



LYDIATE
LEARNING
TRUST

ENGAGE, ENABLE,
EMPOWER



CHILDWALL
SPORTS &
SCIENCE ACADEMY

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Applicant Information Pack

Pastoral Support Assistant

Childwall Sports & Science Academy



Start Date:	September 2026
Closing Date:	8:00pm, Sunday 05 July 2026
Shortlisting:	Monday 06 July 2026
Interview Date:	Thursday 09 July 2026
Post Scale:	NJC SCP 22- 25
Salary:	£33,699 - £36,363 FTE Pro Rata £29,243 - £31, 555
Contract Term	Full Time/Term Time plus INSET days Permanent



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Welcome from the Headteacher



Dear Applicant,

Thank you for your interest in the position of Pastoral Support Assistant. This pack has been designed to help you should you choose to submit an application to us, which we sincerely hope you do. We hope it answers all of your initial questions, but if not, please do not hesitate to contact us and we will endeavour to help you through your application.

Childwall Sports & Science Academy is a vibrant, ambitious, and multi-cultural school. Our ambition is to be 'outstanding' in all areas and welcome your application to be part of that journey.

Alongside, and no less important, is our excellent performance. We work hard to ensure that Childwall offers a friendly, welcoming, and enriching environment for all, including those who work, visit and study here.

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 Childwall Sports & Science Academy, then please apply.

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

Warmest wishes,

Dr A Thomas
Head of School

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 Jobs
- ❖ 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 – Pastoral Support Assistant

Purpose	To work within the pastoral team leading a Year group of up to 200 children ensuring the best support and care is available. This is a non-teaching role to allow for quick and immediate responses to parents and students where possible.
Reporting to	Assistant Headteacher responsible for Behaviour & Attitudes
Salary	NJC 22 - 25
Working Time	37 hours per week with 30-minute unpaid lunch break. / Permanent / Term Time Only Plus INSET Days.

Key Responsibilities

- To support positive attitudes to learning.
- To support as part of the Inclusion Team.
- To manage everyday behaviour throughout the day, having a presence to pick up issues as they arise.
- To be directly involved in the promotion, reward and celebration of student achievement
- To assist in the collation and analysis of progress assessment data to generate progress reports on a group and individual basis.
- To liaise closely with the SENDCO to ensure that all students are engaged in their learning and make expected progress.
- To ensure that the system of recording relevant information pertaining to each student is efficiently and accurately carried out and disseminated, and when necessary to complete appropriate confidential reports.
- To liaise with the Senior Line Manager to co-ordinate the admission of new students.
- To complete the necessary administration for those who may be leaving the school throughout the year.
- To establish positive contact with parent/carers of students in order to encourage the highest standards of work and behaviour, or to discuss welfare and general issues as they arise.
- To identify, generate and action progress plans for targeted individuals and ensure implementation.
- Support Key Stage Leaders with the implementation of social inclusion systems and processes throughout the academic year
- To work with subject leaders and pastoral leaders, to plan targeted provision and intervention programmes.
- To identify key strategies best suited to individual students and communicate these to stakeholders.
- To liaise with the Senior Team to ensure that student support needs are fully met using both internal staff and external agencies where necessary.
- To work with the school Attendance Officer to monitor attendance and punctuality across all year groups and provide reports as appropriate.
- To assist with the organisation of the Parent Evenings and other promotional or celebratory events.
- To oversee the application of the school uniform policy.
- To assist with arrangements for reporting to parents.
- To recognise and celebrate progress appropriately.
- To have some experience in Child Protection.

- To support CABLE (on call).
- To secure positive partnerships with parents to raise student and family aspirations.
- To support pastoral leaders with the smooth running of assemblies and assist in the development of ethos and spirit.
- To organise enrichment opportunities for target groups of students and encourage students to participate in out-of-hours school activities and clubs.
- To promote the core values of the Lydiate Learning Trust.
- Ensure excellent standards of behaviour and promote the good name of the Trust in the local community.

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 – Pastoral Support Assistant

Education and Expertise	
• Educated to a high standard.	E
• Evidence of further professional development pertinent to the role.	E
• Experience of de-escalation and managing behaviour	E
• Experience of working with and promoting good relationships with parents/carers and outside agencies.	E
• Experience of supporting young people on a one to one and group work basis.	E
• Experience of collating and analysing data.	E
• Experience of report writing for a variety of audiences	E
• Excellent communication skills	E
• Experience of using work-based databases	E
• Experience of working with young people to help build resilience and address mental health concerns.	E
• Experience of supporting students in an educational setting to enthuse and motivate them to achieve positive outcomes and promote their development.	D
• Experience of working in a school or with young people.	D
Personal Qualities	
• A genuine passion for supporting young people.	E
• Proven skills in mentoring, advising, supporting or guidance work, in a formal setting.	E

• The ability to form strong working relationships with students and adults.	E
• The ability to manage and motivate others.	E
• The ability to interact with people at all levels	E
Skills, Knowledge & Aptitudes	
• A good working knowledge of child protection procedures	E
• A working knowledge of Restorative Justice approaches.	D
• A working knowledge of school attendance policies and procedures.	D
• Good administrative skills including record keeping	E
• Excellent written and verbal communication skills.	E
• Basic awareness of inclusion, especially within a school setting.	D
• Excellent listening skills.	E
• A positive attitude and the ability to act as a role model.	E
• Enthusiasm and knowledge for teaching and learning.	E