

Kilburn Grange School

Job Description: SEND Teaching/Learning Support Assistant Apprentice

Accountable to: SENDCo or SENDCo Assistant

Salary: £10,306 per annum in line with national guidance for the Apprenticeship Wage

Weeks per year: Full-time, term time only (39 weeks)

Hours per week: 35 (8:15-16:00)

Contract: Fixed-Term Apprenticeship (12–18 months)

Purpose of this role:

To support the delivery of high-quality education and care for pupils with Special Educational Needs and Disabilities (SEND), while undertaking an approved Level 3 Teaching Assistant Apprenticeship. This role combines hands-on support in the classroom with structured learning and training.

Key Responsibilities:

- Assist in the planning, delivery, and evaluation of learning activities tailored for pupils with SEND.
- Work one-to-one or with small groups under the direction of the class teacher or SENDCo.
- Support pupils' social and emotional development, encouraging independence and positive behaviour.
- Help to create an inclusive, engaging, and safe classroom environment.
- Support pupils with physical, sensory, or medical needs as required (with training).
- Maintain accurate records of pupils' progress and contribute to assessments and reviews.
- Attend and actively participate in apprenticeship training, workshops, and review meetings.
- Collaborate effectively with staff, parents/carers, and external agencies.
- Follow school policies, safeguarding procedures, and health and safety guidance at all times.

Training and Development:

- On-the-job training and mentoring from experienced staff.
- Release time to attend off-site or online apprenticeship learning sessions.
- Regular reviews to support progress and development.
- Opportunity to gain a nationally recognised qualification upon successful completion.

All post holders at Bellevue Place Education Trust schools are expected to ensure the duties of the post are undertaken with due regard to the Trust's Health and Safety Policy and to their personal responsibilities under the provision of the Health and Safety at Work Act 1974 and other relevant legislation.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

The school is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff, governors and volunteers to share this commitment. Successful applicants for people working with children will need to undertake a DBS enhanced clearance for this post.

This job description will be evaluated as part of the school's performance management procedures.

Person Specification: SEND Teaching/Learning Support Assistant Apprentice

	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> GCSEs (or equivalent) in English and Maths (Grade 4/C or above) 	
Knowledge, abilities, skills and experience	<ul style="list-style-type: none"> A genuine interest in supporting children with SEND in a primary school setting. Commitment to completing a Level 3 Teaching Assistant Apprenticeship. Ability to build positive relationships with pupils, staff, and parents. Good communication and interpersonal skills. Patience, empathy, and a proactive attitude. Willingness to learn and reflect on feedback. Reliable, punctual, and well-organised. Understanding of confidentiality and safeguarding. 	<ul style="list-style-type: none"> Previous experience (paid or voluntary) working with children or young people. Knowledge or awareness of common SEND conditions (e.g. autism, ADHD, speech and language needs). Basic understanding of the primary curriculum.