

# **Lunchtime Leader**

## **Candidate Information Pack**

### **St Thomas CE Primary**



## 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**

## Job Description

Title: Lunchtime Leader  
 Salary: £24796 FTE and £6564.63 Actual  
 Hours: 11 hours and 30 minutes  
 Contract: Permanent  
 Accountable Senior Leadership Team  
 Location: St Thomas CE Primary

| <b>Main Duties</b>       |  |
|--------------------------|--|
| <b>Organisation</b>      |  |
| <b>1.</b>                | Attend to children's personal needs and related programmes, including first aid, welfare, social, health, physical hygiene.                    |
| <b>2.</b>                | Assist with liaising with parents.   |
| <b>3.</b>                | Assisting with classroom organisation and provide support to the class teacher.  |
| <b>Service Provision</b> |  |
| <b>4.</b>                | Provide routine support in the classroom.  |
| <b>5.</b>                | To ensure the safety of all children by following necessary safeguarding procedures including updating the electronic reporting system (CPOMS) |
| <b>6.</b>                | Where appropriate, ensure that targets from any support plans are met and any necessary recording undertaken.                                  |
| <b>7.</b>                | Follow directions given by the teacher including adapting any work to ensure that all children can access the curriculum.                      |
| <b>8.</b>                | Liaise with staff in relation to the use of the Evolve Lunch Ordering System.  |
| <b>9.</b>                | Work with individuals and small groups as directed by the teacher. Support and Deliver the Read, Write inc. programme.                         |
| <b>10.</b>               | Actively participate in the everyday classroom routines and be sympathetic to the ethos of the school.   |
| <b>11.</b>               | Encourage children to interact with others and engage in activities.   |
| <b>12.</b>               | Accompany staff and children on class visits and visits to church.   |
| <b>13.</b>               | Be aware of children's problems / progress and report to senior staff.   |
| <b>14.</b>               | As directed by the SENDCo deliver high quality interventions and groups following training.  |
| <b>15.</b>               | As directed by SLT perform lunchtime supervision duties.   |
| <b>16.</b>               | Following the guidelines given by SLT and class teachers assist with the maintenance, updating and creation of wall displays.                  |

|                                 |   |
|---------------------------------|---|
| <b>17.</b>                      | Manage children’s behaviour reporting difficulties.   |
| <b>18.</b>                      | Using the whole school behaviour systems to reward good behaviour.  |
| <b>19.</b>                      | Support children to understand instructions.  |
| <b>20.</b>                      | Undertake children’s record keeping as requested.   |
| <b>21.</b>                      | Appreciate and support the role of other professionals.   |
| <b>22.</b>                      | Relate well to children and adults.   |
| <b>23.</b>                      | Work as a team.   |
| <b>24.</b>                      | Act as a role model to children.  |
| <b>25.</b>                      | Respond to children’s individual needs.   |
| <b>26.</b>                      | Participate in training and performance management.   |
| <b>General Responsibilities</b> |   |
| <b>27.</b>                      | Be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety and security, GDPR, confidentiality and data protection, reporting all concerns to an appropriate person. |
| <b>28.</b>                      | Contribute to the overall ethos, work and aims of the school.   |
| <b>29.</b>                      | Appreciate and support the role of other professionals.   |
| <b>30.</b>                      | Attend and participate in relevant meetings as required.  |
| <b>31.</b>                      | Attend and participate in relevant training as required.  |

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.

## Person Specification – Teaching Assistant

| <b>Skills</b>                        |  | <b>Essential (E)<br/>or<br/>Desirable (D)</b> |
|--------------------------------------|--|---|
| <b>1.</b>                            | Be able to demonstrate experience of small group work and articulate the benefits provided by these interventions. | E   |
| <b>2.</b>                            | Experience of managing children’s behaviour and demonstrating positive behaviours.                                 | E   |
| <b>3.</b>                            | Participate in development and training opportunities.   | E   |
| <b>4.</b>                            | Ability to relate well to children and adults.   | E   |
| <b>5.</b>                            | Able to liaise sensitively and effectively with parents and carers recognising their role in pupil learning.       | E   |
| <b>6.</b>                            | Able to improve their own practice through observations, evaluations and discussion with colleagues.               | E   |
| <b>Qualifications and Experience</b> |  | <b>Essential (E)<br/>or<br/>Desirable (D)</b> |
| <b>7.</b>                            | Level 3 qualification in Early Years Education or equivalent (e.g., CACHE, NVQ, BTEC)                              | E for TA3 role                                |
| <b>8.</b>                            | Good numeracy and literacy skills to GCSE grade C or above   | E   |
| <b>9.</b>                            | Confident in the teaching of phonics using the Read, Write inc. Programme.   | D   |
| <b>10.</b>                           | Have experience of working in two key stages   | E   |
| <b>11.</b>                           | Have experience of working with additional and complex needs children  | E   |
| <b>12.</b>                           | Have experience of fulfilling the outcomes within an EHCP  | E   |
| <b>13.</b>                           | Have relevant de-escalation experience   | E   |
| <b>14.</b>                           | Team Teach qualification   | D   |
| <b>15.</b>                           | Willingness to participate in relevant training and development opportunities.                                     | E   |
| <b>Knowledge and Understanding</b>   |  | <b>Essential (E)<br/>or<br/>Desirable (D)</b> |

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|---|---|---|
| <b>16.</b>                              | Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.  | E   |
| <b>17.</b>                              | Ability to build and maintain successful relationships with pupils and treat them consistently, with respect and consideration and demonstrate concern for their development as learners. | E   |
| <b>18.</b>                              | Demonstrate and promote the positive values, attitudes and behaviour they expect from the pupils with whom they work.   | E   |
| <b>19.</b>                              | Ability to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice.   | E   |
| <b>20.</b>                              | Have a flexible 'can do' attitude and contribute to the wider life of the school  | E   |
| <b>Professional Values and Practice</b> |   | <b>Essential (E)<br/>or<br/>Desirable (D)</b> |
| <b>21.</b>                              | High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements.              | E   |
| <b>22.</b>                              | This post is subject to an enhanced disclosure and a barred list check from the Disclosure and Barring Service.   | E   |

## How to Apply

### Application Process

The application process for this role is a 2 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 arrange a visit to the school please contact [emma.ainsworth@ldst.org.uk](mailto:emma.ainsworth@ldst.org.uk) or 0151 526 1378 to make an appointment to visit the school.

Please visit our website <https://www.stthomaslydiate.co.uk> 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: 03/07/2026**

**Interview Date: To be confirmed**

**Start Date of Post: As soon as Pre Employment checks are completed**

## **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