



# MEREFIELD SCHOOL

## RECRUITMENT PACK

*Higher Level  
Teaching Assistant*



# ABOUT MEREFIELD SCHOOL

At Merefield School, we believe that it is every child's entitlement to achieve all that they are capable of achieving. We will strive to create opportunities for all our pupils to shine, to show us what they can do and hopefully to surprise themselves by discovering new talents and abilities. Merefield School is built on shared values of respect, growth and inspiration.

We have the highest possible expectations for all our children and young people and through providing the appropriate care, support and challenge, seek to help every child to meet them.

We want all our pupils to aspire to be the best that they can be and to discover more in themselves than they thought possible. We offer a rich and varied curriculum to cater for the wide variety of interests and needs within the school, which promotes independence, self esteem and achievement for all.

You would be joining the Southport Learning Trust, a family of nine 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, Merefield 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.

**We are seeking a dedicated and skilled Higher Level Teaching Assistant (HLTA) to join our supportive and inclusive school community.** As a HLTA, you will play a vital role in supporting pupils with significant Special Educational Needs (SEN), enabling access to learning and promoting independence. You will work closely with teaching staff to deliver high-quality support, provide PPA cover, and lead learning activities in the absence of the teacher. You will also coordinate and lead extra-curricular activities, including lunchtime and after-school club on Tuesday evening.

## What We're Looking For:

- HLTA qualification or equivalent experience.
- Experience of planning and delivering lessons.
- Experience working with children with SEN, including complex needs.
- Strong communication and interpersonal skills.
- Ability to work independently and as part of a team.
- A flexible approach to working and an understanding that each day will be different.
- Commitment to inclusive education and pupil wellbeing.

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 **Gemma Parker, 01704 5771663 or email: [recruitment@merefieldschool.co.uk](mailto:recruitment@merefieldschool.co.uk)**

**Joanne Sharpe**  
Headteacher



# OUR VISION FOR MEREFIELD SCHOOL

Together, we are building a progressive, beacon learning community. We provide an outstanding holistic curriculum centred on the individual needs of every pupil, ensuring they are challenged, encouraged, and safe. At Merefield, every voice is valued, every difference is celebrated, and every child is empowered to reach their full potential.

## Our Motto

"Working together to provide an exciting place where every child can achieve success."



## Our Core Values

### 1. Respect

- **For the Individual:** We treat every child and young adult with dignity, ensuring equality of opportunity for all.
- **For the Voice:** We listen to our pupils, whether their communication is subtle or loud.
- **For the Community:** We value, consult, and support our parents, carers, and staff as equal partners.

### 2. Grow

- **Holistic Development:** We nurture the "whole child," focusing on their well-being and life skills as much as their academic journey.
- **Independence:** We encourage pupils to exercise control over their lives and make meaningful choices.
- **Through Partnership:** We grow stronger by working closely with families, offering home visits, workshops, and open communication.

### 3. Inspire

- **High Expectations:** We are passionate about progress and maintain an unwaveringly positive ethos.
- **Innovation:** We embrace new ideas and creative thinking to meet the complex needs of our learners.
- **Success for All:** We celebrate every contribution, ensuring our school is an exciting place where achievements are recognized and shared.

## Family Involvement: A Positive Choice

We invite parents, carers, and family members to be active participants in the Merefield journey. Our school is a community built on open, honest, and transparent communication.

- **Connect with Us:** Join us for Coffee Mornings, Family Forums, and Annual Reviews.
- **Open Lines:** You are welcome to phone class teachers to discuss your child's education (preferably after 3:45 PM).
- **Community Events:** From Summer Fairs and drama productions to workshops and Carol Services, we provide frequent opportunities to celebrate together.



**EMPOWERING OUR COMMUNITIES TO POSITIVELY IMPACT THE WORLD**

# THE MEREFIELD CURRICULUM

## Merefield School Curriculum Intent

Our pupils are aged 3-19 years. All pupils have an EHCP (Education Health and Care Plan) and each has a primary need identified within their EHCP as Severe or Profound Learning Needs. At Merefield School, we recognise that every child is unique and is on a personalised learning journey.

