MEREFIELD SCHOOL

RECRUITMENT PACK

Teaching Assistant

Southport Learning Trust

Merefield School

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

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?

***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.

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

- SAS Gym
- Wellbeing telephone support
- Bereavement Support
- Menopause Support
- Champion Pupil Wellbeing
- Manspace
- Mindfulness Webinars
- SAS Gym
- Pupil Yoga Videos
- Physiotherapy
- Integrated GP Service
- Financial Wellbeing
- Complementary Services
- Weight Management

EMPOWERING OUR COMMUNITIES TO POSITIVELY IMPACT THE WORLD

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 dedicated and experienced teaching assistants with a keen interest in supporting pupils with complex needs.

Key responsibilities include:

- Supporting a pupil to learn and communicate through a total communication approach.
- Supporting the pupil with their learning on an individual basis, in small groups and as part of the class.
- Supporting the pupil with their pastoral, behavioural and personal care needs
- Contributing to the gathering of evidence to support learning.
- Providing support for the class teacher.
- Demonstrating a positive attitude that will encourage pupils to be the very best they can be.
- Supporting pupils with medical needs including the administration of medication and other interventions with training.
- Prepare, maintain and use equipment / resources required to meet the lesson plans / relevant learning activity and assist pupils in their use.
- Supporting pupils with swimming session in our hydrotherapy pool.

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**

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 unswervingly 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.

APPLICATIONS

POSITION: TEACHING ASSISTANT, PART TIME x 2
***CONTRACT*:**

- **32.5 Hours per week, term time only plus 5 INSET days. Permanent. (2 positions)**

CLOSING DATE: **6th November 2026, 9am**
***INTERVIEW DATE*: 11th November 2026**
SALARY: BAND F SCP 12-19, FTE £29,542
PRO RATA SALARY: £23,142
***START DATE*: 1st January 2027**

Enclosed in this pack is:
The job description and person specification for the role.

Applications:
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

Teaching Assistant

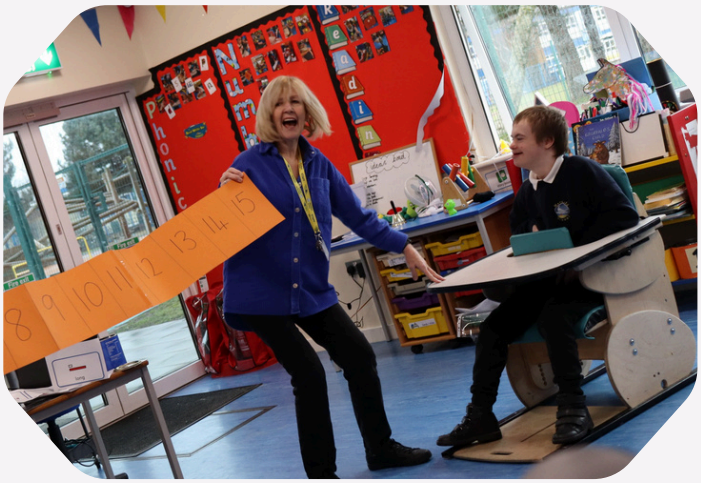
	Essential	Desirable
Qualifications and training	• Maths and English at GCSE grade C level or equivalent • Minimum 2 years experience of working with and/or caring for children with SEN within specified age range/subject area or NVQ II or equivalent in teaching assistants • Requirement to complete DfES Teacher Assistant Induction Programme • Willingness to participate in relevant training and development opportunities • Willingness to support pupils in the pool during swimming sessions • 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.	• Training in special educational needs strategies • Willingness to undertake appointed person certificate in first aid administration • Expereince working in a special school.
Skills	• Ability to work effectively within a team environment, understanding classroom roles and responsibilities • Ability to build effective working relationships with all pupils and colleagues • Ability to promote a positive ethos and role model positive attributes • Good personal numeracy and literacy skills • Good ICT skills	
Knowledge and understanding	• General understanding of national curriculum and other basic learning programmes/techniques (within SEN sector, working with young people who have significant Special Educational Needs.) • General awareness of inclusion, especially within a school setting • Effective use of ICT to support learning	• Experience of resources preparation to support learning programmes • Understanding of other basic technology – IPads, Laptops, computer programmes, photocopier
Professional values and practice	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	

