

Early Years Teacher Candidate Information Pack

St James' CE Primary School



SAINT JAMES'
Church of England 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

Job Description

Title:	Early Years Teacher
Salary:	MPS1 - MPS6: £32,916 - £45,352 UPS1 - UPS3: £47,472 - £51,048
Hours:	Full Time (Temporary to cover Maternity Leave)
Accountable to:	Executive Headteacher/Head of School
Location:	St James' CE Primary School, Worsley Mesnes.

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.

Learning and Teaching

1. To plan, prepare and implement an appropriate programme of work for the children which:
 - Takes account of each child's individual needs through differentiation of expectation/task.
 - Considers the needs of the child in all aspects of development.
 - Fulfils the EYFS requirements.
 - Is in line with whole school policies.
 - Motivates the children to develop their independence and self confidence.
 - Have an awareness of decisions made by the Government, Local Authority, LDST, Governing Body and Support Agencies.
 - Has a commitment to first-hand experience/curriculum enrichment and the celebration of children's contributions.
2. To assess and evaluate the children's work and provide pupil profiles/ records of achievement which are:
 - In line with the EYFS requirements, the Inspire Curriculum and the National Curriculum.
 - Enable the tracking and monitoring of progress and inform the setting of annual targets.
 - Form the basis of professional dialogue with: colleagues, parents, support agencies.
3. To ensure that all the children within the class have equal access to the experiences and opportunities provided.

Teacher as a Professional

- To adhere to Child Protection Policy and guidelines to ensure that the safety of children is paramount.
- To take an active part in meetings/working groups relevant to the age range that you are teaching.
- To actively promote and to implement whole school policies.
- To have high expectations of the children in work, attitude and behaviour.
- To have pastoral care of the teaching group, within the school ethos, by:
 - being a good role model for the children in all personal qualities.
 - fostering the positive self-image of each child through praise and encouragement.
 - respecting each child and ensuring that the children know they are valued.
- To alert the Inclusion and Intervention manager to a cause for concern, who will in turn liaise with the Headteacher or Executive Headteacher.
- To continue personal and professional development.
- To promote the school and all it stands for on all occasions. In particular, work with stakeholders and participate in the work of any networks the school is involved in.

Christian Ethos

- To have a commitment to the agreed whole school vision and values.
- To positively promote and contribute to the Christian ethos of this church school.
- To attend, take part in and lead acts of collective worship in accordance with the Governing Body's policy.

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 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

Attribute	Evidence	Rank	Evidenced
Knowledge/ Qualification	Graduate with Qualified Teacher Status.	E	AF/R/I/LO
	Committed to safeguarding the welfare of children.	E	
	Satisfies and continues to satisfy the Teachers' standards.	E	
	Clear understanding of good and outstanding learning and teaching.	E	
	Knowledge of how children learn across the whole primary age range.	E	
	Knowledge of positive behaviour strategies.	E	
	Understanding of how creative links can be made in the curriculum to engage learners.	E	
	Ability to offer expertise in a curriculum area.	E	
Professional Skills and Abilities	Able to differentiate the curriculum for children of different abilities.	E	AF/R/I/LO
	Able to organise a stimulating and well organised classroom.	E	
	Able to use assessment to inform planning and target setting to meet the needs of individual pupils and groups.	E	
	Ability to form positive relationships with children, staff, parents and governors.	E	
	Competent in the use of technology.	E	
	Able to deploy support staff effectively.	E	
Experience	Experience of teaching in the Early Years.	E	AF/R/I
Personal and Professional Qualities	Demonstrate effectiveness in time management and working as part of a team.	E	AF/I/LO
	Positive person who is enthusiastic and able to inspire children and staff.	E	
	Able to contribute to the caring family atmosphere maintaining confidentiality.	E	
	Willingness to be involved in extended school activities including residential visits and events. Promote and support extra-curricular activities.	E	
Ethos	Commitment to Christian ethos.	D	AF/I

How to Apply

Application Process

- The application process for this role is a 3-stage process:
- Application form completed on MyNewTerm
- Lesson Observation
- Interview

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, to arrange a visit to the school please contact Suzanne Robinson on stjw.recruitment@ldst.org.uk or call 01942 703952

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 & Shortlisting: Monday 11th May 2026

Lesson Observations: W/C Monday 18th May 2026

Interview Date: Friday 22nd May 2026

Start Date of Post: 1st September 2026

End Date of Post: 31st August 2027 or on return of postholder

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