Their EHCPs outline a range of learning needs, including medical and sensory needs. The curriculum is tailored to match individual pupil needs and their aspirations and goals for the future. We have high expectations of all pupils and we believe it is every child's entitlement to achieve their full potential.

## Curriculum Framework

Merefield School provides a sequenced and ambitious curriculum that includes all statutory frameworks, including the EYFS early learning goals, and the National Curriculum which are suitably adapted to give all learners the knowledge, skills, understanding and cultural capital they need to succeed in life. We provide a curriculum that promotes reading, communication, independence, resilience and self-help skills.

Our curriculum takes into account that our learners require deeper differentiation and adaptations and is therefore designed to provide many exciting opportunities for skills to be learned, revisited and generalised over time, at a pace that is appropriate and challenging for each learner.

The Merefield curriculum model is organised into six strands and is based on developing functional skills that allows young people to prepare for everyday life. Each area of the curriculum has a range of programmes of study that include a sequential ladder of learning outcomes.

My Communication			
Core Communication	Interaction	Functional Reading	Physical Communication
My Thinking and Problem Solving			
Work it out	Patterns in Everyday life	Functional Maths	
How My World Works			
Developing Independence	Investigating and Exploring	Technology	
My Community			
Preparing for my next stage	Citizenship	Community Participation	
My Physical Development			
Self-Awareness	Looking after my body	Moving and using my body	
My Emotional Wellbeing			
All about me	The World I Live In	Relationships	

“Pupils enjoy a wide variety of opportunities that promote their wider development”  
Ofsted, February 2025.



**EMPOWERING OUR COMMUNITIES TO POSITIVELY IMPACT THE WORLD**



# APPLICATIONS

**POSITION: HLTA**

**CONTRACT: 21.5 hours per week over 3 days, term time only plus INSET days**

**CLOSING DATE: 16<sup>th</sup> June 2026, 9am**

**INTERVIEW DATE: 23<sup>RD</sup> & 24<sup>TH</sup> June 2026**

**SALARY: GRADE G SCP 20-25 (Actual salary: £17.36 - £19.37 per hour)**

**START DATE: 1<sup>st</sup> September 2026**

**Enclosed in this pack is:**

The job description and person specification for the role.

**Applications:**

Prospective candidates are encouraged to submit their applications at the earliest opportunity. All applications must be completed online via the designated application portal. Please note that paper applications will not be accepted. Applicants should select the “Apply Now” option and ensure that the application form is completed in full. It is essential that all details are accurate and that all required declarations are appropriately signed.

Candidates are required to complete a supporting statement within the application form. This statement should clearly and concisely outline your relevant experience, the contributions you can make to the role, and any particular strengths or areas of expertise you wish to highlight. The supporting statement must be tailored to the specific post and should be a minimum of 1,000 words. Please ensure that your employment history is fully accounted for, with no unexplained gaps in your career timeline. You must provide the details of two professional referees. One referee must be your current or most recent employer, where applicable. If you are currently employed within a school setting, one of your referees must be your Headteacher.

The Trust is required under law and guidance to check the criminal background of all employees. Decisions to appoint will be subject to consideration of an Enhanced Disclosure, including a Barred List check from the Disclosure and Barring Service. Because of the nature of the work for which you are applying this post is except from the rehabilitation of offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020). Successful applicants will be required to complete a confidential medical questionnaire and may be required to undergo a medical examination. The Trust may carry out an online search on shortlisted candidates as part of our due diligence and in line with Keeping Children Safe in Education. This may help identify incidents or issues that have happened and are publicly available online, which we may wish to explore with you at interview.

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.

Merefield School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. 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.

