



KEW WOODS PRIMARY SCHOOL



RECRUITMENT PACK

Teaching Assistant L3



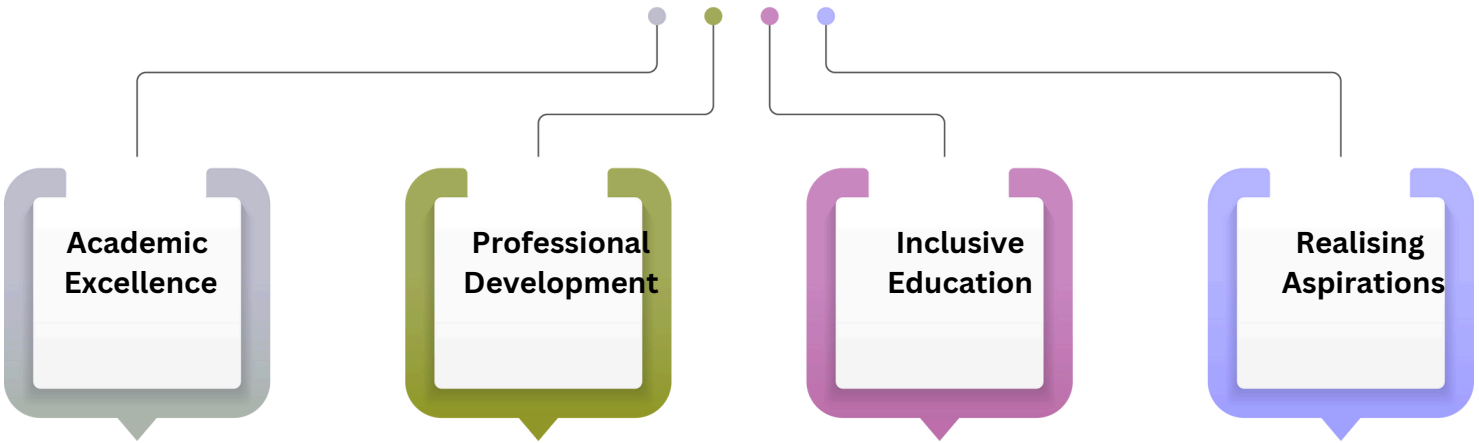
WHY JOIN SOUTHPORT LEARNING TRUST?

Southport Learning Trust is an inspirational multi academy trust that stands at the forefront of educational excellence and community engagement. Southport Learning Trust is one of the largest employers in Southport and surrounding areas thanks to our collaboration of schools which include *Birkdale High, Greenbank High, Meols Cop High, Range High School, Stanley High, Maghull High, Kew Woods Primary and Bedford Primary School.*



Each of our schools are unique beacons of aspiration in their communities, our connectivity as a Trust makes us even stronger.

The trust is the heartbeat of the local community and its network spans over 6,700 pupils and over 800 employees. Southport Learning Trust is built on its four pillars which enables students to have access to the highest quality of education.



Focus directly on school improvement. We are aware of the exceptional practitioners we have in the schools across the Trust. Utilising an Implementation plan focus we will liberate colleagues to prioritise collaboration as a catalyst to sustainable improvement.

‘Professional Improvement is school improvement’. Creating cultures across our family of schools in which professional development is central, will ensure that we are investing in the area that research tells us has the biggest impact on student progress.

Our family of schools are all committed to inclusive education that is ambitious for all. We are driven to remove all barriers for our children and ensure they have equity in access to all areas of our curriculums and wider school life.

Committed to not only raising the aspirations of our students but importantly ensuring those aspirations are realised. Working in true partnership with our communities we will ensure our students are visionary thinkers, ambitious innovators and pioneers of the future.



EMPOWERING OUR COMMUNITIES TO POSITIVELY IMPACT THE WORLD



WHY SOUTHPORT?

Beautiful coastline: Sandy beaches and long promenade provide plenty of opportunities for relaxation and outdoor activities.

Affordable Property: Compared to larger nearby cities, Southport offers more affordable property prices.

Victorian Architecture: The town boasts a wealth of historic buildings, giving it a unique charm and character.

Green Spaces: Southport is home to a number of beautiful parks and gardens, including the Botanic Gardens and Victoria Park.

Proximity to major cities: easy access to nearby cities such as Liverpool and Manchester, making it convenient for work or more urban entertainment.

