



WOODBRIDGE
SCHOOL

Work with us

HIGHER LEVEL LEARNING SUPPORT ASSISTANT

APPLICATION PACK

Higher Level Learning Support Assistant

Monday–Friday, 8:30am–4:30pm

3–4 days per week (21–28 hours)

Term Time Only (34 weeks) Permanent

£27,000–£31,000 FTE (pro rata)

Actual Salary: £12,132–£18,573 per annum

We are seeking an enthusiastic, reliable, and hardworking Higher Level Learning Support Assistant to join our well established and highly respected team.

As a Higher-Level Learning Support Assistant, you will play a pivotal role in enhancing the educational experience of students with additional learning needs by delivering tailored support both within and outside the classroom.

You will take responsibility for planning, delivering, and assessing learning activities in collaboration with teaching staff and specialists. You will support pupils up to GCSE level, contribute to the development of individual education plans, and lead small group or one-to-one interventions.

You will also assist in exam access arrangements and promote pupil independence, emotional well-being, and academic progress. Your role will require initiative, adaptability, and a proactive approach to fostering inclusive learning environments.

For more information about the school and this opportunity, and to download an application pack, please visit: <https://www.woodbridgeschool.org.uk/about/staff-vacancies/>.

Closing date: 10 June 2026

Interviews: 15–16 June 2026

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

Woodbridge School is committed to safeguarding and promoting the welfare of children and young people and successful candidates will be subject to an enhanced check from the Disclosure and Barring Service (DBS).

JOB DESCRIPTION

Job Title: Higher Level Learning Support Assistant	
Department: Learning Support	
Hours: 21–28 hours per week	Accountable to: Assistant Head – Learning Support and Pupil Development
Job Purpose: <ul style="list-style-type: none">• Work in partnership with teaching staff to support pupils’ learning and contribute meaningfully to academic progress.• Promote independence, self-esteem, resilience, and a positive attitude to learning in all pupils.• Deliver targeted support to individuals and small groups to ensure access to the curriculum, active engagement in lessons, and a strong sense of achievement.	
KEY RESPONSIBILITIES:	
Teaching and Learning: <ul style="list-style-type: none">• Support pupils across a range of subjects up to and including GCSE level, adapting approaches to suit individual needs.• Plan and deliver tailored interventions, both one-to-one and in small groups, including marking and feedback, in liaison with teaching staff.• Lead small group sessions and provide in-class support under the direction of subject teachers.• Reinforce teacher instructions, support pupil organisation and focus, and encourage perseverance using metacognitive strategies.• Provide assistance with reading, writing, scribing, and the use of technology in line with pupil support plans.• Provide specialist support for pupils, including the use of evidence-based strategies and assistive technologies, and work with teaching staff to differentiate materials and approaches accordingly. Encourage independent learning and gradually reduce support as appropriate to foster self-reliance.• Offer appropriate challenge and stretch to pupils requiring further differentiation.• Liaise proactively with teachers regarding lesson content and individual learning targets.• Contribute to the development and delivery of support strategies across departments.	
Assessment, Planning and Record-Keeping: <ul style="list-style-type: none">• Maintain a clear understanding of curriculum requirements and individual learning targets.	

- Support the administration of assessments, including evidence-gathering for exam access arrangements and, where appropriate, psychometric testing.
- Monitor and report on pupil progress, in consultation with class teachers and other staff.
- Maintain accurate and up-to-date records through observation, documentation, and contribution to formal reports.

Collaboration and Professional Conduct:

- Work collaboratively with teaching staff to provide inclusive and effective support, ensuring the teacher remains the lead professional.
- Communicate clearly and professionally with colleagues, parents, and external agencies, as appropriate.
- Assist the Assistant Head (Learning Support and Pupil Development) with administrative tasks and communication.
- Attend and contribute to staff meetings, review sessions, and parent meetings as required.
- Foster positive and respectful relationships with pupils, colleagues, and families.

Professional Knowledge and Development:

- Maintain up-to-date knowledge of curriculum content and pedagogical approaches relevant to the role.
- Participate in professional learning opportunities within school and through external CPD.
- Advise on resources and strategies to support SEND pupils, including the effective use of differentiated materials.

Wider Contribution to School Life:

- Contribute to the wider life of the school, including trips, enrichment, and extra-curricular activities.
- Assist in the creation of engaging and inclusive learning environments, including displays and resources.
- Model high standards of professionalism in communication, dress, and punctuality.

GENERAL RESPONSIBILITIES:

Health and Safety

You have a legal duty to take reasonable care of your own health and safety and that of others and you are expected to be familiar with and adhere to Woodbridge School's Health and Safety Policy and Health and Safety law.

