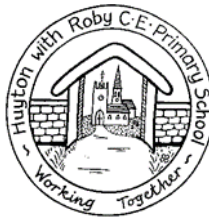


Mid-Day Assistant

Candidate Information Pack

Huyton with Roby CE Primary School



About Liverpool Diocesan Schools Trust

We believe

Jesus said, 'Let the children come to me.' (Mt 19).

We believe that we are fulfilling this command when we enable children of all faiths and none to flourish in our schools. The Liverpool Diocesan Schools Trust (LDST) has an important role to play in improving the attainment of pupils across the Diocesan region.

What is our Purpose?

Working together with our school communities, providing an excellent education and life-enhancing relationships with the Christian faith and Jesus Christ.

We do this through:

- Being a family of schools that is committed to well-being and supporting each other, so that all children, learners and staff across our Trust, flourish.
- Connecting with each other to share practice and provide an excellent education that is built on distinctly Christian values.
- A commitment to inclusion, ensuring that all learners thrive through an education that teaches wisdom, instils hope, nurtures community, and embeds dignity and respect.
- Strong bonds of collaboration, innovative approaches to education and a shared purpose amongst schools, families, and communities.

What is our vision?

As a Diocesan Trust, our Christian values are intrinsically linked to our commitment to provide an innovative, high quality education, so that children and learners make excellent progress and fulfil their academic potential, by ensuring that:

- We live out our **Christian values** to **develop future citizens** who can contribute positively to a caring, compassionate nation.
- We share a Trust-wide commitment to providing an **education** that enables children and learners to **flourish and achieve** - academically spiritually, morally, socially, culturally, physically.
- We celebrate **diversity, address inequality, overcome disadvantage** and **raise aspirations** so that learners can achieve their **highest academic potential**.
- Access to an **inspirational curriculum** and **excellent teaching** enables our children to acquire a **deep body of knowledge** and a zest for **life-long learning**.

- Our schools can thrive under outstanding **local leadership**, accountable to the Executive team and Board of Directors.
- We identify **talents** and provide opportunities for **staff** to develop, pursue career developments and contribute significantly to **wider improvements**
- We maintain a strong emphasis on **safeguarding** and the **mental health and well-being** of all our pupils and staff.
- Our schools are self-sustaining, **inclusive learning communities** of professionals who **connect and collaborate** to **share best practice** and **innovative approaches rooted in informed evidence**.

Our Core Values

We value Difference

We are respectful of the:

- **Uniqueness** of each individual school
- **Differences** within each school and community

We value Local

- Providing aligned support and central services to empower local leaders to make local decisions that meet the needs of the local communities

We value Collaboration

- We value the opportunities to **collaborate** and work as a **team** to improve outcomes across our Trust

We value Inclusion

- We welcome **all** and are committed to ensuring that **each pupil** receives an educational experience related to their **own** personal gifts or needs
- We celebrate **diversity** and the individual talents of our pupils and staff

We welcome pupils of all faiths and none

We are a fully inclusive organisation and encourage applications from individuals from minority communities.

About Huyton with Roby CE Primary School

'Teach children how they should live, and they will remember it all their lives.'

Proverbs Chapter 22 verse 6

Our mission is to see each child reach their full potential within a secure and caring environment. We seek to develop in our children an understanding of the Christian faith. We aim to be a welcoming and stimulating school that has strong links with home, our churches and the wider community.

Huyton with Roby is a popular and successful school. As a Church of England school our Christian values underpin all that we do, and we have close links with two local churches. We joined LDST in February 2018 to deepen these links and to continue to improve the education we provide to our children.

We are very proud of our 2022 OFSTED where we were rated as Good. This rating rewards the hard work and commitment of our staff to school improvement. We will continue improving and reach our goal of being Outstanding, so that all our children reach their full potential.

Our staff are committed to raising standards for all pupils. They pride themselves on working effectively together and in partnership with parents, to provide a caring and supportive learning environment.

We want children to enjoy their education and develop an enthusiasm for learning. To facilitate this we take full advantage of our fantastic surroundings including; a meadow, an adventure trail, and woodland. By integrating these into learning we provide a range of rewarding learning experiences that encourage, challenge and extend the abilities of our children.

We are proud of our school and encourage you to visit our website, which we hope will give you a real insight into what makes us a truly successful and happy school.

Job Description

Title: Mid-Day Assistant

Salary: Pay Band B SCP 2 £22,366 FTE *full time equivalent

Pro rata down to 5 hours per week, 39 weeks per year

Hours: 5 hours per week, Monday - Friday, 39 weeks per year

Accountable to: Pastoral Care Manager / Headteacher

Location: Huyton with Roby Primary School

MAIN PURPOSE

To care for the children during the lunchtime break and to prepare, provide and oversee suitable activities at this time.

