

<b>Vacancy Title</b>	(EYFS) Apprentice LSA																	
<b>Employer Name</b> This should be the employers full registered name	Cliff Lane Primary School																	
<b>Employer Address</b> Please provide the full address, including postcode	Cliff Lane Ipswich IP3 9LE																	
<b>Contact Name</b> Please provide these details for the main contact for the Employer	<table border="1"> <tr> <td>Title</td> <td>Mrs</td> </tr> <tr> <td>First Name</td> <td>Claire</td> </tr> <tr> <td>Surname</td> <td>Pearson</td> </tr> <tr> <td>Position</td> <td>HR admin officer</td> </tr> <tr> <td>Telephone</td> <td>01473 251604</td> </tr> <tr> <td>Mobile no (optional)</td> <td></td> </tr> <tr> <td>Email Address</td> <td>claire.pearson@clifflaneprimary.co.uk</td> </tr> <tr> <td>Contact by email/mail/phone?</td> <td>Email and Telephone</td> </tr> </table>		Title	Mrs	First Name	Claire	Surname	Pearson	Position	HR admin officer	Telephone	01473 251604	Mobile no (optional)		Email Address	claire.pearson@clifflaneprimary.co.uk	Contact by email/mail/phone?	Email and Telephone
Title	Mrs																	
First Name	Claire																	
Surname	Pearson																	
Position	HR admin officer																	
Telephone	01473 251604																	
Mobile no (optional)																		
Email Address	claire.pearson@clifflaneprimary.co.uk																	
Contact by email/mail/phone?	Email and Telephone																	
<b>A Short Description of The Vacancy:</b> Should be a punchy few lines that attracts the person to look further.	<b>EYFS Learning Support Assistant Vacancy: Are you a dedicated, fun and adaptable individual studying in an area specific to working with and supporting children's individual needs?</b> <b>Are you interested in working in an EYFS setting with children from 4 years old?</b> <b>We are seeking an apprentice to join our EYFS setting and would love to hear from you. Please read the full job description below.</b>																	
<b>Full Description</b> of vacancy to identify: <ul style="list-style-type: none"> <li>The role and how it fits within the organisation</li> <li>The department, area or team that the vacancy applies to</li> <li>Key responsibilities listed in approximately 6-12 bullet points</li> </ul>	<p>Teaching and learning</p> <ul style="list-style-type: none"> <li>Liaise closely with teachers and other relevant agencies regarding work set for an individual or group.</li> <li>Effectively communicate the work set by the class teacher to the children and ensure that the children are aware of the teacher's expectations.</li> <li>Encourage children to interact and work cooperatively with others to ensure each is engaged on the set task.</li> <li>Provide appropriate support to allow access to the curriculum.</li> <li>Assist with the development and implementation of individual education plans.</li> <li>Observe and report on children's performance and update relevant records at agreed time intervals if required.</li> </ul> <p>Behaviour management</p> <ul style="list-style-type: none"> <li>Work in partnership with the class teacher to manage children's behaviour and maintain an appropriate working environment in</li> </ul>																	

