

**WEST KIRBY  
EDUCATIONAL TRUST**

A charity changing children's lives



# Candidate Information Pack

*For The Role Of:*

## Admissions Officer and Teacher in Charge of ECTs, Volunteers & Students

Closing Date For Applications:  
**Wednesday 28<sup>th</sup>  
January**







 **WEST KIRBY SCHOOL**  
A DAY AND RESIDENTIAL SPECIALIST SCHOOL AND COLLEGE

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# ABOUT OUR TRUST

## Our dedicated staff are committed to 'Changing children's lives, building better futures'.

West Kirby Educational Trust is a trust made up of two schools, Acre View Primary School and West Kirby School and College.

West Kirby School started as a Convalescent Home for children in the 1800s, became a Boarding School in 1905, and in 1979 the school's name was changed to West Kirby Residential School. Gradually, more and more of the children became day pupils therefore the name was changed again to West Kirby School and College. In August 2024 the residential provision was closed.

Acre View Primary School was opened in the summer of 2024. The building was a former Nursing Home and is now being used to help young children blossom into kind and respectful young people.

As non-maintained special schools, West Kirby School & College and Acre View Primary School caters for CYP, aged 5-19 years, with a range of complex special educational needs and disabilities ('SEND'). We support pupils with social and communication difficulties; Autistic Spectrum Condition; ADHD; PDA; related learning and emotional, sensory and motor needs, across a range of cognitive abilities.

Our aim is for young people to leave school with **academic accreditations**, together with developed **social**, **emotional** and **communication skills**. We achieve this through a structured, supportive learning environment with an individualised curriculum, based on relevant and meaningful learning, where CYP make aspirational progress from individual starting points.

In tandem with this, we promote the development of **life skills**, **personal wellbeing** and **good mental health** through structured activities and adventures, both in and outside school. These enrich learning opportunities and give pupils an appreciation of the wider world, of community and charitable partnerships.

Liverpool and Chester with their wealth of art, culture and history are within easy reach.



# WELCOME FROM OUR CEO



Dear Candidate,

I am delighted that you are interested in joining West Kirby Educational Trust as a **Admissions Officer and Teacher in Charge of ECTs, Volunteers & Students**

I hope that this information pack gives you a flavour of this role and our wonderful school community.

Welcome to West Kirby Educational Trust, 2 non-maintained special schools, with our first school West Kirby School and College initially founded over 100 years ago as a hospice for children. Since that time we have grown and developed into the successful school we are today, and opened a further school in Sefton. Times have changed, but we remain enthused by the opportunity to support, enable and develop children and young people towards realising their aspirations.

Ultimately, we want to support each of our pupils towards '**living their best life**'.

As a Charity, we are driven to inspire and motivate pupils, ensuring they are equipped with knowledge, skills and experiences which will help them achieve their goals and ultimately reach their full potential. We understand that each child and young person is different and has individual needs. Therefore we tailor teaching, learning and therapeutic interventions - making activities accessible so pupils can flourish and thrive.

Our **nurturing environment, culture of respect**, and **promotion of acceptance and diversity** is a backdrop which allows pupils to grow into young adults, who have an understanding of themselves and those around them.

Our **safe and accepting space** also allows pupils to express themselves so they feel part of our **community**. Coupled with this, we are dedicated to working within our community, using our expertise to offer support to local schools, colleges and parent groups in areas of Special Educational needs and Disabilities. We are currently developing a programme of free training and support which will be offered across the Local Authority.

As CEO of WKET, I would be delighted to welcome you to the Charity to see for yourself our inspirational environment and for you to meet our equally inspiring pupils.

With Warm Regards,

**Ms Sian Thomas**  
CEO

# EMPLOYEE BENEFITS

## Looking After You and Your Health

All employees are enrolled (free of charge) into our **Healthcare Scheme** – provided by Benenden Healthcare. From day 1 of your employment, and through your Benenden membership, you can:

- ✓ Get access to and **talk to a GP 24/7** and a **24/7 mental health helpline**
- ✓ Get **care planning and social care advice**
- ✓ Get access to **medical diagnostics** (when the wait on the NHS is over 3 weeks)
- ✓ Get support with **medical treatment and surgery** (when the wait on the NHS is over 3 weeks)
- ✓ Get access to **physiotherapy and mental health counselling support**

## School Facilities

You will have access to our **School Gym**

You will also have access to a **free school lunch** – a choice of hot meal, salad bar, sandwiches and wraps as well as a selection of cakes

We offer half-termly **well being afternoons** for our staff where they can take part in a variety of activities such as yoga, golf ... and more!

## Building Your Capability

From day 1 of your employment you will be supported with your **Continuous Professional Development**, with a focus on supporting you to build your personal levels of capability; helping you to become the **best version of you that you can be**.

## Looking After You and Your Family in the Difficult Times

All employees are enrolled (free of charge) into our **Group Life Assurance Scheme** – provided by Unum. After 6 months of employment, and through Unum, if you were to die unexpectedly your nominated beneficiary would receive up to **4 x your annual salary**.

## Saving for the Future

All non-teaching staff are eligible (and will be automatically enrolled) to join the School's **Private Pension Scheme**, after 3 months of employment.

