



# BIRKDALE HIGH SCHOOL

## RECRUITMENT PACK

*Learning Support Assistant*



NIHIL NISI BONUM



# ABOUT US

As the only 11-16 all-boys academy in Sefton, Birkdale High School aims to be a beacon for outstanding practice in the education of boys and be the school of choice for all boys in the Southport community and beyond. We passionately believe that a single-sex setting at this particular stage of a boy's education is the ideal environment for them to grow in confidence, close the attainment gap with girls and develop their love of learning. Our boys are able to mature at their own pace, supported and challenged by staff who are experts in teaching boys, and surrounded by peers to whom they can closely relate.

Our vision is driven by the strong moral imperative that it is our mission to provide all our boys with a first class education, outstanding outcomes and better life chances. We seek to challenge stereotypes, we are ambitious for every boy we teach and we want to see a society that benefits from the contributions of our well-educated, well-rounded and empowered young men.

We believe that every child, regardless of their background, should be able to fulfil their academic potential and go on to thrive amongst the demands and expectations of life in modern Britain and beyond. The school's motto is "Aspire – Thrive – Succeed" and underpins its ethos and approach.

We aim to engage, support, stretch and challenge all boys by providing them with a range of exciting opportunities; a varied and purposeful curriculum and a strong set of core values, demanding of all its students the highest standards in all they undertake whilst supporting them in the fulfilment of their personal and academic potential.

We are proud of our academic achievements and the examinations success of our boys over the years. These achievements would not be possible without our talented and dedicated staff, who work tirelessly to engage and challenge each and every student, or without the hard work of the boys and the support of their parents and carers.

We also have a sporting record that is second to none amongst the local schools, whether on the track, the field or the court. We regularly top the local league tables and enjoy success at regional and national level too.

We strive to be an inclusive school, an outward facing centre of academic, professional and personal achievement, prepared to lead, learn from and collaborate with all available partners in the pursuit of excellence for our pupils and staff.

You would be joining the Southport Learning Trust, a family of nine schools which includes six secondary schools, two primary schools and a special school in the locality where you would gain support from a wider group of senior leaders. 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. Please see separate document in relation to well-being.

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 PA to the Headteacher, Karen Anslow on [kanslow@birkdalehigh.co.uk](mailto:kanslow@birkdalehigh.co.uk)

**Gareth Banks**  
Headteacher





# APPLICATIONS

**CONTRACT:** Fixed Term - for 12 months in the first instance

**WORKING HOURS:** Full time - 36 hours per week, term time only

**CLOSING DATE:** Friday 5 June 2026

**INTERVIEW DATE:** w/c Monday 8 June 2026

**SALARY:** SCP 3 - 4 (£24,796 - £25,185 per annum pro rata)

actual salary - £20,965 - £21,294 per annum

**START DATE:** As soon as possible

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.

Appointments are subject to the successful candidate obtaining a satisfactory Enhanced Disclosure (via the Disclosure Barring Service).

# PERSON SPECIFICATION

## LEVEL 1 LEARNING SUPPORT ASSISTANT

Specification	Essential	Desirable	Evidence
<p><b>Personal Attributes/Skills</b></p> <p><b>Ethos</b></p>	<ul style="list-style-type: none"> <li>Support for the aims and objectives of Birkdale High School</li> <li>A commitment to work and liaise with members of the school community</li> </ul>		Letter and Interview
<p><b>Qualifications/ Training</b></p>	<ul style="list-style-type: none"> <li>Grade C or above at Level 2 in Maths and English</li> <li>Willingness to participate in relevant training and development opportunities</li> <li>Willingness to undertake certificate in First Aid Administration</li> </ul>		Application and Interview
<p><b>Experience</b></p>	<ul style="list-style-type: none"> <li>Experience of work on a 1:1 basis with a child with complex difficulties such as physical disabilities</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working with and/or caring for children</li> <li>Experience of working in a school context</li> </ul>	Letter, Application and Interview
<p><b>Knowledge and Skills</b></p>	<ul style="list-style-type: none"> <li>Understanding of basic technology</li> <li>To have 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 values, attitudes and behaviour from pupils with whom they work</li> <li>Ability to work collaboratively with colleagues and carry out their role effectively, knowing when to seek help and advice</li> <li>Ability to liaise sensitively and effectively with parents and carers, recognising their role in pupils' learning</li> <li>Ability to improve their own practice through observations, evaluation and discussion with colleagues</li> <li>A commitment to providing extra curricular activities</li> <li>A commitment to safeguarding and the pastoral care and personal development of students</li> </ul>	<ul style="list-style-type: none"> <li>Awareness and basic understanding of school curriculum</li> <li>Awareness of inclusion principles, especially within a school setting</li> </ul>	Letter and Interview

