



KEW WOODS PRIMARY SCHOOL



RECRUITMENT PACK

Higher Level Teaching Assistant



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.*

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**

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
Development**

'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.

**Inclusive
Education**

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.

**Realising
Aspirations**

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?

PhotoHo

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.

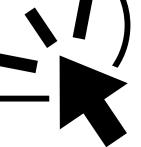
Collaborative Working:

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.

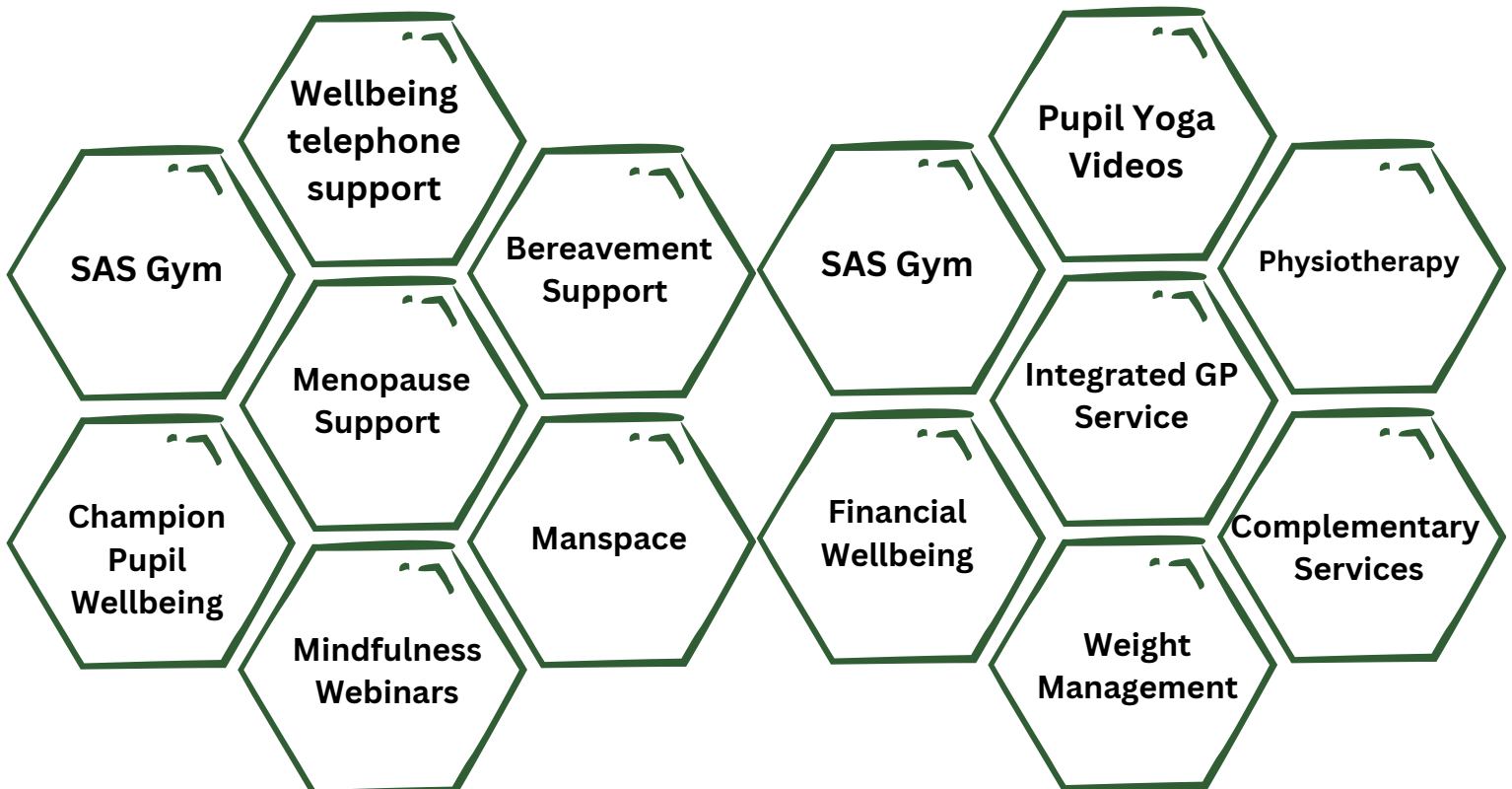


School Wellbeing

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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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.



