



**Billinge Chapel End Primary School
Part of
The Everyone Matters Schools Trust**

Job Description – Apprentice Learning Assistant based in a 9 month-3 year old provision.

Responsible to	Headteacher
Pay	£14,566
Duration	18 months
Start Date	October 2025
Hours:	27.5 hours per week
Criteria	Apprenticeship must be working towards a relevant EYFS qualification

**We aim to provide our children
with the highest possible standard
of education, through quality
teaching and learning, in a happy
caring environment.**

We will do the best WE can to enable our children to do the best THEY can.

Our Trust values: Everyone matters, Everyone Helps, Everyone Succeeds

Main duties and responsibilities:

- Support staff in preparing and delivering planned learning activities
- Support in making and recording observations of children
- Support staff in keeping children safe and follow all relevant safeguarding and health and safety procedures
- Build positive relationships with children and their families
- Build positive relationships with staff
- Take an active role in personal professional development
- Support staff in enabling children to learn specifically through play
- Support staff in catering for the needs of all children including those with SEND and medical needs
- Model and promote positive interactions and behaviours
- Receive guidance from staff and begin to manage pupil records

Support For The School

- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned)
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the school ethos, aims and development/improvement plan
- Have an awareness of and support the role of other colleagues
- Attend relevant meetings as required
- Participate in training and other learning activities as required
- Accompany staff and pupils on visits, trips and out of school activities as required
- To respect all children; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements.
- To be responsible for improving your own practice through observation, evaluation and discussion.
- To comply with the Data Protection Act and School policies and procedures.
- To comply with the Schools Health and Safety Policy and associated safe working procedures and guidelines.
- To comply with the Schools Comprehensive Equality Policy and to ensure that it is implemented within the service area of the post.
- To comply with the Schools Data Protection Policy and Code of Practice within the service area of the post.
- This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.
- Ensure the overall quality of the play/care environment is maintained and always of the highest possible standard.

The post is subject to Enhanced Disclosure.

This post is not Politically Restricted in accordance with the Local Government and Housing Act 1989.

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. Consequently, the School will expect to revise this job description from time to time and will consult the postholder/s at the appropriate time.

To apply, please complete the job application form located on the Everyone Matters Schools Trust website: [Vacancies - Everyone Matters Schools Trust](#) and the Billinge Chapel End Primary School website: [Billinge Chapel End Primary School: Vacancies](#)

Please return completed applications to Alison Marsh in the School office at: chapelend@sthelens.org.uk by 12pm on Friday 19th September 2025. Paper copies can also be accepted at the main office at Billinge Chapel End Primary School.