

Role Profile: Higher Level Teaching Assistant**Location: Akeley Wood School****Function: Support Staff****Reporting to: Teacher**

Akeley Wood, part of the Blenheim family, is a thriving co-educational independent school set across three beautiful campuses in the Buckinghamshire countryside. Welcoming pupils from 12 months to 18 years, we are a warm, inclusive and ambitious community where every child is known, valued and supported to achieve their very best.

Our learning environments are designed to inspire — from specialist classrooms to woodland outdoor areas, creative studios and modern sports facilities. We are proud of our strong pastoral culture, our commitment to individual strengths and our belief that meaningful relationships drive student success.

Joining Akeley Wood School means joining a caring, collaborative team who believe in high expectations, compassion and the transformative power of education.

Role Purpose

We are seeking a well-qualified and experienced Higher Level Learning Support Assistant (HLLSA) to provide 1:1 support for a student with specific needs outlined in their EHCP.

This is an EHCP-funded role, and although the contract is fixed term, it is anticipated to extend each academic year for as long as the student attends the school and continues to qualify for funded support.

Key Responsibilities

You will:

- Understand and support the specific needs of the pupil as outlined in their EHCP and support plan.
- Implement tailored strategies to help the pupil learn effectively and feel confident, supported and included.
- Carry out interventions, classroom support and pastoral support as directed by the SENDCo and Class Teacher.
- Promote positive behaviour and help create a calm, structured and encouraging learning environment.
- Adapt and provide differentiated resources to ensure the pupil can access the curriculum.
- Support the pupil in a range of settings: in class, during transition times, assemblies, break times and throughout the school day.
- Assist with the pupil's social interactions, concentration, engagement and emotional regulation.

- Build a trusting, supportive relationship with the pupil and their family, maintaining excellent communication.
- Work collaboratively with teachers, specialists and the Learning Support Team to enhance teaching and learning.
- Reinforce self-esteem and celebrate small steps of progress, helping the pupil develop confidence and independence.
- Contribute to the wider teaching team by bringing energy, compassion and proactive thinking.

About You

We are looking for someone who brings:

- A Higher-Level Teaching Assistant (HLTA) qualification.
- Experience supporting young people with additional needs.
- Excellent communication skills and the ability to build relationships with pupils, parents and staff.
- A warm, empathetic and patient approach.
- Strong organisation, resilience and the ability to remain calm under pressure.
- Confidence using ICT for learning support, communication and record-keeping.
- A commitment to professional development and reflective practice.
- A belief that every child can succeed with the right support.

Why Join Akeley Wood Senior School?

You will join a caring, collaborative and forward-thinking staff team who share a passion for supporting young people and enabling them to thrive.

You can expect:

- A supportive, nurturing working environment
- Strong pastoral values and a culture built on kindness
- Opportunities for professional growth and training
- A beautiful school setting with excellent facilities
- A team that celebrates individuality and the power of relationships

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

Key Stakeholders you'll be working with

- Internal: Pupils and all school staff.
- Blenheim Schools: Colleagues across Blenheim schools.
- External: Key external relationships and parents.

Governance:

- Blenheim Schools is the proprietor of Akeley Wood School. As such, Blenheim Schools has the legal responsibility and accountability for ensuring that the school is compliant, demonstrating the highest standard of pupil safety, quality of education and effectiveness in all areas of school life.
- Blenheim Schools do not have governing bodies. However, they all have strong and established governance arrangements and Heads are line managed by a Chair of Governors.
- Support in leading a school which is entirely compliant and provides a safe learning environment for students and staff ensuring full compliance with legislation, regulations, safeguarding policies, procedures and code of conduct.
- Safeguarding and Health & Safety governance visits are held at each school to evaluate their quality for protection for our children. During these visits, the reviewer will speak with the Head, Designated Safeguarding Lead, Educational Visits Coordinator and other staff, as well as always talking to groups of children.

· To be signed and dated by employee:

- **Signed:**
- **Name (print):**
- **Date:**