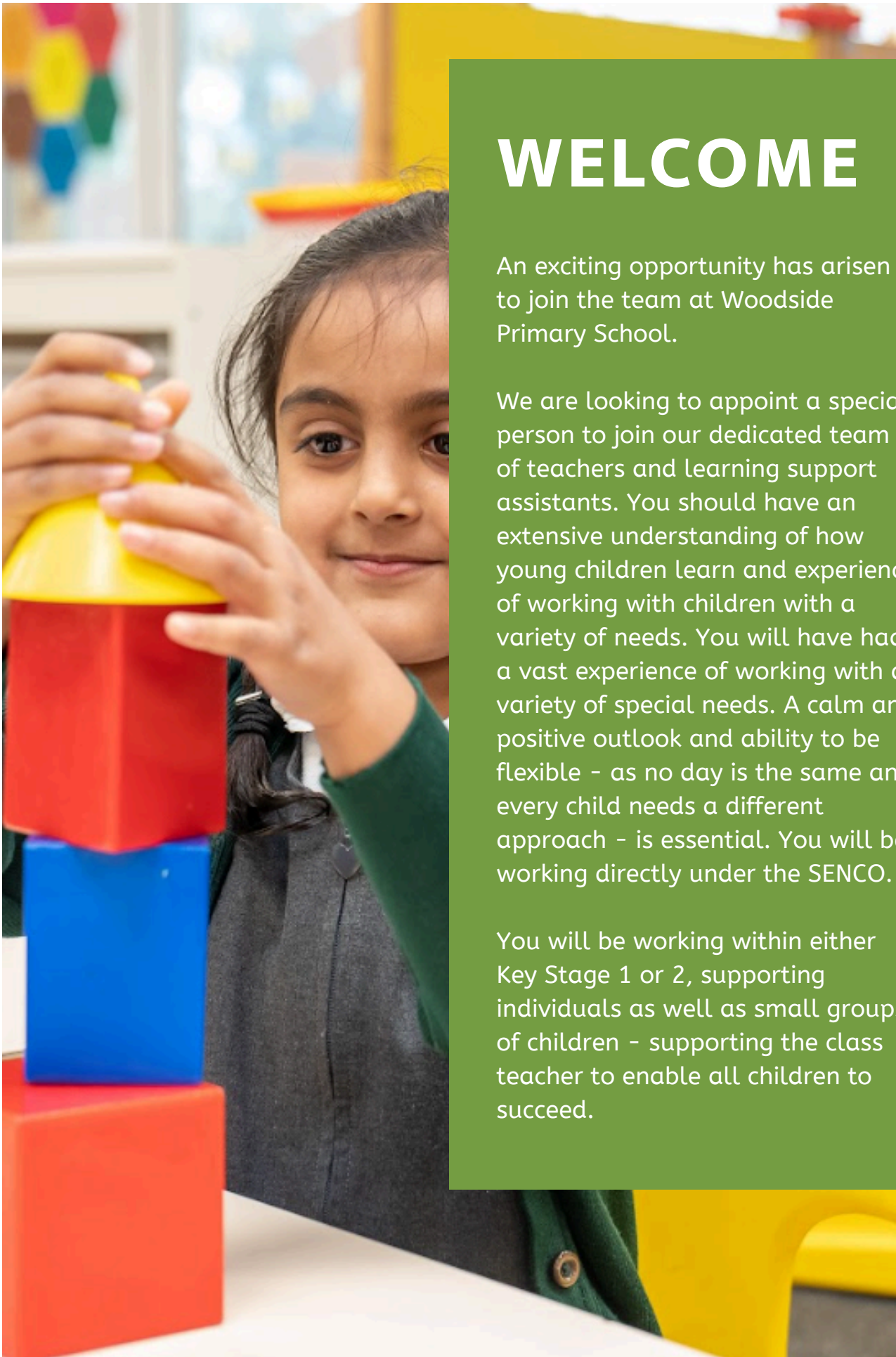


Learning Support Assistant Recruitment Pack





WELCOME

An exciting opportunity has arisen to join the team at Woodside Primary School.

We are looking to appoint a special person to join our dedicated team of teachers and learning support assistants. You should have an extensive understanding of how young children learn and experience of working with children with a variety of needs. You will have had a vast experience of working with a variety of special needs. A calm and positive outlook and ability to be flexible - as no day is the same and every child needs a different approach - is essential. You will be working directly under the SENCO.

You will be working within either Key Stage 1 or 2, supporting individuals as well as small groups of children - supporting the class teacher to enable all children to succeed.

WOODSIDE PRIMARY

At Woodside, we are passionate about ensuring that each and every child develops with self-confidence, developing a growth mindset and achieving their full potential in every aspect of school life.

We believe that the whole child should be nurtured as well as aiming for each child in our care to leave ready for their next educational chapter.



“Woodside Primary School provides a welcoming and supportive environment where pupils thrive. Pupils are polite, kind and respectful. This reflects the school’s strong emphasis on developing positive values. Staff hold high expectations for all pupils. Consequently, pupils do their best and achieve well.”

~ Ofsted, January 2025

Believe
Achieve
Succeed

KEY INFORMATION

Age range:

4 to 11

Location:

Goffs Oak, Hertfordshire

School type:

Academy converter
Ivy Learning Trust

Pupils on roll:

229

Children eligible for FSM:

13.2%

2025 KS2 results:

76% achieved expected
standard (combined)

Ofsted:

Good, January 2025



“Pupils enjoy school. They behave well and demonstrate positive behaviour and attitudes to school life. They are proud of their school and become positive role models. Strong relationships with staff ensure that pupils feel safe, valued and confident. Their achievements are celebrated widely, fostering a sense of pride and accomplishment.”

