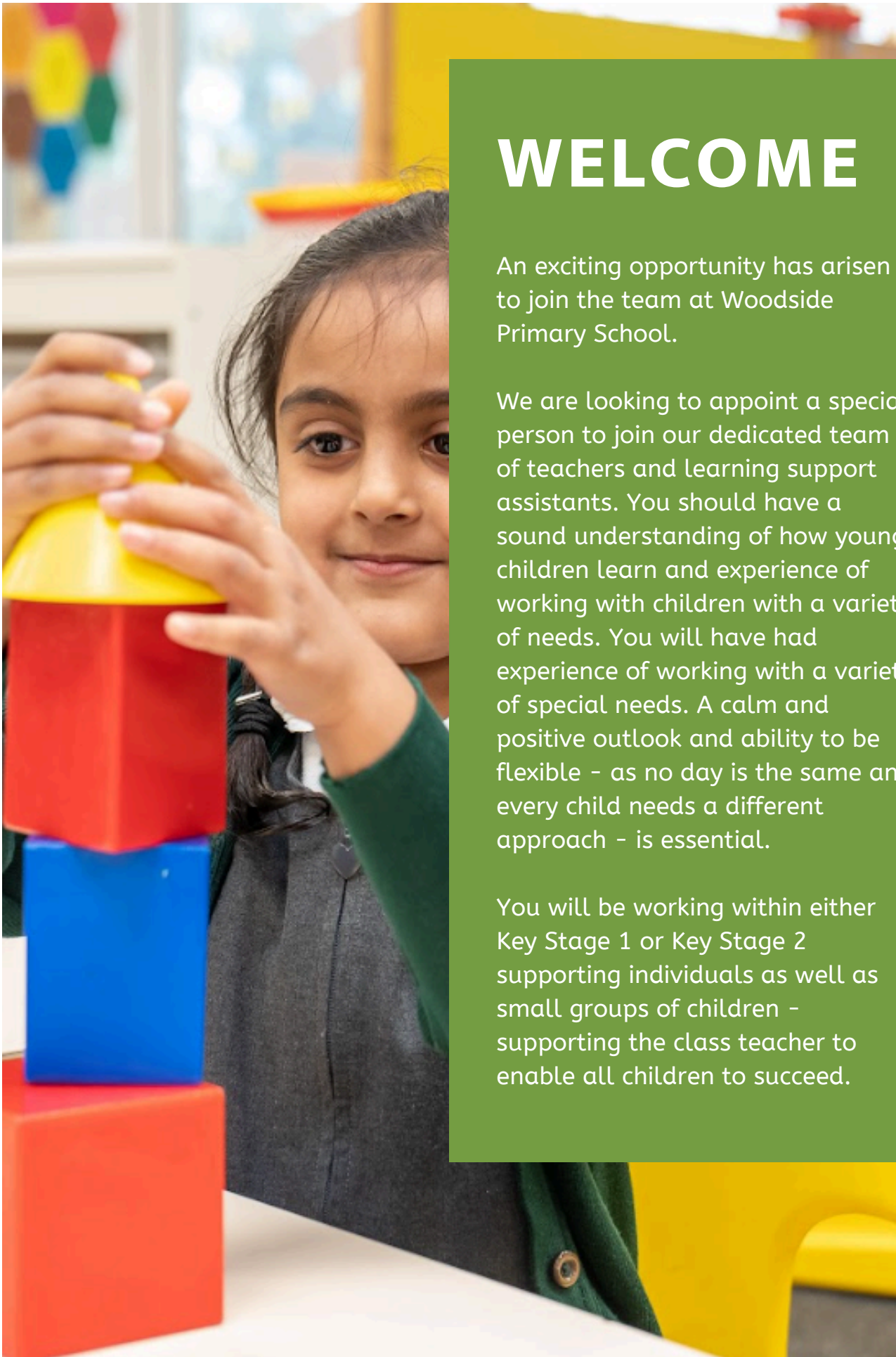


# Learning Support Assistant Recruitment Pack





# 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 a sound understanding of how young children learn and experience of working with children with a variety of needs. You will have had 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 within either Key Stage 1 or Key Stage 2 supporting individuals as well as small groups of children - supporting the class teacher to enable all children to succeed.

# WOODSIDE PRIMARY

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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

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**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.”*

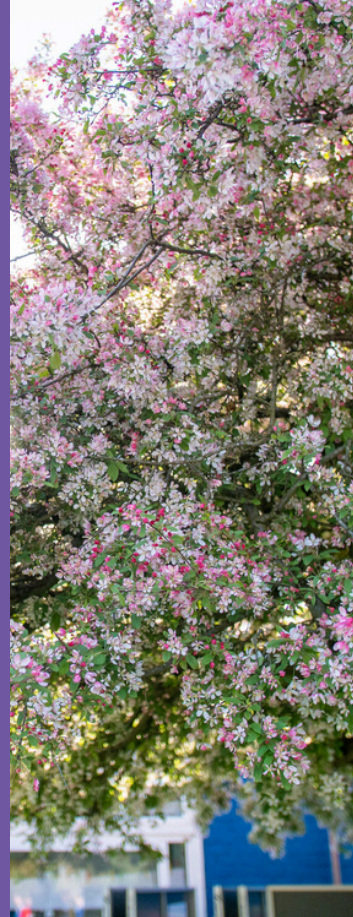
~ Ofsted, January 2025

## 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

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## 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 direction of the teacher.
- 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 the classroom to support educationally and pastorally.
- Work with individuals and groups outside of the classroom - running intervention programmes.
- Supervise pupils on visits, trips and out of school activities as required.
- Supervise children when they are in the playground at play time.
- To 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.

# JOB DESCRIPTION

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- 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.

## 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

- 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 school's needs, in agreement with the headteacher.

# PERSON SPECIFICATION

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

# PERSON SPECIFICATION

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

# DETAILS AND TIMELINE

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## Contract Type:

Fixed Term, Part-Time  
8.30am-1pm Mon-Fri  
Term Time Only

## Salary:

£24,796 (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](mailto:admin@woodside.herts.sch.uk)