# PERSON SPECIFICATION

## Higher Level Teaching Assistant

	Essential	Desirable
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Experience of planning, teaching and assessing whole class groups in the absence of the teacher.</li> <li>• Ability to work effectively within a team environment, understanding classroom roles and responsibilities</li> <li>• Ability to build effective working relationships with all pupils and colleagues</li> <li>• Ability to promote a positive ethos and role model positive attributes</li> <li>• Good personal numeracy and literacy skills</li> <li>• Good ICT skills including the use of Microsoft Office programmes, Google Suite, emails, specific visual software such as Wigit.</li> <li>• Ability to plan, implement and evaluate individual teaching programmes for children with special education needs</li> <li>• Ability to motivate and manage a class team</li> <li>• Ability to communicate well and develop effective relationships/partnerships with parents</li> <li>• Ability to coordinate extended school provision such as after school clubs.</li> <li>• A flexible approach to all aspects of the role.</li> <li>• Able to work as part of a team or under own direction</li> </ul>	<ul style="list-style-type: none"> <li>• Good organisational skills</li> <li>• A wide knowledge of the continuum of need at all age levels</li> </ul>
<b>Knowledge and understanding</b>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of national curriculum and other basic learning programmes/techniques (within SEN sector, working with young people who have significant Special Educational Needs.)</li> <li>• Awareness of inclusion within a special school setting</li> <li>• Able to prepare resources to support learning programmes</li> <li>• Effective use of ICT to support learning</li> <li>• Understanding of other basic technology – printers, photocopier, iPads, laptop,</li> <li>• Able to plan and deliver a series of lessons across all age ranges and Key Stages</li> </ul>	
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• Minimum 3 years experience in a special school</li> <li>• GCSE/O Level Maths and English Grade C or above (equivalent)</li> <li>• Willingness to participate in relevant training and development opportunities</li> <li>• Displays commitment to the protection and safeguarding of children and young people. Has up to date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people.</li> </ul>	<ul style="list-style-type: none"> <li>• Hold a degree or equivalent level 4/5 qualification</li> <li>• DfES Teacher Assistant qualification</li> <li>• Evidence of recent continuous professional development</li> <li>• Willingness to undertake appointed person certificate in first aid administration</li> <li>• Willingness to support pupils during swimming sessions</li> <li>• Willingness to drive the school minibus and/or car</li> </ul>

# PERSON SPECIFICATION

## Higher Level Teaching Assistant

	Essential	Desirable
<b>Professional values and practice</b>	<ul style="list-style-type: none"><li>• Must be able to demonstrate the following:</li><li>• High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements</li><li>• Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and demonstrate concern for their development as learners</li><li>• Demonstrate and promote the positive value, attitudes and behaviour they expect from the pupils with whom they work</li><li>• Ability to work collaboratively with colleagues, and carry out role effectively, knowing when to seek help and advice</li><li>• Able to liaise sensitively and effectively with parents and carers, recognising role in pupils' learning</li><li>• Able to improve their own practice through observations, evaluation and discussion with colleagues</li></ul>	
<b>Behaviour management</b>	<ul style="list-style-type: none"><li>• Manage classes effectively, using approaches which are appropriate to pupils' needs in order to involve and motivate them.</li><li>• Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.</li></ul>	
<b>Personal and professional qualities</b>	<ul style="list-style-type: none"><li>• To comply with school routines and protocols as written and intended.</li><li>• To communicate effectively and willingly with all School stakeholders.</li><li>• To demonstrate awareness of the need to promote and protect the school's profile and reputation</li><li>• Commitment to continuous professional development</li><li>• Empathetic and child-centred approach to care.</li><li>• Calm, resilient, and able to work under pressure.</li><li>• Flexible and adaptable to changing needs and environments.</li><li>• Committed to promoting inclusion and equality.</li><li>• Professional and approachable manner.</li><li>• Ability to work autonomously and manage time effectively under pressure while dealing with competing priorities and emergencies.</li><li>• Commitment to professional development and adhering strictly to all school policies (health and safety, confidentiality, data protection).</li></ul>	