# JOB DESCRIPTION

## LEVEL 1 LEARNING SUPPORT ASSISTANT

<b>Post</b>	<b>Level 1 Learning Support Assistant</b>
<b>Reporting to:</b>	SENDSCO
<b>Working Time:</b>	Term time only
<b>Salary/Grade</b>	SCP 3-4
<b>DBS Disclosure</b>	Enhanced with barred list information and prohibition orders check
<b>Main Purpose</b>	<ul style="list-style-type: none"> <li>Targeted specialist 1 to 1 support for individuals and/or groups of pupils with a range of special educational needs including physical disabilities under the direction/instruction of teaching and/or senior staff, inclusive of physical, personal and general care and basic classroom management techniques.</li> <li>To support the school and the SENDSCO in securing a high quality of education for all learners.</li> </ul>
<b>General Responsibilities</b>	<ul style="list-style-type: none"> <li>To support and promote the school's aims and objectives.</li> <li>To ensure a duty of care at all times to safeguard and promote the welfare of all students.</li> <li>To work within the school's Health and Safety policies to ensure a safe working environment for all students, staff and visitors.</li> <li>To work within the school's Equal Opportunities policies to promote equality of opportunities for all students and staff.</li> <li>To maintain high professional standards of attendance, punctuality, appearance, conduct and courteous, positive relations with students, parents, colleagues and visitors.</li> <li>To actively support and promote positive professional and curriculum links across the school and with partner schools.</li> <li>To actively engage with the performance management process and continue with personal and professional development.</li> <li>To adhere to school policies and procedures as set out in the Staff Handbook and other documentation available.</li> <li>To adhere to and support as appropriate school and departmental procedures regarding assessment including preparation and entry for public examinations as specified by the boards.</li> </ul>
<b>Support for Pupils</b>	<ul style="list-style-type: none"> <li>Establish good working relationships with pupils, acting as a role model.</li> <li>Be aware of and respond appropriately to individual pupil needs.</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>Encourage pupils to act independently as appropriate.</li> </ul>
<b>Support for the Teacher</b>	<ul style="list-style-type: none"> <li>Provide minimal clerical/administration support (eg photocopying, typing, filing etc).</li> <li>Assist with the display of pupils' work.</li> <li>Prepare classroom as directed for lessons and clear afterwards.</li> <li>Report pupil achievements, progress and issues as appropriate in agreed format.</li> <li>Undertake pupil record keeping as requested – may be deleted if not appropriate to school need.</li> <li>Manage pupil behaviour in line with school policy and ensure reports are made in agreed school format.</li> <li>Gather/report basic information from/to parents/carers as directed.</li> </ul>
<b>Support for the Curriculum</b>	<ul style="list-style-type: none"> <li>Prepare and maintain equipment and resources as directed.</li> <li>Assist pupils in the use of appropriate resources within appropriate lesson plan.</li> <li>To attend meetings as directed in the school calendar.</li> <li>To participate in whole staff training and Continuing Professional Development.</li> <li>To attend meetings as directed in the school calendar.</li> <li>To work collaboratively with all colleagues.</li> <li>To encourage cultural, moral and spiritual growth, and the development of civic and social responsibilities amongst students in preparation for life in modern Britain</li> </ul>

# JOB DESCRIPTION

## LEVEL 1 LEARNING SUPPORT ASSISTANT

<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>• Contribute to the school ethos, aims and development/improvement plan.</li><li>• Appreciate and support the role of other professionals.</li><li>• Attend relevant meetings as required.</li><li>• Participate in training and other learning activities as required.</li><li>• Assist with the supervision of pupils out of directed lesson time, including before and after school if appropriate and within working hours.</li><li>• Accompany teaching staff and pupils on visits, trips and out of school activities as required.</li></ul>
<b>Support for the Community</b>	<ul style="list-style-type: none"><li>• To ensure effective communication/consultation as appropriate with the parents of students.</li><li>• To contribute to and actively engage with the school liaison and marketing activities as appropriate.</li><li>• To play a full part in the life of the school community and to encourage and ensure staff and students follow this example.</li></ul>
<b>Other Specific Duties</b>	<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.</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p>
<b>Salary/Grade</b>	<p>This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect of anticipate changes in the job, commensurate with the salary/grade and job title</p>
<b>Date</b>	<p>December 2025</p>



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IMPACT THE WORLD**