PERSON SPECIFICATION

Teaching Assistant with BSL

	Essential	Desirable
Assessment and Progress	• An understanding of assessment for learning • Ability to motivate, engage and enthuse learners	• Knowledge of online evidence for learning reporting systems
Behaviour Management	• Manage pupils behaviour effectively, using approaches which are appropriate to pupils' needs in order to involve and motivate them. • Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.	
Personal and professional qualities	• Will comply with school routines and protocols as written and intended. • Will communicate effectively and willingly with all School stakeholders. • Will demonstrate awareness of the need to promote and protect the school's profile and reputation • Commitment to continuous professional development	

"This is an **OUTSTANDING** school."
Ofsted, June 2019
"Merefield School has taken effective steps to maintain the standards at the previous inspection."
Ofsted, February 2025.



JOB DESCRIPTION

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.

Support for the Pupils	• Establish good working relationships with pupils, acting as a role model • Be aware of and respond appropriately to individual pupil needs ensuring effective interaction • Provide specific support to pupils dependent upon their individual needs ensuring their safety whilst supporting access to learning activities. • 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. • Provide feedback to pupils in relation to progress and achievement under the guidance and direction of the teacher. • 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. • Pastoral Care – follow individual personal care plan, which includes toileting, dressing/undressing, washing, teeth cleaning and any other individual pupil/students' needs. • Pastoral Support – to support individual behaviour plans, social, emotional, wellbeing programs and any other pupil/students' needs including supporting pupils with challenging behaviour. • 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. • 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. • 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.
Support for the Teacher	• Provide minimal clerical / administration support (e.g. photocopying, typing, filing, collecting money, etc.) • Contribute to the creation of specialist resources e.g. visual supports for individuals / groups of pupils, which meet the needs of the pupils • Assist with the display of children's work. • Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans. • In liaison with the teacher, utilise strategies to support pupils in achieving learning goals. • Report pupil achievements, progress and issues as appropriate in agreed format. • Undertake pupil record keeping as requested. • Administer routine primary tests and invigilate exams. • Promote 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. • Establish constructive relationships with parents / carers.
Support for the Curriculum	• Undertake structured and agreed learning activities / learning programmes, taking into consideration pupil learning styles. • Undertake literacy / numeracy/accreditation programmes, recording achievements and progress and providing appropriate reports and feedback for the teacher. • Support the use of ICT in learning activities and develop pupil's competence and independence in its use. • Prepare, maintain and use equipment / resources required to meet the lesson plans / relevant learning activity and assist pupils in their use. • To act as a pool watch person during swimming sessions in the hydro pool and undertake all necessary training i.e. NRA Certificate

Support for the School	• 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 differences and ensure all pupils have equal access to opportunities to learn and develop. • Contribute to the school ethos, aims and development / improvement plan. • Appreciate and support the role of other professionals. • Attend relevant meetings as required. • Participate in training and other learning activities as required. • To lead on clubs/activities within working hours to enhance the learning experience of the students/pupils as directed by Headteacher. • Accompany teaching staff and pupils on visits, trips and out of school activities as required. • Supporting pupils on an individual basis as required at out of school activities i.e. work experience, college links and other off-site activities • The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated.

"Staff have a thorough understanding of pupils' individual and complex needs.
Interactions between pupils and staff are genuinely caring and positive."
Ofsted, February 2025.

Southport Learning Trust

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EMPOWERING OUR COMMUNITIES TO POSITIVELY IMPACT THE WORLD