupils as they learn.
- Assist in the maintaining and analysing records of pupils' progress.

Mentoring, Supervision and Development

- Guide the work of other less experienced adults supporting teaching and learning in the classroom when required.
- Attend and participate in staff meetings and training days / events as requested.

JOB DESCRIPTION

Behaviour and Pastoral

- Recognise and challenge any incidents involving bullying, harassment and misuse of equal opportunities ensuring compliance with relevant school policies and procedures.
- Identify and report all safeguarding concerns in accordance with school policy, referring such matters to the appropriate designated person for further action.
- Assist with maintaining good discipline of pupils throughout the school at all times. Escort and supervise pupil(s) on planned visits / journeys.
- Assist with the reception and departure of children at the beginning and end of school day.
- Provide support and assistance for children's pastoral needs (eg dressing, going to the toilet, caring for sick, injured or distressed children).
- Carry out therapy programmes under the direction of professionals, as and when required.
- Foster and maintain close and supportive relationships with parents referring difficult or sensitive matters concerning pupils to teaching staff.

Any other duties required by the class teacher / Senior Teacher / Headteacher within the scope of this post.



JOB DESCRIPTION

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.
- Promote the Trust in the community.
- Work in partnership with all colleagues including the Trust Board / LGBs.
- Follow the Code of Conduct for Employees at all times.
- 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. 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 authority to undertake work of a similar level that is not specified in this job description.
- Work with and alongside other staff to ensure that the Trust provides the best possible outcomes for all children.

PERSON SPECIFICATION

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• GCSE (Grade C or above) or equivalent in Maths and English	<ul style="list-style-type: none">• HLTA Qualification or willing to work towards• Other relevant qualifications (eg Foundation Degree in Education)• National Vocational Qualifications in Supporting Teaching and Learning• First Aid qualifications
Experience	<ul style="list-style-type: none">• Successful recent experience of working with children in a primary school setting• Previous experience of delivering to whole classes	<ul style="list-style-type: none">• Previous experience of supporting learning• Training in relevant curriculum areas• Specialist skills in a curriculum or learning area• Knowledge of using Google platform
Knowledge and understanding	<ul style="list-style-type: none">• Relevant policies, codes of practice and legislation, including safeguarding• Multi-agency working• Ability to communicate effectively with pupils, families and colleagues	<ul style="list-style-type: none">• HLTA standards
Skills	<ul style="list-style-type: none">• Ability to use initiative, demonstrate proactive solution-focused thinking• Plan effective activities for pupils at risk of underachieving• Develop their knowledge through evaluation of their own learning needs	

PERSON SPECIFICATION

Criteria	Essential	Desirable
	<ul style="list-style-type: none">• Work independently• Remain calm under pressure and be able to adapt to change quickly• Good organisational skills	
Professional attributes	<ul style="list-style-type: none">• Have knowledge of safeguarding guidelines and practices• Ability to work collaboratively within a team• Flexible and adaptable• Have high expectations of children• Have fair, respectful and supportive relationships with the school community• Demonstrate a commitment to collaborative and cooperative learning	<ul style="list-style-type: none">• Ambition to self develop within sector

DETAILS AND TIMELINE

Contract Type:

Permanent, Full-Time

Salary:

£30,288 (FTE)

Scale 4 - Outer London

Closing Date:

19 December 2025

Interview Date

20 January 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.

Walker 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 Head of School.

0208 886 3904
office@walker.enfield.sch.uk

