

Job Advertisement: Higher Level Teaching Assistant (HLTA) – ELSA & Enrichment Lead

Bishopswood is a special school based in Sonning Common, South Oxfordshire (Berkshire border), and is part of the Propeller Academy Trust. We provide specialist education for children aged 2 — 16 years with severe (SLD) or profound and multiple learning difficulties (PMLD) and complex needs, including those children with ASD. The school is part of The Propeller Academy Trust.

Job details

Location:

Salary: Grade 9, Hourly rate £17.29-£18.72. Actual salary £25,069.59 - £27,141.82 based on 32.5 hours per week.

Hours: 32.5 hours per week, to be worked from Monday to Friday between 8.30am-4.00pm. 38 working weeks plus 6.48 weeks paid holiday per annum.

Contract type: Part time, permanent, term time only

Reporting to: Assistant Headteacher

Closing date for applications: Monday 16th June

Interview date: Thursday 19th June

Start date: September 2025

Main purpose

To lead the emotional literacy (ELSA) programme and coordinate whole-school enrichment opportunities, including the planning and delivery of internal clubs and external visits. The postholder will support the emotional wellbeing of pupils with severe to moderate learning difficulties and create engaging, inclusive enrichment experiences that broaden pupils' opportunities and confidence.

We would like to hear from you if

- You have good numeracy, literacy, and ICT skills (GCSE Level 4 or equivalent in English and Math's is desirable)
- You have the ability to work with a range of children and young people with additional and complex needs
- You are a team player who can build good working relationships with colleagues
- You are flexible, enthusiastic, and resilient, with a good sense of humour
- You are committed to ongoing personal development
- You have high aspirations in teaching and learning for all children and young people

What can we offer you

- The opportunity to work with a progressive and forward-thinking multi-academy trust, where you are making a difference to the lives of young people.
- Opportunities for development and career progression
- Induction programme and ongoing CPD and training
- A range of staff benefits including access to an Employee Assistance Programme and a workplace pension scheme (LGPS)
- Free eye test for DSE users
- Free flu vaccinations
- Free tea and coffee
- Refer a friend bonus (up to £500)
- A positive and friendly working environment

How to Apply

For further details, and to apply, please visit [Vacancies - SAMpeople Recruit](#). Please note that CVs will not be accepted.

Application Timeline

Please note that CVs will not be accepted. No agency applications either please.

For informal enquiries please contact us at recruitment@bishopswoodschool.co.uk

Visits to the school are welcome by arrangement. Applications will be considered on receipt and interviews arranged accordingly.

Please note, the school reserves the right to close adverts if a sufficient response is received. Early applications are therefore advised.

If you have not received communication from the school inviting you for an interview within ten working days of the closing date of the post, you can assume that you have not been shortlisted on this occasion. We thank you for your interest in the school and encourage you to apply for suitable vacancies in the future

The Propeller Academy Trust is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race (including colour, nationality, ethnic or national origin), religion or belief, sexual orientation, gender reassignment, pregnancy or maternity, age, disability, marriage, or civil partnership.

The Propeller Academy Trust and its member schools are committed to safeguarding and promoting the welfare of all children and young people according to child protection and safeguarding guidelines. We expect all staff and volunteers to share in this commitment.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. All post holders are subject to the necessary pre-employment check, including a satisfactory Enhanced Disclosure and Barring Service (DBS) Check, including a Child/Adult's Barred List check (where applicable to the role in question).