Health & Wellbeing: The coastal environment is often associated with a better quality of life, including fresher air, lower stress levels, and opportunities for outdoor fitness activities. The beach, parks, and overall tranquil setting contribute to a healthier lifestyle.

Community: The town has a strong sense of community, with various events and festivals throughout the year, such as the Southport Flower Show and Air Show. It's a family-friendly place with good schools and activities for children.



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EMPLOYEE BENEFITS INCLUDE:

Continuous Professional Development and Learning:

At Southport Learning Trust, continuous professional development (CPD) and learning are integral to enhancing a culture of growth and excellence. We will support your career aspirations and support you to thrive in your role.

Generous Pension:

Employees benefit from a generous pension scheme, with Southport Learning Trust offering a competitive contribution, ensuring that staff are well-supported in planning for their retirement. We are part of the Teachers' Pension Scheme for teaching staff and Merseyside Pension Fund for support staff.

Cycle to work scheme:

At Southport Learning Trust, the Cycle to Work Scheme offers employees a fantastic opportunity to promote healthier lifestyles while saving money. Through the scheme, staff can purchase a bike and cycling equipment tax-free, making it more affordable to commute to work sustainably.

Collaborative Working:

Collaborative working is at the heart of its culture, offering employees the opportunity to thrive in a supportive, team-oriented environment. By working together across schools and departments, staff can share expertise, best practices, and innovative ideas, enhancing both personal and professional development.

