

Extended School Club Assistant Role

Candidate Information Pack

Halewood Church of England Primary School



Train up a child in the way that they should go and when they are old,
they shall not depart from it.
Proverbs 22:6

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www.halewoodcofe.co.uk
Headteacher: Mr Dave Catt

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 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 Halewood Church of England Primary School



At Halewood C of E Primary School we serve the community by providing a happy, secure, and caring Christian environment where all are valued and respected. We believe in the uniqueness of the individual and recognise the diversity and range of contributions that each can make. We aim to provide for the spiritual, emotional, physical, mental, and social, development of the whole child; this includes a growth in knowledge and understanding of self, and the world in which we live. We seek to foster self-esteem and a sense of responsibility to others and the world around. In all that we do we endeavour to provide a high quality of education within a creative, stimulating, encouraging and mutually supportive environment where children are enabled to develop the skills they require for living.

Halewood C of E Primary 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 October 2017 to deepen these links and to continue to improve the education we provide to our children. We are very proud to have been judged Good with Outstanding features in our latest Ofsted inspection. Our staff are committed to raising standards for all pupils. They pride themselves in 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 and so have designed a curriculum that allows children to become confident and fluent with powerful knowledge and vocabulary, as well as providing a wealth of opportunities to develop their strengths and talents. Children are taught in such a way that they acquire knowledge that they can take with them for the rest of their

lives, knowledge that they can use when articulating themselves, or when reading and solving problems. Challenging opportunities to apply knowledge are embedded throughout our curriculum. Progressively planned learning enables children to constantly apply prior knowledge and build upon it.

We are proud of our school and encourage you to visit our website and X/Twitter page to further help you with the application and get a further feel for our school community.

www.halewoodcofe.co.uk @halewoodcofe



Job Description

Title: After School Club – Club Assistant

Salary: Pay Band D SCP 5-6 £26,427 - £26,847 per annum pro rata

Accountable to: Extended Schools Manager & Headteacher

Hours: After School Club 3.00pm – 4.30pm – 7½ hours per week

Closing date: Monday 21st September 2026

Interview date: Wednesday 23rd September 2026

We are seeking a caring and reliable Club Assistant to join our happy and inclusive school family. This role is perfect for someone who enjoys working with children and wants to support their wellbeing.

To assist the leader in providing a caring, secure environment, through individual attention and group activities, and to organize appropriate range of positive activities for children between the ages of 3 and 11 years.

Duties and Responsibilities:

- To provide a safe, creative and appropriate positive opportunities including preparing activities, organisation programmes and arranging equipment.
- To ensure that all activities are carried out within an equal opportunities framework.
- To have any necessary qualification and/or to undertake any necessary training as required.
- To encourage community wide participation, activity planning and delivery.
- To help to develop and maintain good relationships and communications with parents
- To facilitate day-to-day caring needs.
- To encourage parental involvement and support through the development of effective working relationships.
- To ensure that activities are carried out in a safe and responsible manner in accordance with statutory responsibilities.
- To ensure that any food provision is carried out within the guidelines of the food safety act 1990. Food is balanced and healthy in accordance with dietary requirements.
- To help the club leader to ensure that a wide range of creative and enjoyable activities are offered.
- To ensure that the activity meets the full range of children's individual and group needs.
- Adhere Staff Policies and Practices.
- To ensure the provision of good standards of physical and emotional care.
- To ensure good standards of hygiene and cleanliness are maintained at all times.
- To be responsible for the Health and Safety standards appropriate for the needs of the children.

- To assist with the preparation and maintenance of materials and equipment.
- To ensure the provision of a high-quality environment to meet the needs of individual children from differing cultures and religious backgrounds, and stages of development.
- To ensure confidentiality of information received.
- To participate in staff training and staff meetings when applicable.
- To comply with both the school's and LDST policies and procedures.

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 – Club Assistant

The successful candidate will have:	Essential/ Desirable
Qualifications and Experience • Level 2 TA qualification or equivalent or willingness to work towards • Level 2 qualifications in English and Maths or willingness to work towards • Experience of working with 3-11 year olds. • Ability to work as part of a team. • A qualification in food hygiene or willingness to work towards. • A current first aid certificate. • Previous experience of working within EYFS. • Previous experience of supporting a Child with SEND needs.	D E E E E D D D
Knowledge and Understanding • An understanding of good quality childcare. • Ability to meet children's individual needs • Ability to use judgement and common sense.	E E E
Skills • Ability to provide safe, creative play. • Ability to communicate at all levels. • Ability to work on own initiative.	E E D
Professional Values and Practice • A commitment to equal opportunities.	E

How to Apply

Application Process

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

- Application form completed on MyNewTerm
- Interview and tasks

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 to submit your completed application form, please email Karen Sefton (School Business Manager) halewoodce.@knowsley.gov.uk or contact the school office on 0151 487 5673.

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 21st September 2026

Interview Date: Wednesday 23rd September 2026

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