

Wrap Around Club Leader 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.

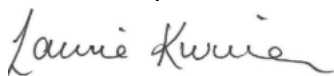


Together

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/>





Job Description

Title: Wrap Around Club Leader

Salary: SCP 7 £8,827 actual salary (FTE £26,403)

Hours: Up to 13.75 hours per week (2.75 hours per day) 3:15pm-6:00pm
Monday - Friday – the school is open to negotiation to start time and number of days per week.

Accountable to: Senior Leadership Team and Trust Business Manager

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

Purpose of the Role

We are looking for an enthusiastic and energetic individual to lead our Rainbow Academy after school club provision, creating a vibrant, safe and inclusive environment where children aged 3–11 can thrive. The role will foster a nurturing setting that supports children’s social, emotional and creative development through a rich balance of structured activities, high-quality play opportunities and supportive adult interaction.

Activity Delivery and Child Development

- Plan, prepare and deliver a wide range of engaging, creative and inclusive activities.
- Ensure activities meet the varying needs, interests and stages of development of all children.
- Provide a balance of structured programmes and child-led play opportunities.
- Encourage children’s participation, confidence and independence.
- Involve children in planning activities and valuing their ideas.
- Promote equality, diversity and inclusion in all aspects of provision.

Safeguarding, Health and Safety

- Maintain a safe, secure and welcoming environment at all times.
- Ensure all activities comply with safeguarding, health and safety and statutory requirements.
- Monitor standards of hygiene, cleanliness and overall care.
- Record accidents and incidents in line with procedures.



- Ensure safe and appropriate collection of children by authorised individuals only.
- Ensure food provision meets food safety regulations and promotes healthy choices.

Partnerships and Communication

- Build and maintain positive relationships with parents and carers.
- Encourage parental involvement and engagement.
- Work collaboratively with colleagues, schools and external agencies.
- Keep the Extended Services Lead/Headteacher informed of relevant issues.

Leadership, Organisation and Compliance

- Supervise and support staff, students and volunteers.
- Maintain accurate records in line with school and Trust requirements.
- Prepare, organise and maintain resources, materials and equipment.
- Uphold confidentiality and comply with data protection requirements.
- Follow all relevant policies, including safeguarding, equality, and health and safety.
- Attend training, meetings and professional development activities as required.

General Responsibilities

- Promote and uphold the aims, values and standards of the club, school and Trust.
- Support community engagement and participation where appropriate.
- Undertake additional duties commensurate with the role as required.

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.

Person Specification – Wrap Around Club Leader

Parish CE Primary School	Essential (E) or Desirable (D)
<p>Skills</p> <ul style="list-style-type: none"> • Ability to plan and deliver engaging, safe and inclusive play experiences • Strong communication skills, with the ability to engage effectively with children, families and colleagues • Ability to lead, motivate and support a team to achieve high standards • Ability to recognise and respond to the individual needs of children • Ability to work independently, using initiative and sound judgement 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
<p>Qualifications and Experience</p> <ul style="list-style-type: none"> • Relevant Level 3 qualification (or above) in childcare or related field • Recent experience working with children aged 3–11 years • Paediatric or emergency first aid qualification or willingness to complete 	<p>E</p> <p>E</p> <p>E</p>
<p>Knowledge and Understanding</p> <ul style="list-style-type: none"> • Understanding of high-quality childcare provision and child development principles • Awareness of current guidance and best practice • Confident in using electronic organisational systems and communicating effectively via email 	<p>E</p> <p>D</p> <p>D</p>
<p>Professional Values and Practice</p> <ul style="list-style-type: none"> • Commitment to equality, diversity and inclusion in all aspects of practice • Commitment to safeguarding and promoting the welfare of children • Professional, reliable and accountable approach to work • Positive, reflective and continuous improvement mindset 	<p>E</p> <p>E</p> <p>E</p> <p>E</p>



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 an application on My New Term. 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, please contact Rachl Clare on 07782 790 595 or alternatively email rachel.clare@ldst.org.uk

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.

For further information or to apply for the role please visit <https://www.parish.st-helens.sch.uk/page/vacancies/11301>

Closing Date: Monday 8th June at 9:00am

Interview Date: Friday 12th June 2026

Start Date of Post: ASAP



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