



L3 Early Years Educator Apprenticeship Candidate Information Pack

Parish CE Primary School





Welcome to Liverpool Diocesan Schools Trust

Thank you for your interest in working in one of our amazing schools and committing to making a difference to learners right across our Trust.

LDST is a multi-academy Trust of 19 primary schools that welcomes young people and colleagues of all faiths and none and is committed to providing a high-quality education and environment where Christian values and principles permeate all that we do.

As a Trust, we have a very clear purpose, and an uncompromising vision:

The right of all to have a great education is at the heart of everything we do so that all learners, regardless of background, ethnicity or need, make excellent progress, and fulfil their academic potential.

Central to this are our **core values of collaboration, difference, local and inclusion**, and our commitment to ensuring that all learners thrive through an education that teaches wisdom, instils hope, nurtures community, and embeds dignity and respect.

All of our schools benefit from high levels of collaboration and a strong school improvement function and central team, which give the capacity to support schools, evaluate and intervene where needed. Strong networks and a culture of support ensures a high level of accountability matched with only the challenge required to enable local leadership to flourish.

We do this to ensure that our schools are self-sustaining and we are committed to being:

- **Respectful** of the individual identity of our schools –knowing their strengths and understand where improvements are needed
- **Resourceful** and recognising effective and successful practice in all schools and using this where possible as a resource to support others to bring about improvement
- **Responsive** to the context of each school, adapting strategies where necessary to promote and sustain improvements
- **Relentless** in our pursuit of excellence and led by a belief that every child can achieve

Our family of schools support and connect, share practice, and provide an excellent education built on distinctly Christian values so that *all* children, learners and staff across our Trust, flourish. Our established networks provide exciting opportunities for schools to work together to create a fluid school improvement system.

Supporting you to flourish and thrive in your role is extremely important to us and this is reflected in our strategic People Pillar and People Strategy:



Learn

We learn from our colleagues' experiences and best practice to get the **fundamentals of HR** right.



Love

We love and appreciate our colleagues by supporting their **wellbeing and mental health**.



Achieve

We must **attract** the best talent and support **retention** of existing colleagues with comprehensive **development** for existing colleagues to successfully fulfil their roles and **progress** their careers within the Trust.



Together

We are **one Trust**. We will foster a **culture of belonging** for everyone and strive for **excellence** for all.

We are a fully inclusive organisation and encourage applications from individuals from all communities regardless of faith, race or ethnicity, age, disability, gender or sex, marital status, pregnancy or maternity, or sexual orientation.

What we can offer you

- **Continuing Professional Development** – All support staff can apply for fully-funded apprenticeships up to degree level.
- **Leadership Pathways** – We have a wealth of development opportunities that are open to colleagues and we are exceptionally proud of our very high levels of internal promotion.
- **Annual Trust Wide Conference** – For all colleagues to celebrate and learn together.
- **Collaboration** – Regular networking opportunities across our networks for different staff groups.
- **Trust Wellbeing Group** – Exploring and implementing new and innovative initiatives to support our colleagues to be happy and healthy in work like our Trust Wide employee assistance programme and reward platform.



Laurie Kwissa, Chief Executive Officer

About Parish CE Primary School

Parish is a very successful, happy school built on Christian beliefs and values of Faith, Hope and Love.

It is a one form entry Church of England Primary school with an intake of 30 children each September. We also have a Pre-School Nursery which offers 30 hours per week placements and wraparound care.

Our dedicated and dynamic team at Parish work extremely hard to ensure that all our children are able to learn in an inclusive, safe and secure environment. We aim to provide a high-quality education, which enables each child to realise their full potential. We value strong partnerships with parents, governors, the Church and local community and work closely with them to ensure that our children leave the school as well-rounded individuals.

We are a very successful, happy primary school built on Christian beliefs and values. Our last OFSTED inspection was in 2026, and we were delighted to be rated as "Strong" across six inspection areas with the school's approach to Inclusion and Personal Development and Wellbeing noted as particular strengths. In 2022 we were recognised as the 'Most Inspirational Primary School' at the prestigious Educate Awards and we also hold many educational accolades, such as the Early Years Quality Mark, Rainbow Flag Award, International Schools Awards and the School Games Gold Award.

