



Camp Hill Primary

— Growing Together —

SEND Teaching Assistant Apprenticeship

Recruitment Pack





BUILDING BRIGHTER FUTURES

Our story is one of moral purpose. We are a learning community where everyone works collaboratively to plan, spread expertise and tackle challenges together — always focused on putting the needs of our students first. Together we build brighter futures.

Our Mission

We aim to make a difference by raising the horizons and ambitions of everyone who learns, works, and lives within our diverse communities.

Our Values

The Trust is committed to building brighter futures. This commitment is underpinned by three core values:

- Student's first
- It's about learning
- No barriers

Join Us

This is an exciting time to become part of The Futures Trust. Every role here is more than a job — it's real, impactful work that makes a meaningful difference in the lives of our students and their communities. We offer trust wide career paths and invest in outstanding opportunities for our staff to learn, grow, and truly change lives.



4

Primary Schools



6

Secondary Schools



9000+

Students



1300+

Staff



Thank you for considering a career with The Futures Trust.

We are delighted to provide you with this recruitment pack, designed to offer all the information you need to embark on a rewarding journey with us.

Rachel Whittingham

Head Teacher



Camp Hill Primary School is a thriving school that is committed to Building Brighter Futures for all of its students.

Every decision we make is about the young people we serve, their learning experience and their personal development. We are looking to expand our team of talented professionals who excel in their field to help us on the next phase of our exciting journey.

We look forward to hearing from you.



Job Details

JOB TITLE	SEND TEACHING ASSISTANT APPRENTICE (LEVEL 3)
OPPORTUNITY	We are seeking to appoint an enthusiastic, nurturing and positive Level 3 SEND Teaching Assistant Apprentice to support pupils with SEND in achieving their full potential. Working closely with teachers and support staff, you will help pupils access learning, develop confidence and thrive within a supportive school environment. This 18-month apprenticeship is ideal for someone starting their career, changing career, or looking to gain valuable experience in education. Full training and support will be provided throughout the programme. We welcome applications from individuals of all backgrounds. Please refer to the person specification for details of the education and qualification requirements.
REPORTING TO	Clio Warren, SENDCo (With day-to-day support and mentoring provided by the SEND Team)
LOCATION	Based at Camp Hill Primary School with a requirement to travel to work at or for schools in the Trust as needed.
SALARY / HOURS:	National Apprenticeship Wage 37 hours per week, 39 weeks per annum
BENEFITS ENHANCING WORKING LIVES	- Competitive rates of pay - Professional development opportunities - Career pathways across the Trust - Teacher / Local Authority Pension Scheme - Online retail discount - Employee Assistance Programme - Family Friendly policies to support family & carer commitments - Flexible Working Arrangements www.thefuturetrust.org.uk/why-work-for-the-futures-trust



Job Description

Job Purpose

To support the education, development and inclusion of pupils with Special Educational Needs and Disabilities (SEND) by working as part of the school's SEND team within the Support Base and mainstream classrooms.

The postholder will support pupils to access a personalised and bespoke curriculum, implement provision identified within Education, Health and Care Plans (EHCPs), and promote pupils' academic, communication, social, emotional and independence skills. Through high-quality support, care, supervision and inclusive practice, the postholder will help pupils participate fully in school life, achieve their individual outcomes and develop the confidence and skills required for future success.

Duties and responsibilities

- Work as part of the SEND team to support the learning, development and wellbeing of pupils with SEND across the Support Base and mainstream classrooms.
- Develop and implement strategies for communication, sensory regulation, emotional wellbeing and inclusive classroom practice that enable pupils to access learning and make progress.
- Liaise with teachers, the SENDCo and other professionals to address the needs of identified pupils and support the development of learning, communication, social and independence skills.
- Adapt activities, resources and learning materials to meet the individual needs of pupils with a range of SEND.
- Implement agreed learning activities, personalised programmes and teaching strategies under the guidance of the teacher to support pupils in achieving learning goals.
- Support the implementation of provision and outcomes identified within pupils' Education, Health and Care Plans (EHCPs), contributing to the monitoring and recording of progress towards individual targets.
- Deliver targeted interventions and bespoke support programmes to individuals and small groups.
- Support pupils to access a personalised and bespoke curriculum designed to meet their individual academic, communication, social, emotional and developmental needs.
- Liaise with teachers and other staff to obtain, exchange and record information relating to pupils' progress, development and wellbeing.
- Use information provided by teachers, the SENDCo and external professionals to support the effective delivery of individual support programmes and interventions.
- Support the role of parents and carers in pupils' learning and contribute to meetings where appropriate, providing constructive feedback on progress and development.



