



# 9 month-3 years old provision Early Years Learning Support Assistant Level 2 (27.5 hours per week)



PROUD TO BE A MEMBER OF  
**EVERYONE MATTERS**  
SCHOOLS TRUST

## Headteacher's welcome

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Welcome to Billinge Chapel End Primary School. As Headteacher, I am passionate about making this school an inclusive hub of the local and wider community, where children learn and develop in a happy, healthy and safe environment.

Our vision here is to see our children leave us as healthy, happy, well-rounded individuals who:

- Have respect for the world and understand their responsibilities as a global citizen in ensuring it is conserved for future generations.
- Are aware of their place in society and their responsibility to contribute positively to it.
- Are polite, well-mannered and helpful.
- Have respect and tolerance for others and their beliefs & cultures.
- Possess the skills and knowledge that they require to enable them to continue their learning and achieve their full potential.

Our school is proud to be part of The Everyone Matters Schools Trust, and we work in partnership with our associated schools to strive for excellence and ensure that Everyone Matters, Everyone Helps and Everyone Succeeds.

We are looking for a dedicated and passionate individual to join our school family and support us in offering the families in our community the best possible education and care for their children.



**Headteacher**  
**Mr C Hewitt**



## Role overview

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At Billinge Chapel End Primary School we are looking for a passionate Learning Support Assistant to work in our 9 month -3 year old provision. This role is contracted for 27.5 hours per week, term-time only, Monday – Friday 9am-3pm starting in October 2025. This post is categorised as temporary and linked to Government funding for pre-school children. The role is subject to termination should this funding be stopped.

We require an individual who:

- has the appropriate qualifications to work with children from 9 months old and above. Qualifications and suitability can be checked here: [Start - Check an Early Years qualification](#)
- can provide high levels of nurture and care
- has knowledge of appropriate safeguarding procedures
- has knowledge of age specific policies and procedures such as sleeping and feeding
- has knowledge of both the EYFS Framework and the Development Matters Framework
- can provide age- appropriate activities in a stimulating environment
- is a good communicator
- works well as part of a team
- can build trusting relationships with families and the community
- can be flexible and adapt to change

The appointment applicant will work under the guidance of established room leaders and as part of a new, dynamic team to provide a bespoke pre-school experience for children and their families.

In return we can offer you: excellent career and professional development opportunities, support from an experienced and passionate EYFS team, statutory training and professional development and the opportunity to work alongside our wonderful community here in Billinge.

This is an exciting time to be joining our primary school as we are embarking on our new venture alongside the Everyone Matters Schools Trust. Working alongside Rainford High School, Rainford Brook Lodge Primary School and Up Holland High School offers both our staff and pupils unique opportunities to grow, develop and contribute positively towards our local community. This is a brand-new pre-school provision and a very exciting development in the history and life of our school!

We look forward to receiving your application.





## Our school

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Billinge Chapel End Primary School is a one form entry school nestled in the countryside within the village of Billinge. We are proud to serve the families of our community with the best education and care for their children. We put the wellbeing, health and happiness of our community before all else, and strive to support children in achieving their academic potential through the delivery of excellent teaching and learning. We provide children with a wealth of experiences providing them with a rich and varied curriculum centred around the locality in which we are placed. We are blessed with beautiful surroundings and use these to enrich the lives of our pupils and families as much as possible. Our motto is 'I do my best' and our ethos is based around our six key values: love, kindness, resilience, tolerance, hope and honesty.



## The Trust

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# EVERYONE MATTERS SCHOOLS TRUST

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We are a trust that is passionate about making a difference to every child and person in the community we serve. We work tirelessly to ensure we have great schools made up of great people supported by the trust to provide a great educational offer for every child who attends one of schools.

### To improve every person's life and their opportunities

Our trust culture is based on our humanity and the principles of compassion, generosity and kindness. We are proud of the trust's ethos and vision:

**Everyone Matters:** we strive for all our partners to be happy and successful schools within our trust community based on our culture of compassion, generosity and kindness.

**Everyone Helps:** we work together to make great choices for our schools and our children to create an interconnected community of team members who do the best for children, staff and our community.

**Everyone Succeeds:** we work tirelessly together to overcome the challenges we face to invest in our schools, so all our schools, children and team members are successful.