We are exceptionally proud of our school and hope that our website will give you a real insight into what makes Parish a truly special place to work and learn.

[http://www. parish.st-helens.sch.uk/](http://www.parish.st-helens.sch.uk/)



Job Description

Title: L3 Early Years Educator Apprenticeship

Salary: NMW1 first 12 months then age related apprenticeship salary

Hours: 36 hours per week, term time only + 5 days

Accountable to: Class Teacher & SLT

Location: Parish CE Primary School, Charles Street, St Helens WA10 1LW

Main Duties

To work with and supervise groups of children or individual pupils under the direction/instruction of teaching and/or senior staff. Assist and support with classroom and behaviour management, preparation of work and displays. Contribute to the raising of standards in pupil achievement.

Support for Pupils

- Establish good working relationships with pupils, acting as a role model.
- Be aware of and respond appropriately to individual pupil needs ensuring effective interaction.
- Provide specific support to pupils dependent upon their individual needs ensuring their safety whilst supporting access to learning activities.
- Promote inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under the guidance and direction of the teacher.

Support for the Teacher

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans.
- In liaison with the teacher, utilise strategies such as individual and small group interventions to support pupils in achieving learning targets.
- Report pupil achievements, progress and issues as appropriate in agreed format.
- Undertake pupil record keeping as requested.
- Observing, assessing and planning for pupil development.
- Promote good pupil behaviour, dealing promptly with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with established school policy.
- Establish constructive relationships with parents and carers.
- Support in establishing and maintaining purposeful areas of provision.
- Support with the development of early reading.

- Support with the development of early maths.

Support for the Curriculum

- Undertake as required structured and agreed learning activities/learning programmes, taking into consideration pupil learning styles.
- Undertake literacy/numeracy programmes, recording achievements and progress and providing appropriate reports and feedback for the teacher.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.
- Act as a role model whilst interacting with children in the area of provision and as such help develop children's oral and cognitive development.
- Support the culture of reading across the curriculum.

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. Report all concerns to the appropriate person (as named in the policy concerned).
- Ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the school ethos, aims and development/improvement plan.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and other learning activities as required.
- Assist with the supervision of pupils out of directed lesson time, including before and after school if appropriate and within working hours.
- Contribute to the wider life of the school e.g. PTA events such as fairs and discos.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.
- To encourage an active partnership between children/parents/school by working creatively and positively with parents to achieve maximum involvement in their child's education.
- To encourage parents to understand the importance of their role in their child's education.

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.

<p>Knowledge and Understanding</p> <ul style="list-style-type: none"> • The Early Years Statutory Framework and other basic learning programmes • How to support children in literacy and numeracy • Supporting children with Special Educational Needs • How children learn and how to motivate them • Child development and the ways in which children learn • The roles played by various adults in a child's education • Knowledge of relevant policies/codes of practice and awareness of legislation • Aware of safeguarding procedures and how to provide a safe environment for children • Knowledge of delivering Read, Write, Inc phonic sessions. • Knowledge of the Early Years Foundation Stage • An understanding of how to support children with speech and language delay 	<p>E E E E E E E E E D D D</p>
<p>Professional Values and Practice</p> <ul style="list-style-type: none"> • Able to enthuse and inspire • Willingness to be flexible • Willingness to contribute to the wider school • Energy and a good sense of humour • High personal and professional standards • Positive, enthusiastic, highly organised and patient • Ability to work flexibly within a small team and use own initiative • Demonstrate a commitment to equal opportunities 	<p>E E E E E E E</p>



How to Apply

Application Process

The application process for this role is a 3-stage process:

- Application form completed on MyNewTerm
- Task/Observation
- Interview

To be considered for this role you must apply for the role through MyNewTerm. 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 arrange a visit to the school please contact Mrs Rachel Clare at Rachel.clare@ldst.org.uk or 01744 678430 to make an appointment to visit the school.

Please visit our website <https://www.parish.st-helens.sch.uk/page/vacancies/11301> for further information.

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: Wednesday 8th July 2026 at 9:00am

Interview Date: Wednesday 15th July 2026

Start Date of Post: 1st September 2026



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