# JOB DESCRIPTION

## Higher Level Teaching Assistant

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><b>Job Purpose</b></p>	<p>To provide PPA cover for teachers and cover during short term absence of the teacher as directed by the Headteacher.</p> <p>To coordinate extra-curricular activities including lunch time clubs and after school club on Tuesday evening.</p> <p>To work with and supervise individuals and groups of children with significant Special Educational Needs 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 with regard to children with severe and complex learning difficulties.</p>
<p><b>Support for the Pupils</b></p>	<ul style="list-style-type: none"> <li>• Establish good working relationships with pupils, acting as a role model and setting high expectations</li> <li>• Provide consistent support to all pupils, responding appropriately to individual needs</li> <li>• Assist with the development and implementation of Individual Education Plans</li> <li>• Promote inclusion and acceptance of all pupils.</li> <li>• Encourage pupils to interact with others and engage in activities led by the teacher.</li> <li>• Promote self-esteem and independence, employing strategies to recognise and reward achievement within established school procedure</li> <li>• Provide feedback to pupils in relation to progress and achievement under the guidance and direction of the teacher</li> <li>• Use specialist (curricular / learning) skills, training and experience to support pupils</li> <li>• Provide additional support for individual pupils enabling them to maintain their access to learning, this will include personal care, pastoral support, facilitating use of specialist equipment etc Provide additional support for individual pupils enabling them to maintain their access to learning, this will include personal care, pastoral support, and using specialist equipment to support pupil's mobility.</li> <li>• Pastoral Care – follow individual personal care plan, which includes toileting, dressing/undressing, washing, teeth cleaning and any other individual pupil/students' needs.</li> <li>• Pastoral Support – to support individual behaviour plans, social, emotional, wellbeing programs and any other pupil/students' needs including supporting pupils with challenging behaviour.</li> <li>• Specialist Equipment – to use specialist equipment to support pupil's mobility/therapy such as standing frames, side lyers, walkers, hoists and any other individual pupil/students needs.</li> <li>• Assisted Feeding – to provide support for students/pupils in their eating and drinking plans using specialist equipment such as Peg feeding, pump feeding and any other specialist equipment needed to support individual students/pupils.</li> <li>• Medical Needs – willingness to support student/pupils individual medical needs providing such support as suctioning, administering emergency rescue medication, following appropriate training, and any other specific individual requirements.</li> <li>• To lead on clubs/activities within working hours to enhance the learning experience of the students/pupils as directed by Headteacher.</li> </ul>
<p><b>Support for the Curriculum</b></p>	<ul style="list-style-type: none"> <li>• Support the delivery of agreed learning activities / learning programmes, adjusting activities according to pupil learning styles and individual needs.</li> <li>• Support the delivery of literacy / numeracy programmes, effectively utilising all alternative learning opportunities to support extended development</li> <li>• Support the use of ICT in learning activities and develop pupils' competence and independence in its use.</li> <li>• Assist pupils to access learning activities through specialist support, e.g. curriculum / SEN specialism</li> <li>• Determine the need for, prepare and maintain general and specialist equipment and resources</li> </ul>

# JOB DESCRIPTION

## Higher Level Teaching Assistant

<b>Support for the teacher</b>	<ul style="list-style-type: none"><li>• Provide minimal clerical / administration support (e.g. photocopying, typing, filing, collecting money, etc.)</li><li>• Contribute to the creation of specialist resources e.g. visual supports for individuals / groups of pupils</li><li>• Provide support for curriculum development by having responsibility for a specific area which supports the curriculum coordinators as directed by the Headteacher.</li><li>• Assist with the display of children's work.</li><li>• Establish and maintain an appropriate learning environment under the supervision of the teacher</li><li>• Contribute to lesson planning, evaluating and adjusting lessons / work plans as appropriate</li><li>• Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against predetermined learning objectives</li><li>• 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</li><li>• Be responsible for keeping and updating records in agreed format with the teacher, contributing to reviews of systems / records as requested</li><li>• Administer and assess routine primary tests and accurately record achievement / progress</li><li>• 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</li><li>• 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</li></ul>
<b>Support for the School</b>	<ul style="list-style-type: none"><li>• 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).</li><li>• Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop.</li><li>• Contribute to the school ethos, aims and development / improvement plan.</li><li>• Provide consistency by acting as cover supervisor in the absence of the teacher</li><li>• Establish constructive relationships and communicate with other agencies / professionals, in liaison with the teacher, to support achievement and progress of pupils</li><li>• Attend and participate in regular meetings as appropriate</li><li>• Participate in training and other learning activities as required.</li><li>• Establish own best practice and use to support others</li><li>• Assist in the supervision, training and development of classroom support staff</li><li>• 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.</li><li>• Accompany teaching staff and pupils on visits, trips and out of school activities as required.</li></ul> <p>The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated.</p>

# 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, Bedford Primary School and Merefield School*

WATCH VIDEO



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.

