

Stanborough



# Teaching Assistant /HLTA Information Pack for Candidates

**December 2025**

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**Grow and Succeed**

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



# Welcome

December 2025

Dear Candidate,

Thank you for your interest in the role of Teaching Assistant/HLTA 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

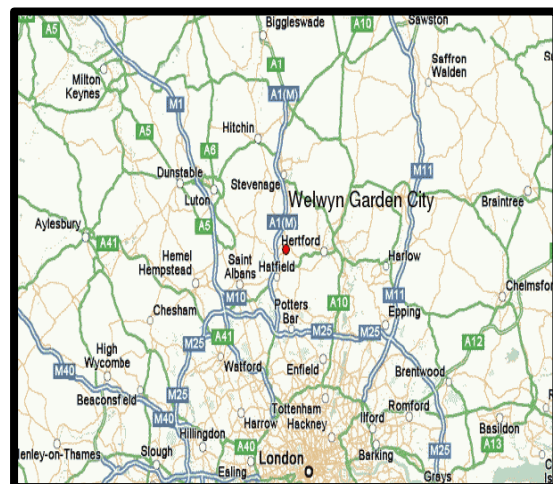
Stanborough School is a two minute walk from the Gosling Sports Park and is only a short car/bus journey to the University of Hertfordshire Sports Village in Hatfield. A range of shops, bars, restaurants and cafes can be found in the Town Centre as well as in the local Galleria shopping centre. St Albans, 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



## TEACHING ASSISTANT/ HIGHER LEVEL TEACHING ASSISTANT JOB DESCRIPTION



**Grade:** H2 – H5 depending on qualifications/skills/experience

**Responsible to:** SENDCo

### **Purpose of your job:**

To support students with Special Educational Needs and / or Disabilities to enable them to achieve their full potential at school.

### **Job context and working arrangements**

Your direct Line Manager will be the SENDCo under the leadership of the Assistant Headteacher. Your line manager will support with day to day organisation and long term development aspects of your role, working as part of a team for the benefit of the students. Each Teaching Assistant has an additional specific responsibility within the team.

### **How you do the job:**

- Build essential relationships with students and staff
- Support the writing of pupil passports for specific students
- Support teaching staff to build in strategies which support students with SEND
- Share good practice with your colleagues
- Run targeted interventions for targeted students during lesson time and at lunch time
- Invigilate or support with public examinations as necessary and appropriate
- Provide pastoral support and mentoring to identify students in conjunction with a designated Year Leader
- Be a positive role model for students in terms of behaviour, conduct, attendance and work ethic
- Maintain and support a positive ethos for learning and care across the school, upholding and enforcing policies and procedures

Those undertaking the HLTA role will have additional responsibilities commensurate with their qualifications/skills/experience and salary.

### **Supporting the Student**

- To develop a knowledge and understanding of the needs of identified students.
- To maximise the learning potential of students through a range of strategies
- Act as a 'mentor' for named students, as appropriate and agreed, with a clear framework and targets to achieve.
- Use school tracking and monitoring systems to measure progress and evaluate support.
- Liaise, where agreed, with parents and outside agencies to support students.

### **Supporting the Subject Teacher**

- Plan in advance with the teacher, the short term and long term goals and strategies for supporting each student.

- Work closely with the subject teacher on how schemes of work relate to progress and attainment of each student, advising and supporting the adaptation of work to meet the needs of each student.
- Provide advice to staff on methods of adaptation to help the students to learn as effectively as possible
- Work closely with the subject teacher to understand and support assessment strategies that will enable each student to progress.

**Knowledge, experience and training:**

You will be innovative, energetic and passionate about supporting young people and able to meet the challenge to deliver high quality outcomes. You'll need to be patient, thoughtful and compassionate and able to support and enthuse young people.

**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. All staff support with the supervision of students between lessons.

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.

*October 2025*



# TEACHING ASSISTANT PERSON SPECIFICATION



	Essential	Desirable
<b>Qualification</b>	Good literacy and numeracy skills	<p>Experience in a support role in an education setting</p> <p>Experience working with students with a range of learning needs</p> <p>Willingness and desire to undertake further professional development and training</p>
<b>Knowledge and skills</b>	<p>Successful experience in supporting others.</p> <p>The <i>ability</i> to manage behaviour effectively to ensure a good and safe learning environment.</p> <p>The <i>ability</i> to challenge and support all students to do their best.</p>	<p>Knowledge of recent initiatives and issues in education.</p> <p>Having an extensive knowledge and well-informed understanding of a range of learning, teaching and behaviour management strategies.</p>
<b>Professional Attributes</b>	<p>Holding positive values and attitudes and adopting high standards of behaviour in a professional role</p> <p>An understanding of and commitment to equal opportunities for all</p>	A willingness to participate actively in the life and work of the school to support its ethos and culture.
<b>Personal Skills</b>	<p>Highly effective communication skills with both children and adults</p> <p>Effective time management skills and an ability to meet deadlines and work under sustained pressure</p> <p>Possess a compassionate approach to supporting students from a range of backgrounds, with varying Special Educational Needs</p>	<p>Proven track record of successful teamwork</p> <p>Commitment to implementing whole school policies relating to the safeguarding of children</p>
<b>Notes:</b>	The above will be evidence by a variety of means including: Application Form, Letter of application, References, Interviews	

# How to apply and the Selection Process

**17<sup>th</sup> December 2025 to 12<sup>th</sup>  
January 2026**

## **Application Window**

A visit to the school before applying is welcomed.

Please be aware the school is closed from 19<sup>th</sup> December 2025 until 5<sup>th</sup> January 2026

**12<sup>th</sup> January 2026 (9 a.m.)**

## **Deadline for applications**

Applications should be made via the MyNewTerm portal

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

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**

