Apprentice Learning Support Assistant Vacancy

November 2026

Lanesend Primary School are seeking to appoint a dynamic, passionate, and child-centered **Apprentice Learning Support Assistant** to join our dedicated team.

If you are committed to inspiring children and supporting their growth, we would love to hear from you
A visit to our Academy is welcomed

JOB TITLE:	**Apprentice Learning Support Assistant**
PLACE:	Lanesend Primary School, Cowes.
CLOSING DATE:	Monday 16th November 2026. 12-noon.
HOURS:	08:30 – 15:00 hrs. Monday to Friday. Plus 1.25 hrs. additional shift/work. 5.75 hrs. per day / Plus 1.25 hr additional shift per week. 30 hrs. per/week. 46.07 weeks per/ year. Term Time Only + 5 Days.
SALARY:	Apprentice Wage – First 12-months. National Minimum/Living Wage – 12-month+ to end of course.
START DATE:	ASAP. Subject to enhanced DBS clearance.
APPLICATIONS:	Completed application forms to be returned to finance.manager@lanesendprimary.co.uk
INFORMATION:	Further information, safeguarding, site visit &/or application form www.lanesendprimary.co.uk or contact SBM Angela Cordon.

What We Offer

- A supportive team and experienced mentors
- On-the-job training
- A nationally recognised apprenticeship qualification
- A welcoming school community

Purpose of the Role:

All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities. This will mean focussing on the needs of pupils, colleagues and parents/carers and being flexible in a busy pressurised environment.

To assist in promoting the learning and personal development of the pupils to whom you are assigned, to enable them to make best use of the educational opportunities available to them.

The Apprenticeship will teach you how to:

1. Support pupils in achieving the best possible outcomes both in group situations and on their own by;
   - Clarifying and explaining instructions
   - Motivating, encouraging, using praise and reassurance to help with learning tasks.
   - Assisting in weaker areas, e.g. speech and language, behaviour, reading, spelling, numeracy, handwriting/presentation etc
   - Liaising with class teacher, SENCO and other professionals about individual education plans (IEPs), contributing to the planning as appropriate.
   - Responsible for the promotion of the wellbeing and safeguarding of pupils, including provision of personal care, medical intervention and moving and handling students as required
2. Establish effective relationships with the pupil(s), parents/carers and colleagues and work successfully as part of the team around the pupil.
3. Support pupils in developing interaction, communication, independence and inclusion both in and out of the Classroom.
4. Monitor the pupil's response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.
5. Provide objective and accurate feedback and reports on pupil progress as required.
6. Prepare activities and resources in advance of the lesson and undertake practical tasks to maintain a good learning environment.
7. Carry out the above duties in accordance with all school policies. And maintain confidentiality at all times.
8. Commitment to own personal development including attending training activities offered by the school to further knowledge.
9. Carry out playground/break and lunch time supervision and support as required.
10. Escort and supervise pupils on educational visits and out of school activities, ensuring their learning, health, safety and well-being. Provide support in exams as required.

PERSON SPECIFICATION

Desirable key skills, abilities and knowledge

- Ability to use language and other communication skills that pupils can understand and relate to.
- Ability to establish effective relationships with pupils and empathise with their needs.
- Able to converse at ease and provide advice in accurate spoken English
- Ability to offer constructive feedback to pupils to reinforce self-esteem
- Ability to work effectively and supportively as a member of the school team
- Experience of working with children.
- Experience of using learning resources to support the learning outcomes
- A good standard of written and spoken English
- A basic understanding of Mathematics
- A basic understanding of and use of IT, including the use of email
- Commitment to own personal development including attending training activities offered by the school to further knowledge
- Commitment to maintain confidentiality on all school matters

Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Function	Applicable to role
Using display screen equipment	Yes
Working with children/vulnerable adults	Yes
Moving & handling operations	No
Occupational Driving	No
Lone Working	No
Working at height	No
Shift / night work	No
Working with hazardous substances	No
Using power tools	No
Exposure to noise and /or vibration	Yes
Food handling	No
Exposure to blood /body fluids	Yes

Safeguarding

This post is covered by the Childcare Disqualification Regulations 2018.

The Trust will need to ensure that they are not knowingly employing a person who is disqualified under the 2018 Regulations in connection with relevant childcare provision. Accordingly, the successful candidate will be required to demonstrate to the school, by completing a self-declaration form as part of the pre-employment checks process, that they have not been disqualified under the 2018 Regulations.

If the preferred candidate is found to be disqualified under the 2018 Regulations, the offer of employment will be subject to the application by the preferred candidate to Ofsted for a waiver and the receipt of a waiver from Ofsted.

The Diocese of Chichester Academy Trust is committed to safeguarding and promoting the welfare of children, young people and adults. We have a robust safeguarding and child protection policy, and all staff will receive training relevant to their role at induction and throughout employment at the school/Trust. We expect all staff and volunteers to share this commitment. This post is subject to satisfactory references and enhanced Disclosure and Barring Service criminal records check for work with children. For further information about what is required in this process please go to https://www.gov.uk/dbs-check-applicant-criminal-record. An online search will be undertaken for shortlisted candidates as part of the recruitment process on information available in the public domain. Candidates should disclose anything that may be relevant in line with Keeping Children Safe in Education.

The Diocese of Chichester Academy Trust is committed to meeting the needs of our diverse community and aim to have a workforce reflecting this diversity.

Additional Information

Work Permits: we may be able to obtain a Work Permit for this post, but this is subject to meeting the requirements of the UK Border Agency's Points-based Immigration System. Due to the restrictions, we cannot guarantee that individuals that meet the requirements of the Points-based Immigration System will be issued with clearance to obtain work permits.

References: successful candidates will also be subject to two full references from previous employers (or equivalent if this is your first job).

Note: If you wish to apply for this position, please complete the attached application form. Please note we do not accept CV's.