L3 Early Years Educator Apprenticeship

Candidate Information Pack

St James' CE Primary School

About Liverpool Diocesan Schools Trust

We believe

Jesus said, 'Let the children come to me.' (Mt 19).

We believe that we are fulfilling this command when we enable children of all faiths and none to flourish in our schools. The Liverpool Diocesan Schools Trust (LDST) has an important role to play in improving the attainment of pupils across the Diocesan region.

What is our Purpose?

Working together with our school communities, providing an excellent education and life-enhancing relationships with the Christian faith and Jesus Christ.

We do this through:

- Being a family of schools that is committed to well-being and supporting each other, so that all children, learners and staff across our Trust, flourish.
- Connecting with each other to share practice and provide an excellent education that is built on distinctly Christian values.
- A commitment to inclusion, ensuring that all learners thrive through an education that teaches wisdom, instils hope, nurtures community, and embeds dignity and respect.
- Strong bonds of collaboration, innovative approaches to education and a shared purpose amongst schools, families, and communities.

What is our vision?

As a Diocesan Trust, our Christian values are intrinsically linked to our commitment to provide an innovative, high quality education, so that children and learners make excellent progress and fulfil their academic potential, by ensuring that:

- We live out our **Christian values** to **develop future citizens** who can contribute positively to a caring, compassionate nation.
- We share a Trust-wide commitment to providing an **education** that enables children and learners to **flourish and achieve** - academically spiritually, morally, socially, culturally, physically.
- We celebrate **diversity**, **address inequality**, **overcome disadvantage** and **raise aspirations** so that learners can achieve their **highest academic potential**.
- Access to an **inspirational curriculum** and **excellent teaching** enables our children to acquire a **deep body of knowledge** and a zest for **life-long learning.**

- Our schools can thrive under outstanding **local leadership**, accountable to the Executive team and Board of Directors.
- We identify **talents** and provide opportunities for **staff** to develop, pursue career developments and contribute significantly to **wider improvements**
- We maintain a strong emphasis on **safeguarding** and the **mental health and well-being** of all our pupils and staff.
- Our schools are self-sustaining, **inclusive learning communities** of professionals who **connect and collaborate** to **share best practice** and **innovative approaches rooted in informed evidence.**

Our Core Values

We value Difference

We are respectful of the:

- **Uniqueness** of each individual school
- **Differences** within each school and community

We value Local

- Providing aligned support and central services to empower local leaders to make local decisions that meet the needs of the local communities

We value Collaboration

- We value the opportunities to **collaborate** and work as a **team** to improve outcomes across our Trust

We value Inclusion

- We welcome **all** and are committed to ensuring that **each pupil** receives an educational experience related to their **own** personal gifts or needs
- We celebrate **diversity** and the individual talents of our pupils and staff

We welcome pupils of all faiths and none

We are a fully inclusive organisation and encourage applications from individuals from minority communities.

About St James Church of England Primary School

Our mission is to see each child reach their full potential within a secure and caring environment. We seek to develop in our children an understanding of the Christian faith. We aim to be a welcoming and stimulating school that has strong links with home, our churches and the wider community.

St James CE Primary is a popular and successful school. We were judged 'Good by Ofsted in February 2023'. As a Church of England school our Christian values underpin all that we do, and we have close links with the local church. We joined LDST in October 2018 to deepen these links and to continue to improve the education we provide to our children to enable them to reach their full potential.

Our staff are committed to raising standards for all pupils. They pride themselves on 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. To facilitate this, we take full advantage of our fantastic surroundings including; an adventure trail, and woodland. By integrating these into learning we provide a range of rewarding learning experiences that encourage, challenge and extend the abilities of our children.

This is an exciting time to join our school family as we continue working in partnership with St James CE Primary School (an outstanding primary school in St Helens).

We are proud of our school and encourage you to visit our website, which we hope will give you a real insight into what makes us a truly successful and happy school.

www.stjamesceprimary.co.uk

Job Description

Title: L3 Early Years Educator Apprenticeship

Salary: Apprentice hourly rate for the first 12 months of apprenticeship and then national living wage for the remainder of apprenticeship.

Hours: 36 hours per week, term time only + 5 days

Accountable to: Nursery Teacher & SLT

Location: St James CE Primary School, Lyme St Haydock, St Helens WA11 0NL

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job commensurate with the salary and job title.

Main Duties

To work with and supervise groups of children or individual pupils under the direction/instruction of teaching and/or senior staff. Assist and support with classroom and behaviour management, preparation of work and displays. Contribute to the raising of standards in pupil achievement.