MAIN DUTIES

Support for Pupils

Supervise the welfare, security and good conduct of children during the mid-day break, enforcing the expected standards of school discipline.

Oversee the dining arrangements, including the hygiene of pupils and the dining area. This will include toileting, hand washing, cleaning spillages, insisting on and modelling good table manners.

Provide and run activities for the children during indoor and outdoor play.

Promote inclusion and acceptance of all pupils.

Promote a positive ethos and role model positive attributes, self esteem and independence.

Provide pastoral support to pupils.

To administer basic first aid where appropriately trained. This may include recording minor accidents and ensuring that relevant staff are informed and ensuring that more serious incidents are brought to the attention of the First Aider.

Support for the Teacher

Assist with the movement of children around the school environment prior to, during and after the mid-day break.

Manage pupil behaviour in line with school policy and ensure reports are made in agreed school format.

Liaise closely with the class teachers (and with the Senior Lunchtime Organiser) on the welfare and discipline of pupils.

Support for the Curriculum

Support the delivery of such programmes as Healthy Schools, PSHE etc. as directed by your line manager.

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, reporting all concerns to an appropriate person.

Contribute to the school ethos, aims and development/improvement plan.

Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop, respecting their social, cultural, linguistic, religious and ethnic backgrounds.

Work as part of a team, appreciating and supporting the role of other people in the team.

Attend and participate in meetings as required.

Undertake personal development through training and other learning activities including performance management as required.

Undertake personal development through training and other learning activities including performance management as required.

Note:

This is not a comprehensive list of all tasks which may be required of the postholder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.

Personal Attributes

Communication & Influence

Conveys basic messages using a variety of media. Appears confident when communicating with others.

Team working

Shows an interest in others, taking time and effort to get to know people and a willingness to help others. Does not work in isolation, sharing information and

keepings others up to date. Takes time out to listen, explain and provide constructive feedback.

Organisational Awareness

Understands how own job contributes to the schools activities. Stays up to date with developments in school and discusses with colleagues their activities to gain a broad understanding.

Adaptability

Understands the need for, and the effects of, change and is able to adjust style and way of working taking others into account. Learns from experience.

Use of technology

Has knowledge of, and is able to use, the range of technology within own workplace (e.g. audio / visual equipment, photocopiers etc.) Has a willingness to remain proficient as the technological needs of the school change.

Professional Values and Practice

Demonstrates high expectations for all pupils.

Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration and demonstrate concern for them development as learners.

Ability to improve your own practice through observations, evaluation and discussion with colleagues.

Experience & Knowledge

Experience of working with and or caring for children (within a specified age range).

Awareness and basic understanding of school curriculum (within a specified age range).

Basic knowledge of First Aid.

Basic awareness of inclusion, especially within a school setting.

Qualification & Training

Willingness to participate in relevant training and development opportunities.

This job description is intended to clarify the main duties and responsibilities of the post, but it is not intended to be an exhaustive list of all the tasks undertaken by the post. The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.

Liverpool Diocesan Schools Trust is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment to keeping children safe. Any offer of employment will be subject to

statutory pre-employment checks including satisfactory references, online checks, Enhanced DBS, and Barred List checks. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended in 2013 & 2020) and shortlisted candidates will be required to disclose any relevant criminal history prior to interview. Candidates must also be able to demonstrate their Right to Work in the United Kingdom.

How to Apply

Application Process

The application process for this role is a 2-stage process:

- Application form
- Interview

To be considered for this role you must complete the LDST application form. We are unable to accept CV applications, or applications from agencies.

Once the closing date has been reached all applications will be reviewed. The candidates who best demonstrate the skills listed in the person specification in their application will be invited to interview.

To ask any questions, or to submit your completed application form, please email huytonwithroby@LDST.org.uk or call 0151 477 8460.

LDST reserves the right not to progress candidates to the next stage of the process, or not to appoint to the role if candidates fail to demonstrate the essential criteria in the person specification.

Applicants from overseas are advised to obtain an overseas criminal check before they apply for a visa as the post is in the education sector.

Closing Date: Monday 11th March 2024 – 12.00 midday

Shortlisting: Monday 11th March 2024 - PM

Interview Date: Tuesday 19th March 2024 (times TBC)

Start Date of Post: As soon as possible.

Our Trust Prayer

Heavenly Father,
Let peace, friendship and love grow in our schools.
Send the Holy Spirit to give
excellence to our learning
love to our actions and
joy to our worship.
Guide us to help others,
so that we may all
Learn, Love and Achieve, Together with Jesus.
Amen