



LYDIATE
LEARNING
TRUST

ENGAGE, ENABLE,
EMPOWER



WELCOME



PRIMARY
SCHOOL

& DEAF RESOURCE BASE

LYDIATE
LEARNING TRUST

Applicant Information Pack

Lunchtime Welfare Assistant (Maternity Cover)

Knotty Ash Primary School



Start Date:	21st September 2026
Closing Date:	14th September 2026
Shortlisting:	14th September 2026
Proposed Interview Date:	15th September 2026
Post Scale:	NJC SCP 3
Salary	£25,614 FTE / Pro rata £3,658
Hours:	11:50am – 13:05pm Monday to Friday, 6.25 hours per week.
Contract Term	Fixed Term, Maternity Cover working Term Time

Welcome from the Headteacher

Dear Applicant,

I am delighted you are considering an application to join the team of staff at Knotty Ash Primary School: part of the Lydiate Learning Trust.

As a one-form entry school, we are small enough to be a family. Everyone at Knotty Ash is very proud of the school's ethos, which values respect and fun; relationships between staff and pupils are mutually supportive. At the heart of everything we do is a belief in our duty to develop the whole child.

The successful candidates will be working alongside ToD, DEI and team of TAs in primary DRB, across the age-range of children in Primary School. As necessary, supporting Deaf children within mainstream classes, delivering reverse inclusion and supporting the school's inclusive ethos by leading shared mainstream and DRB activities.

Our academic expectations are high, and we strive to support each child to achieve their full academic potential. We also offer a broad curriculum which values investigation, curiosity and creativity. In addition, there are a lot of opportunities for children to grow as responsible and valuable citizens - as they get older, they have opportunities to be play leaders and reading buddies for our younger pupils, as well as taking active roles in the life of the school e.g. School council, librarians, subject councils (see our Pupil Power section). We hold Arts Weeks, Health & Sports Weeks and themed days to empower children, no matter what their individual talent or interest. We also have links within the local community (with St John's Church, Alder Hey Hospital, Hope University and Bright Park) which further enrich opportunities for our children. Our aim is to help develop well-rounded, confident and resilient young people so we also offer Massage and relaxation, Guitar (y3-6) and Spanish as part of the curriculum.

A very important part of Knotty Ash Primary is our Deaf Resource Base provision, with space for 19 deaf children. While each is an integral member of their mainstream class, we also have the expertise and facilities to cater for their individual learning needs with specialist staff. Every child in school, from Nursery upwards, learns to communicate in British Sign Language - a wonderful life-skill! We have a school signing choir and are also affiliated to the Liverpool Signing Choir.

Alongside, and no less important, is our excellent performance. We work hard to ensure that Knotty Ash offers a friendly, welcoming and enriching environment for all.

Whilst we are proud of our achievements, we strive to improve year on year whilst maintaining the happy atmosphere for which we are renowned. We match our goals by the whole school community working together as a team.

Our people are at the heart of our success. We have developed a strong culture of collaboration and best practice, with professional development and career planning at its centre. We invest in our staff with support, coaching, mentoring, and a wide range of top-quality training programmes delivered at every level to senior leadership.

If you feel you are up to the challenge, keen to do well and would enjoy working at Knotty Ash Primary School, then please apply.

We do hope you are that special person we are looking for and we look forward to hearing from you.

With very best wishes,

Roanne Clements
Headteacher



About Us

Our **mission** is to engage with all within our Trust and beyond to enable them to show the world their

particular strengths, their ideas and their passions. We aim to **Engage, Enable** and **Empower** all learners, young and old, across Lydiate Learning Trust to ensure our schools are outstanding.

Our Values

Our values guide the decisions we make every day.

- **RESPECT FOR OTHERS** - Show respect for and value all individuals for their diverse backgrounds, experiences, styles, approaches, ideas and beliefs.
- **TRUST** - We build trust through responsible actions and honesty.
- **PERSONAL ACCOUNTABILITY** - Take personal accountability for behaviour, actions, words and results.
- **SOLUTION FOCUSED** - Focus on finding solutions and achieving great things.
- **CAN DO ATTITUDE** - Adopt a determined attitude and work hard to get the job done.
- **COLLABORATION** - We achieve more when we work together, support each other and collaborate.
- **COMMITMENT TO SELF AND OTHERS** - Personal commitment to success and wellbeing of others in your class or team.
- **RESILIENCE** - We strive harder and are more determined to overcome challenges.
- **PRIDE** - Be proud of being part of Team Lydiate, celebrating your own and others' success.

Our Aims

We pride ourselves on our values and always try to do what is right, so that all learners reach their full potential, regardless of their starting point.

ENGAGING

1. Engaging with all learners, breaking down barriers, to develop an intrinsic love of learning.
2. Engaging with staff so that they are highly valued and listened to.
3. Engaging with families so they can work alongside their child and school on the learning journey.

ENABLING

1. Enabling all of our staff, and those in other academies, to reach their potential through effective CPDL, providing first class quality experiences for all.
2. Enabling a happy, safe, supportive environment for all.