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# Job description

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## **Main Purpose:**

The Learning Support Assistant will:

- Fulfil the professional responsibilities of a Learning Support Assistant Level 2, as set out in The National Occupational Standards for supporting teaching and learning.
- Meet the expectations set out in the staff code of conduct
- Act as a key worker for named children within the setting

## **Key roles**

- Supporting the room leader in supporting planned learning activities
- Support child development by making and recording observations
- Keeping children safe by following policies and procedures linked to safeguarding along with health and safety
- Contribute to positive relationships with children, families and staff
- Provide effective support for your colleagues, taking an active role in personal professional development
- Use ICT to support with communication and teaching and learning
- Support with children's learning through play
- Contribute to supporting with bilingual/multilingual pupils/ families
- Support children with Special Educational Needs and Disabilities
- Support in creating displays and keeping the environment tidy, clean and safe
- Promote positive behaviours
- Contribute to managing pupils records
- Support children with medical needs

## **Health, safety and discipline**

- Promote the safety and wellbeing of pupils
- Maintain harmony amongst pupils, managing behaviour effectively to ensure a good and safe learning environment
- Engage with essential health and safety training and follow school policies and procedures



# Job description

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## Professional development

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own practice
- Take part in school and Trust training in order to improve professional knowledge and skills across a range of educational areas.

## Communication

- Communicate effectively with pupils, parents and carers
- Communicate effectively in written form

## Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

## Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

## Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent and Working Together to Safeguard Children) and our safeguarding and child protection policies
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school



## Person specification

Criteria	E/D	A/I
<b>Teaching and Qualifications</b>		
Level 2 Teaching Assistance Qualification or equivalent suitable for provision of 9-month old children and older	E	A
Experience in working with pre-school aged children	D	A/I
Recent participation in relevant in-service training or professional development	D	A
Experience of working in a school setting	D	A
Paediatric First Aid	D	A
<b>Professional Knowledge and Understanding</b>		
Knowledge of the statutory Early Years Framework	E	A/I
Knowledge of the Development Matters Framework	D	A
Knowledge of different teaching and learning approaches	E	A/I
Knowledge of inclusion and the SEND code of practice	E	A
Knowledge of promoting positive health and mental wellbeing.	E	A/I
Knowledge of systems relating to communicating with parents	E	A/I
Knowledge of safeguarding procedures	E	A/I
Understanding of equality and inclusion	E	A
Knowledge of intimate care policies and procedures	D	A/I
Knowledge of how to create an effective environment for pre-school aged children	D	A/I
<b>Professional Skills</b>		
Ability to work as an effective member of a team and seek help and advice when needed.	E	A/I
Ability to build and maintain positive relationships with children, parents and colleagues.	E	A/I
Ability to model the school values, mission and ethos.	E	A/I
Ability to work with children at all levels regardless of specific individual need, identifying learning styles as appropriate.	E	A/I
Ability to liaise sensitively and effectively with parents and carers	D	A/I
Ability to perform clerical tasks related to operating in an EYFS/ pre-school environment	D	A
Ability to prepare educational resources in line with school planning.	D	A
<b>Professional values, practice and development</b>		
Evidence of recent and relevant training	D	A
Willingness to engage with continuing professional career development training	E	A
Ability to uphold the school ethos and follow the staff code of conduct	E	A/I
Ability to work in partnership with pupils, staff, governors, families and the local community	E	A/I
Commitment towards equality and inclusion	E	A/I
Commitment towards upholding robust safeguarding protocols	E	A/I
Ability to communicate clearly in both verbal and written forms	E	A/I
Competent with the use of ICT and digital equipment	D	A

E = Essential requirement of the role

D = Desirable requirement of the role

P = Presentation

I = Assessed at Interview

A = Assessed via the application form



## How to apply

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This post is subject to a satisfactory disclosure and barring service (DBS) enhanced disclosure certificate and clear social media checks.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

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](mailto:chapelend@sthelens.org.uk) by 12pm on Friday 19<sup>th</sup> September 2025. Paper copies can also be accepted at the main office at Billinge Chapel End Primary School.

## Guidance

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Application forms and letters should be typed in Calibri font and size 11.

Supporting statements must be limited to 2 pages.

Your letter of application must relate to the job description and specification and should outline:

- Your experience
- Your qualities
- Any impact you have been able to show
- How you believe you would contribute to our team
- Why you would want to work at Billinge Chapel End Primary School as part of the Everyone Matters Schools Trust.

Please include two referees one of whom must be your present or most recent employer. If you are an ITT student applying for their first LSA role, please include your course tutor or equivalent and at least one school-based mentor. We would recommend that application forms are submitted prior to deadline by at least two hours to allow for any issues that can occur with email and communication devices.

