



MEREFIELD SCHOOL

RECRUITMENT PACK

Teaching Assistant

Southport
Learning
Trust



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 2 full time and 2 part time dedicated and experienced teaching assistants to join our team.

Key responsibilities include:

- Supporting pupils with their learning on an individual basis, in small groups and as part of the class.
- Supporting pupils 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: **g.parker@merefieldschool.co.uk**

Joanne Sharpe
Headteacher





APPLICATIONS

CONTRACT:

- Post 1 - 32.5 Hours per week, term time only plus 5 INSET days. Permanent.
- Post 2 - 20 Hours per week, term time only plus 5 INSET days. Permanent.

CLOSING DATE: 2nd March 2026, 9am**INTERVIEW DATE:** 5th March 2026**SALARY:** BAND F SCP 12-19, pro rata**START DATE:** ASAP

**PLEASE SEND APPLICATIONS TO THE SCHOOL BUSINESS MANAGER,
g.parker@merefieldschool.co.uk**

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.

Merefield 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
Skills	<ul style="list-style-type: none"> 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 	
Knowledge and understanding	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Experience of resources preparation to support learning programmes Understanding of other basic technology – IPads, Laptops, computer programmes, photocopier
Qualifications and training	<ul style="list-style-type: none"> Minimum 2 years experience of working with and/or caring for children within specified age range/subject area or NVQ II or equivalent in teaching assistance Requirement to complete DfES Teacher Assistant Induction Programme Willingness to participate in relevant training and development opportunities GCSE grade C/OLEVEL/L2 qualification in Maths and English Willingness to support pupils 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. 	<ul style="list-style-type: none"> Training in special educational needs strategies Willingness to undertake appointed person certificate in first aid administration
Professional values and practice	<p>Must be able to demonstrate the following:</p> <ul style="list-style-type: none"> 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 	
Behaviour Management	<ul style="list-style-type: none"> 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. 	

PERSON SPECIFICATION

	Essential	Desirable
Assessment and Progress	<ul style="list-style-type: none">• An understanding of assessment for learning• Ability to motivate, engage and enthuse learners	
Personal and professional qualities	<ul style="list-style-type: none">• To comply with school routines and protocols as written and intended.• To communicate effectively and willingly with all School stakeholders.• To demonstrate awareness of the need to promote and protect the school's profile and reputation• Commitment to continuous professional development	

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.

Support for the Pupils	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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.

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**



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:

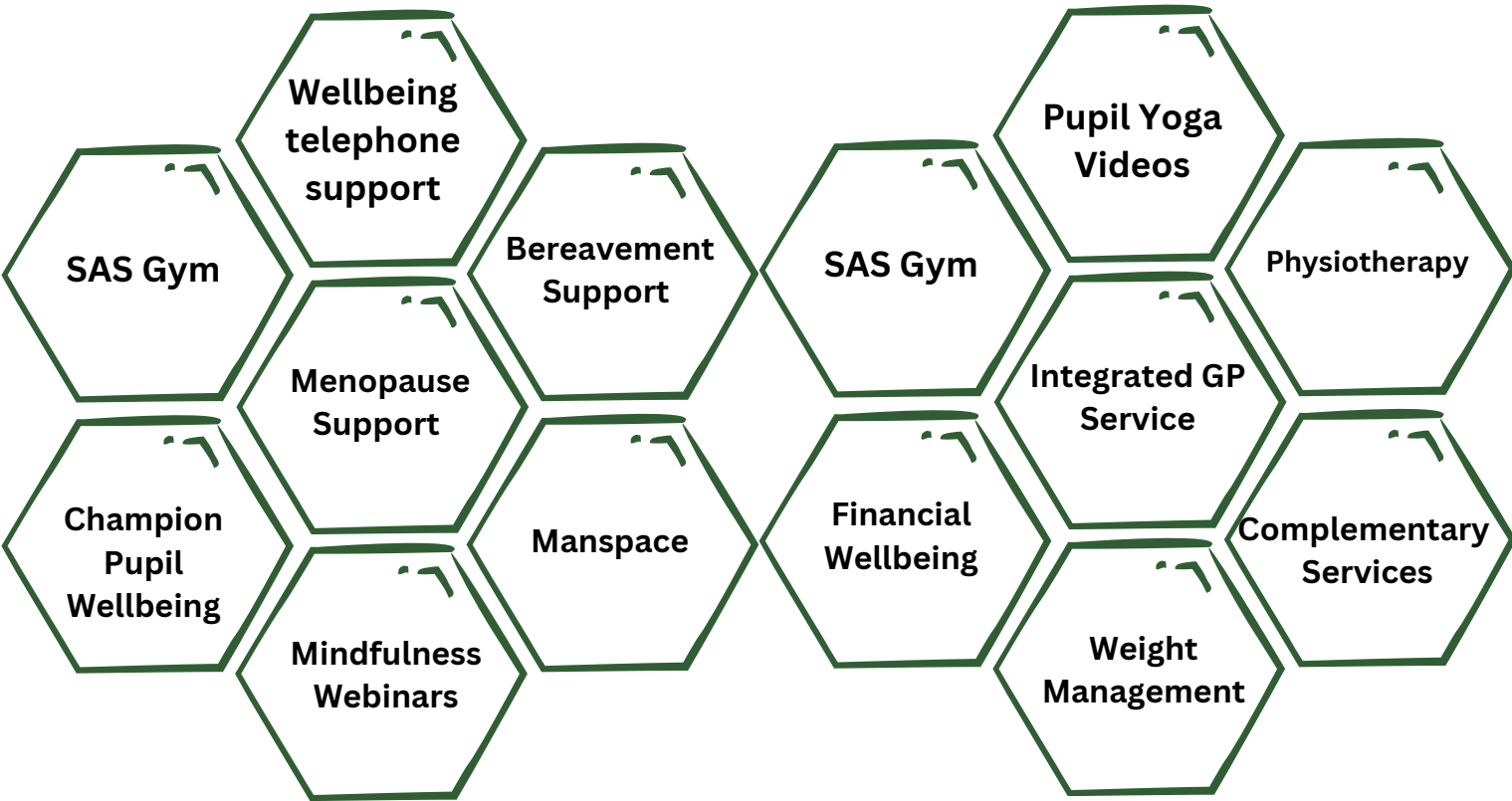
Collaborative working is at the heart of its culture, offering employees the opportunity to thrive in a supportive, team-oriented environment. By working together across schools and departments, staff can share expertise, best practices, and innovative ideas, enhancing both personal and professional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