EMPOWERING

1. Empowering learners to take personal responsibility for their future, with a lifelong love of learning.
2. Empowering learners with the tools for academic success and happiness.
3. Empowering learners to develop the self-esteem and confidence which are necessary for a full and happy life.
4. Empowering learners to have a pride in their work, respect for their surroundings and good relationships with others at school and in the local and wider community.
5. Empowering leaders at all levels to lead ethically, with high levels of perseverance, proficiency and integrity.
6. Empowering the wider community to work alongside us to our mutual benefit.

We can we offer you



At Lydiate Learning Trust, we take pride in our inclusive culture. We believe in recruiting talented and capable individuals, developing them to achieve their career ambitions, and thereby engaging, enabling, and empowering our young people. Our staff play a crucial role in ensuring the future success of our students and our Trust. We are proud to have created an environment that prioritises young people and fosters growth and development for all.

Lydiate Learning Trust is forward-thinking, and if you join our team, your professional development will be as important to us as it is to you. We aim to equip our staff to deliver their best by offering a generous benefits and training package. We offer:

- ❖ A future vision map and professional development
- ❖ A highly competitive salary
- ❖ A staff development programme and appropriate CPDL
- ❖ Excellent occupational health and employer assistance programme
- ❖ Cycle and Technical salary sacrifice scheme
- ❖ Family friendly policies
- ❖ Union recognition
- ❖ A friendly Trust which looks after the wellbeing of its staff
- ❖ Coaching (internal and external to the Trust)
- ❖ A high quality and supportive onboarding programme
- ❖ A modern and relevant approach to appraisal
- ❖ Annual Flu Jabs
- ❖ An excellent Pension Scheme
- ❖ Personal recognition and reward

Safeguarding

The Lydiate Learning Trust is strongly committed to Safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment and maintain a vigilant and safe environment.

All staff will be expected to follow the school's child protection policy, code of conduct for adults and managing allegations against staff procedures. All posts are subject to an enhanced DBS check and medical clearance.

Equal Opportunities

Lydiate Learning Trust is an equal opportunities employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, sexual orientation, marital status, race, religion, colour, nationality, ethnic or national origins or disability or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

To assist us in monitoring the operation of our equal opportunities policy, and for no other reason, please ensure you complete the Equal Opportunities Form during the application process.

How to apply

If you are interested in joining us on our journey, please apply by completing the online application form on our [career site](#).



Job Description – Lunchtime Supervisory Assistant

Purpose	To provide effective supervision of students during the lunchtime period, ensuring their safety, welfare and positive behaviour, whilst contributing to a calm, inclusive and orderly environment across the school site. The role requires periods of standing, walking and active supervision around the school site.
Reporting to	Catering Manager or designated member of the Senior Leadership Team
Salary	NJC SCP3
Working Hours	6.25 hours per week, Monday to Friday, fixed term contract to cover maternity leave working term time only. Working hours: 11:50am to 13:05pm daily (1 hour 15 minutes per day).
Core Duties	• Prepare dining areas in readiness for lunch service. • Organise dinner queues and assist with the smooth movement of students. • Monitor student behaviour in dining and designated supervision areas. Report breaches of discipline and/or misbehaviour to the line manager, duty staff or a member of the Senior Leadership Team. • Ensure students return trays, crockery and cutlery to the designated collection point. • Clean and wipe tables as required. • Supervise students in designated indoor and outdoor areas during the lunchtime period. • Encourage positive behaviour and adherence to school expectations. • Assist students, where appropriate, with minor welfare needs. • Report accidents, incidents and concerns promptly to the appropriate member of staff. • Support inclusive participation and ensure all students are treated fairly and respectfully. • Comply with health and safety requirements and report hazards promptly. • Report any difficulties encountered in carrying out duties to the line manager. • Promote and safeguard the welfare of children and young people in accordance with school policies. • Report safeguarding concerns immediately in line with school procedures. • Maintain appropriate professional boundaries with students at all times. • Undertake other duties appropriate to the grade of the post as reasonably required.

The above requirements are specific to the role and complement the current duties for this position. It is current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes in the job that are commensurate with the salary and job title.

Person Specification - Lunchtime Supervisory Assistant

Personal Qualities	
Ability to supervise groups of children effectively	E
Very good interpersonal and customer care skills.	E
Good communication skills	E
Ability to remain calm and professional	E
Understanding of safeguarding responsibilities	E
Reliable and punctual	E
Ability to follow school policies and procedures	E
Professional development	
Willingness to undertake induction training.	E
Skills, Knowledge & Experience	
Experience in a school environment.	D
Experience working with children or young people	D
Ability to relate well to children and adults.	E
Willingness to participate in development and training opportunities.	E
Ability to work on own or as part of a team.	E
Essential Requirements	
Positive recommendation from all referees, including current employer or most recent employer.	E
Enhanced DBS	E
Medical Clearance (*Following an initial offer of appointment)	E
The postholder will be responsible for promoting and safeguarding the welfare of children and young people and is expected to act in accordance with the school's safeguarding and child protection policies at all times.	E