- Establish positive and productive working relationships with pupils, providing encouragement, feedback and support to build confidence, resilience and motivation.
- Promote pupil independence through the development of learning, social, communication, mobility and self-help skills, recognising and celebrating individual achievements.
- Support pupils with their social, emotional and mental wellbeing, reporting concerns or barriers to learning to the appropriate member of staff.
- Support pupils' emotional regulation and sensory needs through the implementation of agreed strategies, sensory programmes and therapeutic approaches.
- Support pupils with personal care and intimate care needs, including toileting, changing, dressing and hygiene routines, in accordance with the school's Intimate Care Policy, safeguarding procedures, risk assessments and individual care plans.
- Support pupils with the development of independence and life skills, including personal hygiene, self-care, organisation, communication and social interaction skills appropriate to their age and stage of development.
- Establish and maintain positive relationships with families, carers and external professionals, including Speech and Language Therapists, Occupational Therapists, Educational Psychologists and other specialist services.
- Implement recommendations and programmes provided by external professionals under the direction of the SENDCo and teaching staff.
- Assist pupils in the safe use of specialist equipment, communication aids, sensory resources and adaptive technologies that support access to learning.
- Ensure pupils can safely access equipment, resources and all aspects of school life.
- Support pupils during transitions, playtimes, lunchtimes, educational visits and other less structured parts of the school day to promote inclusion, engagement and positive social interaction.
- Assist with group, class and whole-school activities within and beyond the classroom, including educational visits and enrichment opportunities.
- Maintain accurate records and contribute to the monitoring of pupil progress, engagement and achievement.
- Be aware of and comply with all school policies and procedures relating to safeguarding, child protection, health and safety, confidentiality, data protection and inclusion, reporting concerns promptly to the appropriate person.
- Support and contribute positively to the overall ethos, values and aims of the school.
- Contribute positively to planning meetings, annual reviews, professional discussions and the ongoing development of SEND provision within the school.
- Undertake administrative duties associated with the role, including the preparation of resources, record keeping, photocopying, filing and supporting documentation required for pupil provision.
- Attend and actively participate in training, meetings, reviews and professional development activities associated with both the apprenticeship programme and the role.
- Undertake relevant training and professional development to develop knowledge of SEND, inclusive practice and evidence-informed strategies that support pupils with a range of additional needs.

Line management

- The postholder has no direct line management responsibility for other employees. The role may involve demonstrating tasks and sharing good practice with colleagues, volunteers or students where appropriate.



Professional Development

- Maintain and develop professional knowledge, skills and expertise to successfully fulfil the requirements of the SEND Teaching Assistant Apprenticeship and support the needs of pupils with SEND.
- Participate fully in apprenticeship training, workplace learning, professional development activities and performance review processes.
- Develop knowledge and understanding of a range of special educational needs and disabilities, inclusive practice and evidence-informed approaches to supporting pupils' learning, development and wellbeing.
- Keep up to date with relevant statutory guidance, safeguarding requirements and school policies.

Professional Conduct

- Be an effective role model for pupils, demonstrating high standards of professionalism, conduct and attendance.
- Actively promote and support the aims, values and ethos of Camp Hill Primary School and The Futures Trust.
- Work collaboratively as a member of the SEND team and contribute positively to the wider life of the school.



Person Specification

AREAS	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
EDUCATION AND QUALIFICATIONS	- GCSE English, Maths and Science at Grade C / grade 4 or above or equivalent - Apprenticeships are designed to provide new learning and skills. If you already hold a qualification at the same or higher level in the <i>same subject area</i>, please let us know. Our apprenticeship providers will work with you to assess any prior learning and ensure the apprenticeship will give new skills and experience to support your career development.		Application form Certificates
SKILLS AND ABILITIES	- Highly organised with the ability to prioritise tasks and work effectively under pressure. - Effective verbal and written communication skills with pupils, parents/carers, colleagues and external professionals. - Competent in the use of IT, including Microsoft Word, Excel and Outlook. - Able to build positive and supportive relationships with young children and pupils with SEND. - Able to work effectively as part of a team and contribute positively to the wider school community. - Able to follow instructions and complete tasks to a high standard. - Able to use initiative and work independently when appropriate. - Good literacy and numeracy skills. - Patient, caring and resilient, with a commitment to promoting inclusion and pupil independence.		Application form Interview

AREAS	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
SKILLS AND ABILITIES	• Able to follow safeguarding procedures and recognise when concerns need to be reported. • Able to maintain confidentiality and handle sensitive information appropriately. • Able to respond calmly and professionally in challenging situations. • Willing to undertake personal and intimate care duties, where required, in accordance with school policies and training.		
EXPERIENCE	• Experience of working with children. • An interest in supporting children with SEND and a commitment to inclusive education. • Experience of working effectively as part of a team.	• Experience of supporting pupils with SEND. • Experience of working in a primary school setting.	Application form Interview Assessment
KNOWLEDGE AND UNDERSTANDING	• Basic understanding of the role of a primary school in supporting pupils' learning, development and wellbeing. • Understanding of the importance of safeguarding, inclusion and positive pupil outcomes.	• Awareness of Special Educational Needs and Disabilities (SEND). • Understanding of how children learn and develop.	Application form Interview Assessment
OTHER REQUIREMENTS	• A positive role model committed to continuous professional development. • Committed to the aims and values of the school and Trust. • Values diversity, inclusion and the unique contribution of every child. • Demonstrates professionalism, integrity, reliability and teamwork. • Able to build positive relationships with pupils, families and colleagues. • Flexible and willing to work across the support base and mainstream classrooms as required. • Committed to safeguarding and promoting the welfare of children.		Interview Assessment



How to apply

Closing date:

Monday 2 November 2026

Interviews:

Friday 6 November 2026

If you wish to find out more about this role and a career within The Futures Trust please contact the Recruitment Team:

Tel: 02477 102134

To apply for this post, please complete the online application form found at:

www.thefuturetrust.org.uk/work-with-us/current-vacancies

On application please read the following policies found at:

www.thefuturetrust.org.uk/work-with-us/recruitment-policies

- Camp Hill Primary Safeguarding & Child Protection Policy
- Safer Recruitment Policy
- Suitability Policy
- GDPR Privacy Notice for Applicants



The Futures Trust are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share this commitment.

The successful candidates for all positions will be subject to an enhanced DBS check and Children's Barred List Check.