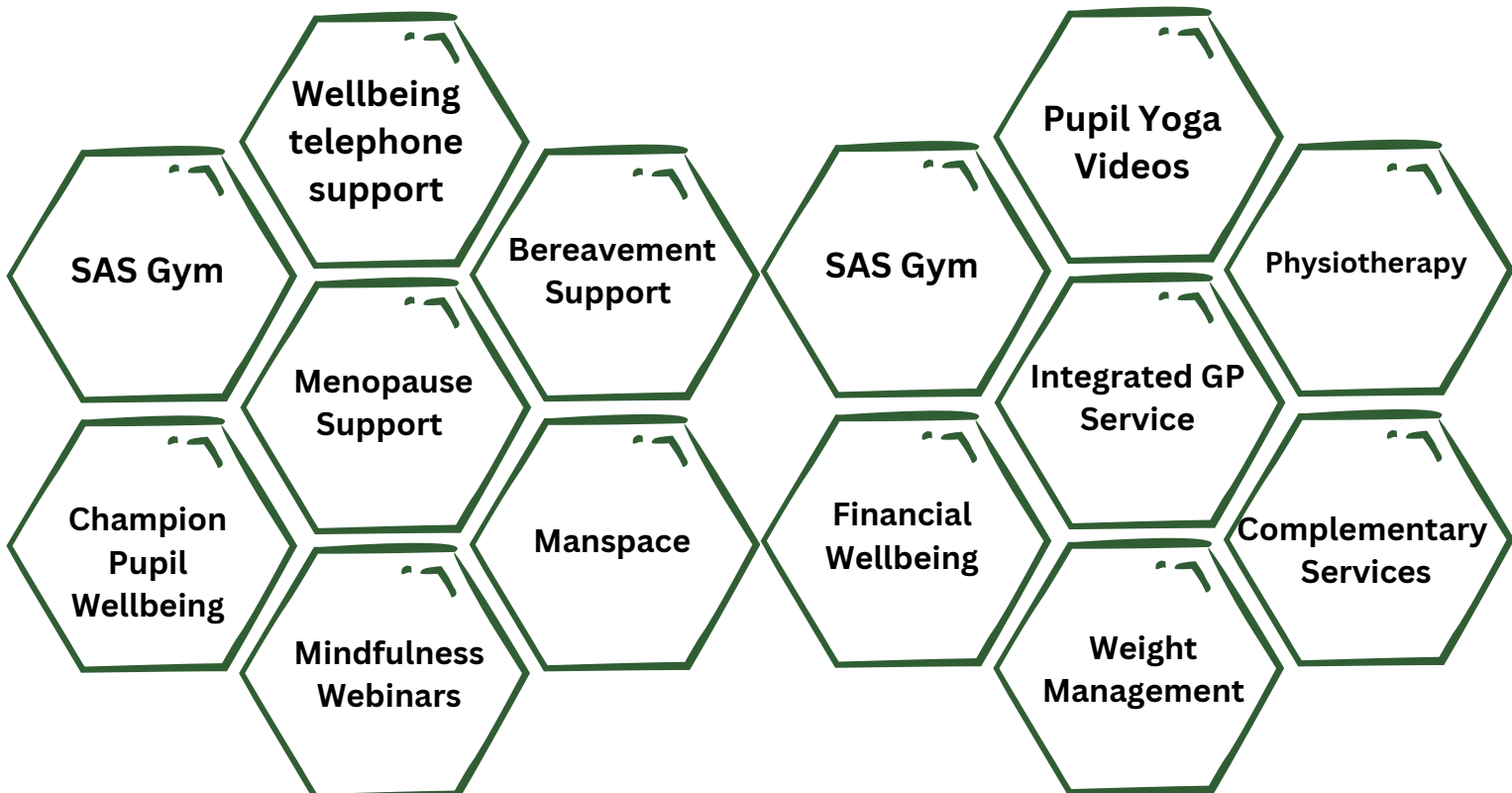


School Wellbeing

LEARN MORE



As a trust, we buy in an employee assistance programme 'School Wellbeing' (SAS). This programme gives all employees access to an array of wellbeing support, which includes



ABOUT US

With a talented and dedicated team of teachers, support staff and governors we work together to give each child in our care the opportunity to flourish. We are committed to offering our pupils a broad and balanced curriculum, which provides opportunities to excel academically, physically and artistically in a safe and caring environment. Every member of our community is valued and respected. We listen to each other and every voice is heard.

We celebrate our achievements, differences and cultural diversity. At Kew Woods we instill a positive culture of self-belief and pride in all of our pupils and in doing so we endeavour to create successful learners, confident individuals and responsible citizens.

Our school enjoys extensive grounds unparalleled locally which we maximise to develop pupils' learning and sporting talents. You are most welcome to come and visit us at any time and see for yourself what makes Kew Woods such a special school – our pupils!

You would be joining the Southport Learning Trust, a family of eight schools which includes six secondary schools and two primary schools in the locality. Schools in our Trust include Birkdale High School, Bedford Primary School, Greenbank High School, Kew Woods Primary School, Maghull High School, Meols Cop High School, Range High School and Stanley High School.

Being part of a Trust would give you the opportunity to share and be involved in developing practice across multiple schools. You would benefit from an excellent Employee Assistance Programme and a commitment to your well-being and professional development.

Interested applicants are strongly encouraged to visit us, meet our team and most importantly, get to know our incredible students. Pre planned tours are available, to organise a tour ahead of application, please contact admin@kewwoods.com



Christina Greaves
Headteacher



APPLICATIONS

CONTRACT: Permanent

CLOSING DATE: Monday 29th September 2025 12 Noon

INTERVIEW DATE: Friday 3rd October 2025

SALARY: Grade F NJC Points 7 -11 £25584- £27269 FTE. Term Time only 35 hours per week. Actual salary £21030

START DATE: As Soon As Possible

PLEASE SEND APPLICATIONS TO RECRUITMENT@SOUTHPORTLEARNINGTRUST.ORG

CVs will not be considered

Enclosed in this pack is:

The job description and person specification for the role. Please use these to complete the application form for this post, setting out how you meet the criteria of the post. Please ensure that you complete the application form fully and do not leave any gaps in your career history.

An equal opportunity monitoring form which is enclosed with the application form. Please note the information on this form is used for monitoring purposes only and will not be seen by the shortlisting panel.

Our Recruitment Privacy Notice can be found on the school website, which sets out how we will gather, process and hold personal data of individuals as part of this recruitment process. If you are not shortlisted or appointed, then your information will only be retained by us for 6 months from the shortlisting date.

Kew Woods Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful applicants will be requested to undertake an Enhanced Disclosure and Barring Service check. At least one member of our recruitment team for this post is Safer Recruitment trained and we adhere to Southport Learning Trust's Recruitment and Selection Policy for Employees and Volunteers.

We are proud to have an organisational culture where employees with varying perspectives, skills, life experiences and backgrounds – the best and brightest minds – can work together to achieve excellence and realise individual and organisational potential.

