



Beaumont Collegiate  
Academy

12 January 2026

# Learning Support Assistant Apprentice

Job Description and  
Person Specification



**'I can, I do & I will be!'**

## **POST OVERVIEW**

### **LEARNING SUPPORT ASSISTANT APPRENTICE**

Are you passionate about supporting young people and helping them reach their full potential? Beamont Collegiate Academy is seeking a dedicated and enthusiastic Learning Support Assistant Apprentice to join our supportive and inclusive team.

This is an exciting opportunity to work in a vibrant school environment, providing in-class and pastoral support to students, helping them to engage with learning, build confidence, and overcome barriers to achievement. The role offers hands-on experience, structured on-the-job training, and professional development to help you develop the skills needed for a rewarding career in education, inclusion, or child development.

If you are patient, caring, organised, and committed to making a positive difference in the lives of young people, we would love to hear from you.

The successful candidate will be required to apply for an enhanced DBS Certificate from the Disclosure & Barring Service. Details can be found on <https://www.gov.uk/disclosure-barring-service-check>.

#### Terms and Benefits

- 1) Salary: National Apprenticeship rate (£7.55 - £12.21 per hour)
- 2) Full time (37 hours per week) Term time Only plus 5 Inset Days (39 weeks) / FTC 18 month with view to Permanent upon completion of course
- 3) Eligible for Local Government Pension Scheme (Cheshire Pension Fund Scheme)
- 4) Occupational Sick Pay Scheme (entitlements based on service)
- 5) Access to TCAT+ our Reward, Recognition and Wellbeing offer including access to retailer discounts and benefits, Cycle to Work scheme, Car Benefit Scheme, Smart Tech Pack, and online resources to support physical, emotional, professional, financial and social wellbeing
- 6) Training and development opportunities / CPD
- 7) Any other benefits.

Applications should be returned, only using the application form provided, to [recruitment@bcawarrington.org.uk](mailto:recruitment@bcawarrington.org.uk) by the closing date of Wednesday, 28<sup>th</sup> January 2026, 9am.

Interviews dates: TBC

Start Date: Immediate Start

## POST DETAILS

<b>Location:</b>	Beamont Collegiate Academy
<b>Job title:</b>	<b>Learning Support Assistant (Apprentice)</b>
<b>Salary:</b>	National apprenticeship wage (£7.55 - £12.21)
<b>Hours of Work:</b>	Full time (37 hours per week) Term time Only plus 5 Inset Days (39 weeks) / FTC 18 months in view to permanent upon completion of course / Day release
<b>Reporting to:</b>	SEND Leadership
<b>Responsible for:</b>	To provide general and specific assistance to pupils and staff under the direction, guidance and direct supervision of the class teacher.
<b>Key Tasks and Responsibilities</b>	Support students in the classroom by working alongside teachers to help learners access the curriculum, stay engaged, and make progress, including providing targeted support for individuals or small groups. Assist with pastoral care, behaviour support, and the preparation of learning resources, while contributing to a safe, inclusive, and nurturing learning environment.
<b>Job purpose:</b>	To support students' learning, inclusion, and wellbeing by working alongside teachers and support staff to help pupils overcome barriers to learning and achieve their full potential.

# JOB DESCRIPTION

## **Key Responsibilities**

- Support students in the classroom by assisting teachers with learning activities and helping pupils to access the curriculum.
- Provide targeted support to individuals or small groups, including students with special educational needs and/or disabilities (SEND).
- Assist in promoting positive behaviour, engagement, and emotional wellbeing in line with academy policies.
- Help prepare, adapt, and organise learning resources and classroom materials.
- Support students with personal, social, and emotional development, encouraging independence and confidence.
- Supervise students during lessons, transitions, and designated non-teaching times as required.
- Work collaboratively with teachers, pastoral staff, and the SEN team to support student progress.
- Contribute to a safe, inclusive, and nurturing learning environment, following safeguarding and health & safety procedures at all times.
- Participate fully in apprenticeship training, assessments, and professional development activities.
- Work with individual children or small groups of children under the direction of the teacher or higher-level Teaching Assistants providing a basic level of assistance.
- Provide feedback to the Teacher and/or other teaching assistants.
- Support the teacher in behaviour management and keeping children on task.
- Attend to pupils' personal needs including help with social, welfare and health matters, including minor first aid.
- Assist with the display and presentation of pupils' work.
- Assist with the preparation, maintenance of stocks of materials and resources.

- Assist with break-time supervision including facilitating games and activities.
- Assist with escorting pupils on educational visits.

### **Training and Development**

- Attend training sessions and complete assignments as part of the apprenticeship programme.
- Learn and adhere to school policies, safeguarding practices, and health and safety regulations.

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#### **General Duties:**

- To support Academy and other activities, attending appropriate Academy events and trips.
- Any other duties deemed reasonable, as directed by the principal.

#### **General Responsibilities of all Beamont Collegiate Academy Support Staff:**

- a) To work consistently to uphold Academy's aims.
- b) To work in a co-operative and polite manner with all stakeholders.
- c) To work with students and parents in a courteous, positive, caring and responsible manner at all times.
- d) To take an active and positive role in the Academy's commitment to developing staff, and the annual review procedures.
- e) To work with visitors to the Academy in such a way that it enhances the reputation of the Academy.
- f) To seek to improve the quality of the Academy's service.
- g) To present oneself in a professional way that is consistent with the values and expectations of the Academy.

The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed provided that responsibilities remain in line with the grade. Consequently, the Academy will expect to revise this job description from time to time and will consult the post holder at the appropriate time.

## PERSON SPECIFICATION

Criteria		Essential	Desirable	Assessment Method
<b>Qualification and Relevant Experience</b>				
1	Good levels of literacy, numeracy, and ICT competence.	X		A/I
2	GCSEs (or equivalent) in English and Maths, or willingness to work towards these as part of the apprenticeship.	x		A/I
3	Willingness to undertake and successfully complete the apprenticeship qualification and associated training.	X		A/I
<b>Competencies</b>				
4	Ability to work as part of a team and follow guidance from teachers and support staff.	X		A/I
5	Ability to work independently as well as part of a team.	X		A/I
6	Strong communication skills, with the ability to assist students of varying abilities.	X		A/I
7	Willingness to support and contribute to academy events in and out of school time.	X		A/I
8	Ability to handle multiple tasks in a dynamic environment.	X		A/I
9	Ability to work as part of a team and follow guidance from teachers and support staff.	X		A/I
10	Ability to work independently as well as part of a team.	X		A/I
11	Committed to providing the best for all pupils.	X		A/I
12	Commitment to safeguarding and the welfare of pupils.	X		A/I
13	Willingness to be involved in the wider life of the school.		X	A/I
<b>Commitment to Equal Opportunities</b>				
14	Understanding of and commitment to the principles and practice of equality, diversity and inclusion, both in relation to employment issues and to service delivery	x		A/I

Key: A = Application; I = Interview; T = Task

**NOTE TO APPLICANTS:**

Whilst all points on the specification are important, those marked as 'essential' are the key requirements for the role. You should pay particular attention to these points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.