Christina Greaves
Headteacher



APPLICATIONS

CONTRACT: Temporary 35 hours pw term time

CLOSING DATE: 17th June 2026

INTERVIEW DATE: 23rd June 2026

SALARY: £29,064 - £32,061 pro rata

START DATE: 1st September 2026

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.

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 online 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 online 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.

CVs will not be considered

PERSON SPECIFICATION

<ul style="list-style-type: none">• NVQ III or equivalent recognised qualification in childcare/ child development / education.• Qualified or working towards a Higher Level Teaching Assistant Status, qualified by 1st September 2026.	<ul style="list-style-type: none">• First Aid Qualification• A degree in higher education or commitment to achieve this.
<p>Experience</p> <ul style="list-style-type: none">• Successful experience of establishing good working relationships with pupils, acting as a role model and setting high expectations.• Successful experience of promoting inclusion and acceptance of all pupils.• Successful experience in having an impact on pupil progress through guided/structure interventions.• Successful experience of establishing and maintaining an appropriate learning environment under the supervision of the teacher.• Successful experience of providing objective and accurate feedback to the teacher on pupil achievement and progress.• Successful experience of providing whole class Cover Supervision in the case of short-term absence of class teachers.• Successful experience of managing whole class behaviour with strategies which follow the school behaviour blueprint.• Early years' experience	
<p>Skills, Knowledge and Attributes</p> <ul style="list-style-type: none">• Ability to support the delivery of agreed learning activities, adjusting activities according to pupil learning styles and individual needs.• Positive behaviour management strategies.• Self-motivating, good team member.• Good interpersonal relationships• Sensitive approach to all children, including those with SEND or other needs• Ability to maintain confidentiality• Able to improve own practice through observations, evaluation and discussion with colleagues.• Able to liaise sensitively and effectively with parents and carers.• Effective use of ICT to support learning• Enthusiasm and commitment to extra-curricular activities	

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.

The Post holder will be accountable to the Headteacher and through her to the school's governing body.

The duties outlined in this job description may be modified by the head teacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

JOB PURPOSE

To teach across the school from EYFS to KS2 to cover PPA time for staff.

To work with and supervise individuals, groups (including groups of children with EHCP's) and full class of children under the direction/instruction of teaching and/or senior staff, inclusive of contribution to teacher lesson plans, delivery and assessment, enabling access to learning for all pupils and assistance and support in classroom management and behaviour techniques. Management and development of specialist area within the school. Management of other teaching assistants including deployment and performance management. To organise and evaluate interventions across the school.

MAIN DUTIES

Support for the Pupil

- Promote inclusion and acceptance of all pupils
- Provide consistent support to all pupils, responding appropriately to individual pupil needs
- 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
(in conjunction with the teacher)
- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupil learning
- Establish productive working relationships with all pupils, acting as a role model and setting high expectations
- Develop and implement individual learning plans
- Provide feedback to pupils in relation to progress and achievement

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Support for the Teacher

- Production of lesson plans, worksheets, learning objectives, etc, within agreed system of supervision
- Assist with the display of children's work
- Effectively contribute to the selection and preparation of teaching resources that meet the diversity of pupils' needs and interests
- Use teaching and learning objectives to plan challenging targets and to evaluate and adjust lesson/work plans as appropriate within agreed systems of supervision
- 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 – may be deleted if not appropriate to school need
- Administer and assess/mark tests and accurately record achievement/progress and invigilate exams/tests
- Establish a clear framework for pupil discipline, anticipate and manage pupil behaviour constructively, promoting self-control and independence, in line with established school policy
- Support the role of parents in pupil's learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement, etc.

Support for the Curriculum

- Deliver learning activities/programmes, adjusting activities according to pupil learning styles and individual needs within agreed system of supervision
- Support the delivery of English / mathematics programmes, effectively utilising all alternative learning opportunities to support extended development
- Use technology effectively 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
- Select and prepare required resources to lead learning activities, taking account of pupil's interests, language and cultural backgrounds
- Advise on appropriate deployment and use of specialist aid/resources/equipment.

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Support for the School

- 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 taking the initiative to develop appropriate multi-agency approaches
- Attend and participate in regular meetings as appropriate
- Participate in training and other learning activities as required
- Establish own best practice and lead specialist area and use to support others
- 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
- Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend in school activities

Line Management Responsibilities

- Manage a team of teaching assistants, inclusive of central liaison point and deployment of resources
- Ensure effective team communication, teaching assistant induction, development and appraisal
- Contribute to the school senior management team.

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.

The job description may be amended at any time following discussion between the Headteacher and staff member and will be reviewed annually.



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