Child Protection/Vulnerable adult's statement

Woodbridge School is committed to safeguarding and promoting the welfare of vulnerable adults and children and expects all staff and volunteers to share this commitment. You will be expected to support this approach in the context of your role and to adhere to and ensure compliance with our policy at all times. If in the course of carrying out your duties, you become aware of any actual or potential risks to the safety or welfare of vulnerable adults or children you must report any concerns to the appropriate Safeguarding Lead. You will also be expected to qualify and maintain an enhanced DBS check to the school's requirement before starting in work for the school.

Brand Values

Ensure your work, communication and approach conforms to the brand values and house style of Woodbridge School. Keep up to date, and comply with the Woodbridge School, Policies and Procedures at all times.

PERSON SPECIFICATION

Education and Qualifications	Essential	Desirable
<ul style="list-style-type: none"> Qualifications relevant to the post. 	✓	
<ul style="list-style-type: none"> HLTA qualification or equivalent. 	✓	
<ul style="list-style-type: none"> Qualifications / training in Special Educational Needs and Disabilities. 		✓
Knowledge and Experience		
<ul style="list-style-type: none"> Knowledge of current curriculum developments. 		✓
<ul style="list-style-type: none"> Relevant and recent INSET. 	✓	
<ul style="list-style-type: none"> Previous experience of working as a Teaching Assistant or Learning Support Assistant. 	✓	
<ul style="list-style-type: none"> Experience of supporting pupils across a wide age range and ability. 	✓	
<ul style="list-style-type: none"> Experience planning and leading support for students with SEND. 	✓	
Skills and Attributes		
<ul style="list-style-type: none"> Ability to support across the curriculum, both inside and outside the classroom. 	✓	
<ul style="list-style-type: none"> Possessing excellent and effective classroom management skills. 	✓	
<ul style="list-style-type: none"> Ability to motivate and enthuse learners who struggle. 	✓	
<ul style="list-style-type: none"> Interest and enthusiasm for working with students with SEND. 	✓	
<ul style="list-style-type: none"> A high level of IT Literacy. 	✓	
<ul style="list-style-type: none"> Excellent organisational skills, maintain accurate records; ensuring confidentiality at all times. 	✓	
<ul style="list-style-type: none"> Work on own initiative. 	✓	
<ul style="list-style-type: none"> Ability to bridge gaps in learning so that students with SEND can make progress with their learning. 	✓	
<ul style="list-style-type: none"> Demonstrable experience in providing support to young people through a range of methods. 	✓	
Safeguarding		
<ul style="list-style-type: none"> All staff are expected to evidence their commitment to promoting the health, welfare and safeguarding of children. 	✓	
Personal Qualities		
<ul style="list-style-type: none"> Willingness and ability to be flexible; 	✓	
<ul style="list-style-type: none"> Ability to relate to staff, students, parents/carers and 	✓	

governors;		
• To be highly organised with good time keeping;	✓	
• Honest, reliable and patient;	✓	
• Commitment and flexible with the demands of the role;	✓	
• Enthusiasm to develop your own skills and knowledge	✓	
• Ability to remain calm and function well under pressure;	✓	
• Work well with the team but also able to work effectively alone.	✓	

BENEFITS

Pension	Automatic enrolment into the Foundation/School's pension scheme (subject to meeting certain eligibility criteria).
Sick Pay	Company Sick Pay After a successful probation period, full pay for 5 weeks and, half pay for 10 weeks in any rolling 12 months. Entitlement rises incrementally to full pay for 20 weeks and half pay for 20 weeks in any rolling 3-year period during the 4th and subsequent years of service.
School Fees	School fee remission may be available depending on individual circumstances and at the discretion of the Governors.
Training	Training costs will be met in full. This will be subject to conditions concerning repayment if the employee leaves for any reason within a given period.
Holiday	25 days plus 8 public holidays paid leave (pro rata for part time posts) included in term time salary.
Other Benefits	<ul style="list-style-type: none">• Free parking• Complimentary lunch is available when the Dining Room is in operation• Access to Employee Assistance Programme

INFORMATION FOR APPLICANTS

In order to apply please complete the application form.

Application forms can be downloaded from the School's website

<https://www.woodbridgeschool.org.uk/about/vacancies/>

Please apply preferably by email, stating "Higher Level Learning Support Assistant" in the title line to: recruitment@seckford-foundation.org.uk.

If you are unable to apply by email then please post your application, marking "Private and Confidential" to the People Team at:

Woodbridge School
Marryott House
Burkitt Road
Woodbridge
Suffolk
IP12 4JJ

All information will be treated as strictly confidential.

If you have any questions or enquiries regarding the application process, please ring the People Team on 01394 615170.

All appointments are subject to the usual pre-employment checks to meet vetting and barring requirements. For more information about the application and vetting process please refer to the Explanatory Notes provided.

Woodbridge School is committed to safeguarding and promoting the welfare of children and young people and all applicants must be willing to undergo child protection screening appropriate to the position, including checks with past employers and the Disclosure and Barring Service.