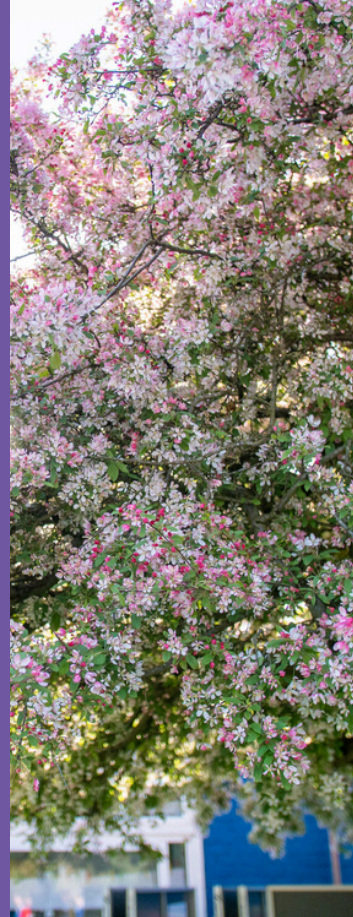
~ Ofsted, January 2025

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



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 support the class teacher in the delivery of quality teaching and learning provision, working with individuals or small groups under the direction of the teacher.
- Cover class teacher for short periods of absence.
- This role will be line managed by the Deputy Head.

Support for Pupils

- Attend to pupils' personal needs, including social, health, hygiene, first-aid and welfare matters, including supporting those with medical conditions.
- Assist with the planning and delivery of individual learning plans (or other pupil-specific plans).
- Monitor and evaluate pupils' progress and maintain pupil records.
- Use specialist knowledge or experience to support pupils' learning.
- Work with individuals or small groups within or outside the classroom to support educationally and pastorally – including those with SEN.
- Understand and support independent learning and inclusion of all pupils as required.
- Supervise pupils on visits, trips and out of school activities as required.
- Supervise children when they are in the playground at play time.
- Undertake interventions to support the learning needs of individuals or groups under the direction of the DHT.
- Undertake a daily lunch duty, supporting children in the dinner hall and playground.

Support for Teachers

- Support pupils' access to learning using appropriate strategies, resources etc.
- Under direction of teachers provide interventions to address barriers to learning for specific individuals.
- Monitor and evaluate pupils' responses and progress against action plans through observation and planned recording.
- Be responsible for keeping and updating records as agreed with other staff, contributing to reviews of systems / records as requested.

- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour.
- Assist in the development and implementation of appropriate behaviour management strategies where appropriate.
- Establish constructive relationships with parents / carers, exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to school and community links.
- Provide clerical / administrative support to the assigned teacher, eg. photocopying, typing, filing and record-keeping.
- Use basic modern technology - including computer, ipad, photocopier.
- Provide short term cover supervision of classes in absence of teacher.

Support for the Curriculum

- Implement agreed learning activities / teaching programmes, adjusting activities according to pupil responses / needs.
- Determine the need for, prepare and use specialist equipment, plans and resources to support pupils access to learning.

Support for the School

- Support others in understanding of SEN practice.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos / work / aims of the school.
- Establish constructive relationships and communicate with other agencies / professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Attend and participate in regular meetings involving named children.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Undertake basic first aid where needed.
- Cleaning up of bodily fluids of children.
- From time to time there may be reasonable adjustments of the above in accordance with the needs of the school and in agreement with the headteacher.

PERSON SPECIFICATION

	Essential	Desirable
Experience	<ul style="list-style-type: none">• Experience working with children across the primary age.• Experience of working with pupils with additional needs - SEN.• Experience of working with 1:1, small groups.	
Qualifications	<ul style="list-style-type: none">• GCSE grade C or above in English and Maths.	<ul style="list-style-type: none">• NVQ 3 for Teaching Assistants or equivalent qualification or experience.• Basic first aid qualification.
Skills and Knowledge	<ul style="list-style-type: none">• Full working knowledge of relevant policies / codes of practice and awareness of relevant legislation.• Working knowledge of national curriculum and other relevant learning programmes.• Understanding of principles of child development and learning processes and in particular, barriers to learning.• Working understanding of the range of support services / providers that an SEN child may encounter.	

PERSON SPECIFICATION

	Essential	Desirable
	<ul style="list-style-type: none">• Working knowledge of a variety of SEN learning tools.• Ability to self-evaluate learning needs and actively seek learning opportunities.• Ability to relate well to children and adults.• Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.• Be flexible to meet the needs of the school.• Be professional at all times and work within the school's code of conduct.	
Equal Opportunities	<ul style="list-style-type: none">• Commitment to the implementation of the school's equal opportunities policy.	
Continuing Professional Development	<ul style="list-style-type: none">• Willingness to undertake additional training / staff development as appropriate.• Ability to reflect on your own professional practice.	

DETAILS AND TIMELINE

Contract Type:

Fixed Term, Part-Time
8.30am-3.30pm, Mon-Thurs
Term Time Only

Salary:

£25,583 (FTE)

Closing Date:

5 June 2026

Our Policies:

 [Privacy Notice](#)

 [Code of Conduct](#)

 [Recruitment](#)

 [Safeguarding](#)

Woodside Primary School is dedicated to safeguarding and promoting the welfare of our children. We expect all staff and volunteers in our school to share this commitment. Therefore, this post is subject to an enhanced DBS check.

Woodside Primary School is also committed to equality of opportunity.

Visits to the school are welcome. Please get in touch to arrange a visit or speak with the Headteacher:

01707 888333

admin@woodside.herts.sch.uk