Southport  
Learning  
Trust



**Academic  
Excellence**

**Professional  
Development**

**Inclusive  
Education**

**Realising  
Aspirations**

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**



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# 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.

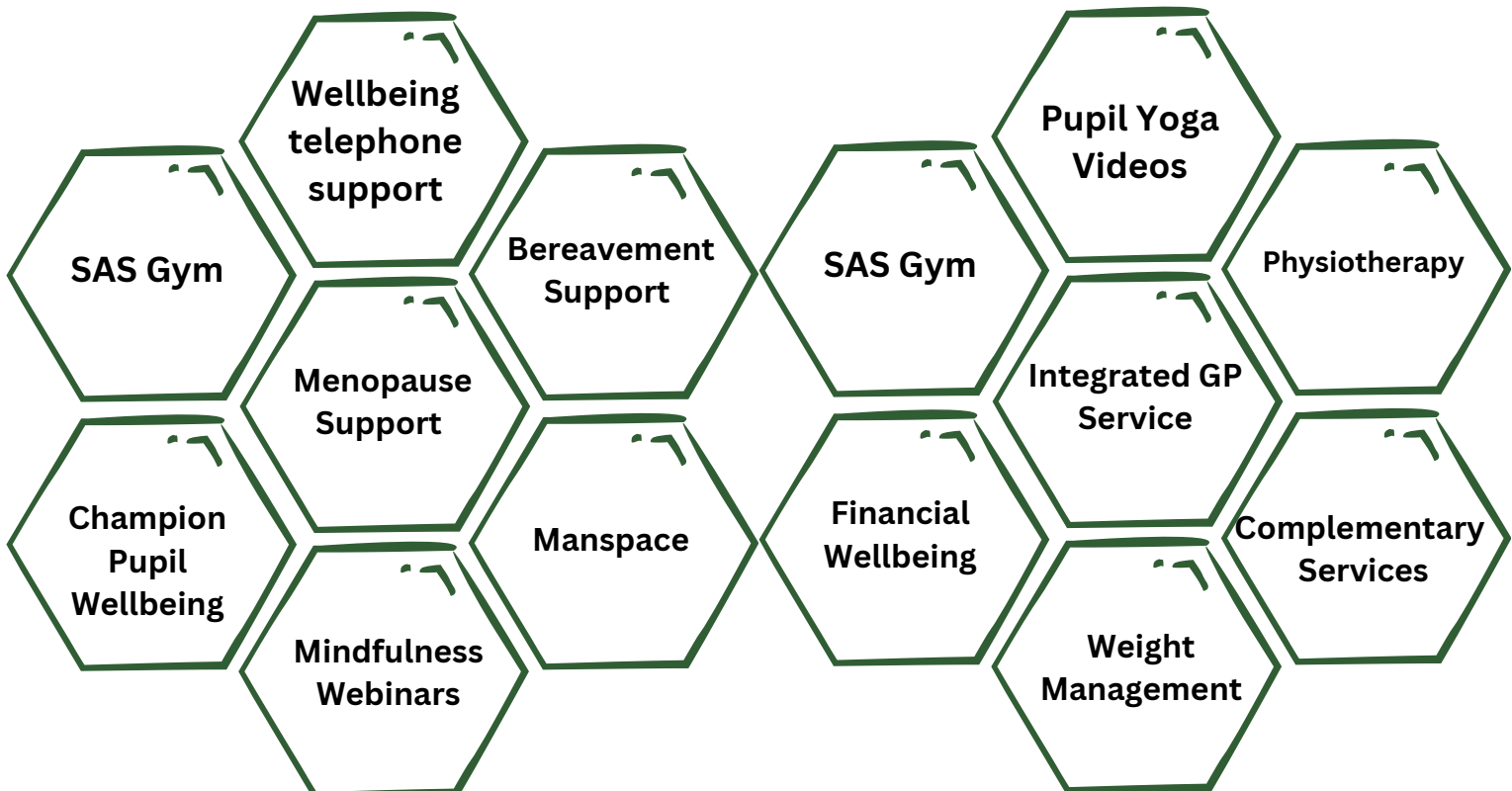


## School Wellbeing

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





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@meresfield\_school



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