	<p>accordance with the school's behaviour policy.</p> <ul style="list-style-type: none"> <li>• Take lead responsibility for monitoring individual reward charts.</li> <li>• Promote inclusion within the classroom and within the school.</li> <li>• Report to teachers on the behaviour of children during lessons and any issues arising.</li> </ul> <p>Administrative duties</p> <ul style="list-style-type: none"> <li>• Assist with setting out learning materials.</li> <li>• Support class teachers with general administrative tasks as required to support teaching and learning.</li> <li>• Collect work after the lesson and hand over to the class teacher as appropriate.</li> </ul> <p>Standards and quality assurance</p> <ul style="list-style-type: none"> <li>• Contribute to the overall ethos, aims and work of the school.</li> <li>• Be aware of, uphold and contribute towards the school's policies and procedures.</li> <li>• Establish and promote productive relationships with children, acting as a role model and setting high expectations.</li> <li>• Work with the class teacher to communicate and establish constructive relationships with other professionals in order to support pupils' learning and progress.</li> <li>• Ensure that the health, safety and welfare is maintained at all times.</li> <li>• Maintain confidentiality at all times.</li> <li>• Observe data protection guidelines.</li> <li>• Understand and comply with the school's equal opportunities policy.</li> </ul> <p>Pastoral care</p> <ul style="list-style-type: none"> <li>• Promote the social and emotional development of children.</li> <li>• Provide comfort and immediate care in case of minor incidents and report serious incidents to the appropriate person for action.</li> <li>• Deal with any immediate problems or emergencies in accordance with the school's policies and procedures.</li> </ul> <p>Additional duties</p> <ul style="list-style-type: none"> <li>• Accompany teaching staff and children on educational visits.</li> <li>• Participate in appropriate school based meetings and training activities.</li> <li>• Take an active part in appraising your work against agreed priorities and targets in accordance with the school's performance management.</li> <li>• Embrace any other duties that may reasonably be regarded, as within</li> </ul>
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	<p>the responsibilities and grade of the post.</p> <ul style="list-style-type: none"> <li>Carrying out any other instructions given by the Headteacher and deputy head teacher within reason.*</li> </ul> <p><b>*Visits to the school are strongly encouraged and warmly welcomed.*</b></p> <p>*Cliff Lane Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to a DBS check.</p>
<b>Number of positions available</b>	One
<b>Weekly Wage:</b> Please state the weekly wage. This must be equivalent to a <b>minimum of 4.30 per hour.</b>	£7.55
<b>Working Week: (35 characters.</b> More detail in 'other important info') <ul style="list-style-type: none"> <li>Working days</li> <li>Times to detail shift work</li> <li>Summary of the hours</li> </ul>	<p>MUST include the number of working (paid) hours per week, with details of days/hours of work and lunch breaks.</p> <p>32.5 hours per week Monday to Friday 8.30am - 3.30pm (30 minute lunch break)</p>
<b>Future prospects description:</b> Indicate the opportunities which the vacancy could lead to, but this must be realistic. A low starting wage may be offset by the prospects.	Future prospects can not be promised due to staffing reviews on a yearly basis.
<b>Apprenticeship Programme:</b> What is the most suitable Qualification for this job role?	<b>Level 2 or 3</b>
<b>Training to be provided:</b> Will any training be provided on top of the apprenticeship? (employer and SNC to complete)	Qualification: College Attendance: Training for all job specific tasks will be given. In addition the apprentice will have the support and guidance of a qualified assessor from the college, who will make on-site visits every 6-8 weeks. There may be the occasional need to attend either the Ipswich or Rural Suffolk (Otley) campus for short training courses and tests.
<b>Expected duration of apprenticeship: (SNC to complete)</b>	1-2 years Commencing January 2026
<b>Employer Description:</b> This should clearly describe what the employer does. Please reflect the size, location and environment where possible.	<b>Cliff Lane Primary School is situated in Ipswich postcode area IP3, with a whole school PAN of 472. At Cliff Lane we believe that every child that walks through our doors, in the light that they shine and the spirit that they bring to the Cliff Lane community.</b>
<b>No. of Employees</b>	
<b>Employer website &amp; Twitter handle</b>	<a href="http://www.cliffanprimary.co.uk">www.cliffanprimary.co.uk</a>
<b>Vacancy Location:</b> Address where the Apprenticeship will be based, if not located at the address in Employer Details.	Cliff Lane Ipswich IP3 0PJ
<b>Is the employer currently advertising with another provider? Y or N? If yes please give details.</b>	No

