

Role Profile: Learning Support Assistant**Location: Akeley Wood School****Function: Support Staff****Reporting to: Teacher**

Akeley Wood, part of Blenheim is a thriving, co-educational independent school set across three beautiful campuses in the Buckinghamshire countryside. We educate pupils from 12 months to 18 years, offering a warm, inclusive and ambitious environment where every child is known and supported to achieve their best.

We provide inspiring spaces for learning, from woodland outdoor areas to specialist classrooms, creative arts studios and modern sports facilities. We are proud of our strong pastoral culture, our focus on individual strengths and our commitment to helping pupils grow into confident, curious and compassionate young people.

Joining Akeley Wood School means becoming a part of a dedicated collaborative team who believe in high expectations, meaningful relationships and the transformative power of education.

Role Purpose

This is an exciting opportunity for a passionate individual to inspire our children. We are seeking an enthusiastic and experienced Learning Support Assistant who can encourage children to achieve more than they imagine possible.

Responsibilities

- To understand and support in the educational and social development of pupils in classes, small groups and individually
- To aid pupils to learn as effectively as possible
- To carry out specific duties as directed by the SENDCo Lead and Class Teacher
- To promote good behaviour, as per the school policy
- To develop strategies to support the learning and pastoral needs of the pupils you are assigned to support
- To manage pupils as advised by Specialists, the SENDCo Lead and Class Teacher
- To carry out any specific duties as outlined in EHCP's / Support Plans such as interventions or as otherwise as directed by the SENDCo Lead and Class Teacher
- To establish acceptance of and inclusion of pupils in the classroom environment
- To aid the pupil to learn as effectively as possible, both in group situations and individually, inside and outside the classroom such as: booster groups, assisting in areas of specific weakness, assisting in the management of pupils' social interactions and behaviour, helping the pupil to concentrate on and finish work
- To help adapt and find differentiated materials to enable the pupil to access the class curriculum.

- Work effectively as part of the Teaching team and Learning Support team by contributing to the overall quality of teaching and learning
- To establish a positive and supportive relationship with pupils and family concerned
- To use methods of promoting and reinforcing the pupil's self-esteem

About You

We are seeking someone who brings:

- Strong communication skills and the ability to inspire and motivate students.
- Excellent organisation, resilience and the ability to work well under pressure.
- A warm, empathetic approach and a belief that every child can succeed.
- Confident use of ICT to support teaching, assessment and classroom organisation.
- A commitment to professional development and innovative practice.

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

Role overview

What you'll bring

Essential Skills & Qualifications

- Good level of literacy and numeracy (GCSE English and Maths or equivalent).
- Teaching Assistant qualification (Level 2 or Level 3).
- Experience working with children or young people in an educational setting.
- Adhere to all safeguarding policies, procedures and the staff code of conduct.
- Maintain appropriate professional boundaries at all times.
- Report safeguarding concerns promptly in line with school policy.
- Ability to build positive and supportive relationships with pupils.
- Strong communication and interpersonal skills.
- Ability to work effectively as part of a team.
- Organised, reliable and able to manage time well.
- Patience, empathy and a nurturing approach.
- Ability to follow instructions while also using initiative when appropriate.
- Commitment to pupil wellbeing and inclusive education.
- Positive, flexible and proactive attitude.
- Willingness to reflect, learn and develop professionally.

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:**