PERSON SPECIFICATION

Essential	Desirable
<p>Qualifications and Skills</p> <ul style="list-style-type: none"> NVQ or equivalent recognised qualification in childcare/ child development / education Ability to work effectively within a team environment, understanding classroom roles and responsibilities Assist with development and implementation of send support plans and educational health care plans. Ability to build effective working relationships with all pupils and colleagues Ability to promote a positive ethos and role model positive attributes G.C.S.E Mathematics and English or equivalent Willingness to undertake appointed person certificate in first aid administration Willingness to participate in relevant training and development opportunities Experience with supporting pupils with ASD, ADHD and learning difficulties 	<ul style="list-style-type: none"> Experience of supporting pupils in each age phase EYFS, KS1 and KS2 Up to date training in positive handling
<p>Knowledge and Understanding</p> <ul style="list-style-type: none"> Awareness and basic understanding of school curriculum (with specified age range or subject area) Ability to support the delivery of agreed learning activities, adjusting activities according to pupil learning styles and individual needs. Positive behaviour management strategies. Enthusiasm and commitment to extracurricular activities Experience of supporting pupils with inclusion within a school setting e.g. implementing recommendations from specialist reports. Awareness of inclusion, especially within a school setting Competency in the use of ICT – computer, video, photocopier Experience of working with and/or caring for children with ASD Successful experience of supporting pupils with special educational needs 	<ul style="list-style-type: none"> Experience of working with and/or caring for children in all age phases: EYFs, KS1 and KS2
<p>Professional Values and Practice</p> <ul style="list-style-type: none"> Must be able to demonstrate the following: High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and demonstrate concern for their development as learners Demonstrate and promote the positive value, attitudes and behaviour they expect from the pupils with whom they work Ability to work collaboratively with colleagues, and carry out role effectively, knowing when to seek help and advice Able to liaise sensitively and effectively with parents and carers, recognising role in pupils' learning Able to improve their own practice through observations, evaluation and discussion with colleagues 	

JOB DESCRIPTION

We are committed to promoting the safeguarding and welfare of children and young people and expect staff all staff and volunteers to share this commitment.

	<p>JOB PURPOSE -To work with and supervise individuals and groups of children under the direction/instruction of teaching and/or senior staff, inclusive of specific individual learning needs, enabling access to learning for all pupils and assistance and support in classroom management and behaviour techniques and providing specialist support in a specific curricula/resource area.</p>
	<p>MAIN DUTIES -SUPPORT FOR PUPIL</p> <ul style="list-style-type: none"> • Establish good working relationships with pupils, acting as a role model and setting high expectations. • Provide consistent support to all pupils, responding appropriately to individual pupil needs • Assist with development and implementation of send support plans and educational health care plans. • 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, employing strategies to recognise and reward achievement within established school procedure • To support pupils at break time / lunch time with structured lunch time activities • Provide feedback to pupils in relation to progress and achievement under the guidance and direction of the teacher • Use specialist (curricular/learning) skills/training/experience to support pupils
	<p>SUPPORT FOR TEACHER</p> <ul style="list-style-type: none"> • Provide minimal clerical/administration support (e.g. photocopying, typing, filing, collecting money, etc) • Assist with the display of children's work • Establish and maintain an appropriate learning environment under the supervision of the teacher • Contribute to lesson planning, evaluating and adjusting lessons/work plans as appropriate • Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives • Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence • Be responsible for keeping and updating records in agreed format with the teacher, contributing to reviews of systems/records as requested • Administer and assess routine primary tests and accurately record achievement/progress • Promote positive values attitudes and 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 • Liaise sensitively and effectively with parents/carers as agreed with the teacher within role/responsibility and participate in feedback sessions/meetings with parents under teacher's supervision
	<p>SUPPORT FOR CURRICULUM</p> <ul style="list-style-type: none"> • Support the delivery of agreed learning activities/learning programmes, adjusting activities according to pupil learning styles and individual • Support the delivery of English/Mathematics programmes, effectively utilising all alternative learning opportunities to support extended development • Support the use of ICT in learning activities and develop pupils' competence and independence in its use • Assist pupils to access learning activities through specialist support, e.g. curriculum/SEN specialism • Determine the need for, prepare and maintain general and specialist equipment and resources • To cover whole classes when requested
	<p>SUPPORT FOR SCHOOL</p> <ul style="list-style-type: none"> • 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). • Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop • Contribute to the school ethos, aims and development/improvement plan • Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils • Attend and participate in regular meetings as appropriate • Participate in training and other learning activities as required • To be trained in first aid • Establish own best practice and use to support others • Assist in the supervision, training and development of classroom support staff • Assist with the planning of opportunities for pupils to learn in out-of-school contexts, according to school policies and procedures and within working hours • Accompany teaching staff and pupils on visits, trips and out of school activities as required
	<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.</p> <p>The job description may be amended at any time following discussion between the Headteacher and staff member and will be reviewed annually.</p>



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