About the Candidate	
<b>Skills required:</b>  List key skills desirable or essential	<b>Training &amp; Qualifications</b>  1. Good level of education. - Essential  2. Evidence of continuing and recent professional development relevant to the post. - Desirable  4. Experience of working in a school. Desirable  <b>Knowledge and understanding</b>  1. Understanding of equality of opportunities and how they can be effectively addressed in schools. - Essential  2. The knowledge and understanding of current theory and best practice in learning and teaching, particularly for SEN children. - Desirable  3. Understanding of a diverse range of teaching and learning styles and techniques with SEN children. - Essential  4. Good understanding of the importance of culture and ethos and how this impacts on morale, high expectation and high standards. - Essential  5. Good understanding of effective procedures for managing and promoting positive behaviour among SEN children. -  6. Good understanding of the role of parents and the community in school improvement.- Essential  <b>Characteristics and Competencies</b>  1. Ability to promote the school's aims positively.  2. Ability to develop good personal relationships within a team; making an effective contribution to high morale.  3. Ability to communicate effectively (both orally and in writing) to a variety of audiences.  4. Ability to create a happy, challenging and effective learning environment.  5. Boundless enthusiasm, determination and drive to inspire others to achieve high standards.  6. An appetite and stamina for challenging work.  7. A solution-focused mindset and determined "no-excuses" approach.  8. A personable nature to build effective relationships with parents and all members of the school community.  9. A lively, creative and good-humoured approach.  10. Ability and keenness to promote the school's positive culture and ethos. Essential
<b>Personal Qualities:</b>  Identify the key personal qualities required	Professional, enthusiastic, proactive, approachable, adaptable, articulate reliable, punctual, committed, to have a level of understanding around safeguarding, be open to personal and professional development, with a caring

for the role.	nature
<b>Qualifications Required:</b> <b>(SNC to complete)</b> List the key qualifications for this role.	<p>Entry onto the apprenticeship is subject to a thorough initial assessment to establish course suitability. Ideally applicants should have at least 4 GCSEs including English and Maths at grades 9- 4 for an Advanced Apprenticeship and 9-3 for an Intermediate. Apprentices need to be employed for a minimum of 30 hours a week in the industry with a contract of employment.</p> <p>Proof of qualifications will be required before you can be accepted onto the apprenticeship.</p> <p>PLEASE NOTE: Those without the stated entry requirements or awaiting GCSE/GCSE retake grades, may be offered an appointment to come into college (Ipswich or Suffolk Rural (Otley) campus) and sit an online assessment to confirm program suitability.</p>
<b>Additional Detail</b>	
<b>Reality Check:</b> This should be completed when it is important for the candidate to be aware, for example, that the vacancy will be based outdoors or will involve long of periods of working on a computer.	This role is to be solely working in an Early Years Setting with 4 year olds and part of the course in relation to this may require you to attend an alternative site, to work with younger year groups (under 3 years). This is a Reception placement - you will be based in Reception in a Primary School.
<b>Important Other Information.</b> For example: <ul style="list-style-type: none"> <li>Working away</li> <li>Travel</li> <li>Shift work</li> <li>Study for additional examinations</li> </ul>	<p>The wage for Apprentices applies to both time spent on the job plus time spent in training. For more information visit: <a href="http://www.gov.uk/national-minimum-wage-rates">www.gov.uk/national-minimum-wage-rates</a></p> <p><i>Apprentices need to be employed for a minimum of 30 hours per week in the industry with a contract of employment</i></p> <p><b>Working Week:</b> (Monday - Friday with one day being spent at College)</p> <p><b>Shortlisting/Interviews</b> - This may mean that the vacancy could close before the published cut-off date should a great number of applicants apply and a suitable candidate is found.</p>
<b>Two Vacancy Specific Questions:</b> You may wish to ask two additional questions on the application form. These need to be appropriate to the vacancy and/or help to identify a candidate's wider attributes and motivations. You can discuss these with your Learning Provider.	
<b>Closing date:</b> 06/01/2026	<b>Interview Date:</b> 14/01/2026 <b>Start Date:</b> Feb 2026



Suffolk  
New  
College

I confirm that I would like to engage Suffolk New College to advertise and administer this apprenticeship vacancy as the learning provider for the position detailed above, for which there is no charge. If I consequently employ one of the candidates forwarded to me by the college either on an apprenticeship with a different learning provider, or as an employee, I agree to pay the college a finder's fee of £150.

Employer signature ...

(Headteacher)

Date 14/11/25