Support for Pupils

- Establish good working relationships with pupils, acting as a role model.
- Be aware of and respond appropriately to individual pupil needs ensuring effective interaction.
- Provide specific support to pupils dependent upon their individual needs ensuring their safety whilst supporting access to learning activities.
- Promote inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under the guidance and direction of the teacher.

Support for the Teacher

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans.
- In liaison with the teacher, utilise strategies such as individual and small group interventions to support pupils in achieving learning targets.
- Report pupil achievements, progress and issues as appropriate in agreed format.
- Undertake pupil record keeping as requested.
- Observing, assessing and planning for pupil development.

- Promote good pupil behaviour, dealing promptly with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with established school policy.
- Establish constructive relationships with parents and carers.
- Support in establishing and maintaining purposeful areas of provision.
- Support with the development of early reading.
- Support with the development of early maths.

Support for the Curriculum

- Undertake as required structured and agreed learning activities/learning programmes, taking into consideration pupil learning styles.
- Undertake literacy/numeracy programmes, recording achievements and progress and providing appropriate reports and feedback for the teacher.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.
- Act as a role model whilst interacting with children in the area of provision and as such help develop children's oral and cognitive development.
- Support the culture of reading across the curriculum.

Support for the School

- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned).
- Ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the school ethos, aims and development/improvement plan.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and other learning activities as required.
- Assist with the supervision of pupils out of directed lesson time, including before and after school if appropriate and within working hours.
- Contribute to the wider life of the school e.g. PTA events such as fairs and discos.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.
- To encourage an active partnership between children/parents/school by working creatively and positively with parents to achieve maximum involvement in their child's education.
- To encourage parents to understand the importance of their role in their child's education.

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 – L3 Early Years Educator Apprenticeship

Person Specification – L3 Early Years Educator Apprenticeship, St James' CE Primary School	Essential (E) or Desirable (D)
Skills	
• Good numeracy/literacy skills	E
• Ability to observe and monitor progress, and maintain records	E
• Able to maintain confidentiality	E
• Willingness to support additional offsite educational activities	E
• Have good communication and expressive skills.	E
• Model exemplary behaviour; supervise children, encourage good social skills and adhere to defined standards	E
• Liaise and communicate effectively with others	E
• Demonstrate good organisational skills	E
• Work with an individual or a group	E
• teach new concepts as agreed with the class teacher	E
• Implement strategies for developing writing, reading, and number skills	E
• extend children's thinking skills	E
• Assess children's understanding	E
• discuss with children their understanding of learning objectives;	E
• Suggest ways of developing their learning;	E
• Able to develop good personal relationships within a team	E
• Able to establish and develop positive relationships with parents, governors and the community	E
• Ability to use ICT to support learning	D
• behaviour management strategies	D
Qualifications and Experience	
• Demonstrable levels of numeracy & literacy equivalent to GCSE (A-C)	E
• Experience of working in a school setting (voluntary or paid	E
• Hold relevant qualifications at a level equivalent to at least NVQ Level 2 in Early Years.	D
• Evidence of specialism in specific curriculum areas	D
• Willingness to participate in other development and training opportunities	D
• Paediatric First Aid training/training in specific medical procedures or a willingness to work towards.	E

Knowledge and Understanding • The Early Years Statutory Framework and other basic learning programmes • How to support children in literacy and numeracy • Supporting children with Special Educational Needs • How children learn and how to motivate them • Child development and the ways in which children learn • The roles played by various adults in a child's education • Knowledge of relevant policies/codes of practice and awareness of legislation • Aware of safeguarding procedures and how to provide a safe environment for children • Knowledge of delivering Read, Write, Inc phonic sessions. • Knowledge of the Early Years Foundation Stage • An understanding of how to support children with speech and language delay	**E** **E** **E** **E** **E** **E** **E** **E** **D** **D** **D**
Professional Values and Practice • Able to enthuse and inspire • Willingness to be flexible • Willingness to contribute to the wider school • Energy and a good sense of humour • High personal and professional standards • Positive, enthusiastic, highly organised and patient Ability to work flexibly within a small team and use own initiative • Demonstrate a commitment to equal opportunities	**E** **E** **E** **E** **E** **E** **E**

How to Apply

Application Process

The application process for this role is a 3-stage process:

- Application form
- Observation
- Interview

To be considered for this role you must complete the LDST application form. 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 contact Mrs Moira Winstanley (SBM) at moira.winstanley@ldst.org.uk. To book a place for the school viewing please contact the school office on 01744 678545.

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 16th November 2026 9.00am**
Interview Date:	**Friday 20th November 2026**
Start Date of Post:	**4th January 27**

Please contact the school office on 01744 678545 or email moira.winstanley@ldst.org.uk if you have any questions.

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