The School will match your contributions (like for like) to your private pension up to **7%** of your annual salary.

# ROLE OVERVIEW & APPLICATION PROCESS

## **West Kirby Educational Trust is seeking to appoint a dedicated Admissions Officer and Teacher in Charge of ECTs, Volunteers & Students**

**Closing Date For Applications: Wednesday 28<sup>th</sup> January**

**Salary: M1 – UPS3 depending on experience + 1SEN**

**Contract: Permanent, term time only**

**Hours: 35.25 hours per week**

### **Role Overview:**

West Kirby School & College is seeking a highly qualified teacher, who is organised and has excellent communication skills to oversee ECTs, manage admissions and support with the SENCO.

The ideal candidate will have proven experience of monitoring the teaching of others and will be robust and resilient in supporting ECTs and ITTs. You will also support students and volunteers in the school, coordinating placements and timetables.

In addition, you will oversee all admissions of new pupils; ensuring compliance with statutory requirements and maintaining a positive experience for parents/carers and the LA. You will manage and process applications, act as the first point of contact, liaise with the LA, attend tribunals and support transitions.

### **Application Process:**

Application forms and further information can be found via the school website: [www.wkrs.co.uk](http://www.wkrs.co.uk) or contact [recruitment@wkrs.co.uk](mailto:recruitment@wkrs.co.uk). **The school does not accept CVs.**

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to rigorous recruitment checks and an enhanced DBS check.

***We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.***

# PERSON SPECIFICATION

## Person Specification – Admissions Officer and Teacher in Charge of ECTs, Volunteers & Students

West Kirby Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential	Desirable	Method of Assessment
	These are qualities without which the applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Qualifications	<ul style="list-style-type: none"> <li>Teaching qualification</li> <li>QTS</li> <li>Full, clean drivers licence</li> </ul>	<ul style="list-style-type: none"> <li>SENCO qualification</li> </ul>	<ul style="list-style-type: none"> <li>Production of the Applicant’s Certificates</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Significant experience in monitoring the teaching of others</li> <li>Robust and resilient in supporting ECTs and ITTs</li> <li>Evidence of ‘Outstanding’ practice, including teaching, learning and assessment</li> <li>A proven track record in raising achievement within own teaching</li> <li>Proven record of innovation and leading change successfully</li> <li>A working knowledge of whole school data systems and national expectations</li> <li>Confidence to hold people accountable for their performance</li> </ul>		<ul style="list-style-type: none"> <li>Contents of the Application Form</li> <li>Interview</li> <li>Professional References</li> </ul>



# PERSON SPECIFICATION (Cont.)

## Person Specification

West Kirby Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	<b>Essential</b>  These are qualities without which the applicant could not be appointed	<b>Desirable</b>  These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	<b>Method of Assessment</b>
<b>Experience (cont.)</b>	<ul style="list-style-type: none"> <li>Experience of working with young people with SEND</li> </ul>	<ul style="list-style-type: none"> <li>Experience of the admissions process for special schools</li> </ul>	<ul style="list-style-type: none"> <li>Contents of the Application Form</li> <li>Interview</li> <li>Professional References</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Excellent knowledge and understanding of the latest policy developments in education and the likely implications of these for schools in the short, medium and long-term</li> <li>Knowledge and understanding of the statutory requirements of legislation concerning equal opportunities, disability, health and safety and safeguarding</li> <li>Sound understanding of child protection procedures and safeguarding</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of working with pupils with complex special educational needs</li> <li>Knowledge and understanding of current developments in education and how they could impact upon the provision of effective support services in schools</li> <li>In depth understanding of current relevant regulations and legislation and a preparedness to invest time and effort in keeping up to date with regulations and legislation</li> </ul>	

# PERSON SPECIFICATION (Cont.)

<div> <div>Person Specification</div> <div> <p>West Kirby Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p> </div> </div>			
	<div>Essential</div> <div>These are qualities without which the applicant could not be appointed</div>	<div>Desirable</div> <div>These are extra qualities which can be used to choose between applicants who meet all of the essential criteria</div>	<div>Method of Assessment</div>
<div>Knowledge (cont.)</div>	<ul style="list-style-type: none"> <li>Knowledge of EHCPs, the admissions and tribunal process.</li> </ul>		
<div>Skills</div>	<ul style="list-style-type: none"> <li>Outstanding class teacher</li> <li>Excellent oral and written communication skills</li> <li>Ability to coach and mentor individuals to achieve specific outcomes</li> <li>Ability to challenge and inspire colleagues</li> <li>Promotion of positive behaviour strategies and constructive handling of problems</li> </ul>		

# PERSON SPECIFICATION (Cont.)

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	<div>Essential</div> <div>These are qualities without which the applicant could not be appointed</div>	<div>Desirable</div> <div>These are extra qualities which can be used to choose between applicants who meet all of the essential criteria</div>	<div>Method of Assessment</div>
<div>Personal Competencies &amp; Qualities</div>	<ul style="list-style-type: none"> <li>• Motivation to work with children and young people</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• Emotional resilience in working with challenging behaviours</li> <li>• Positive attitude to use of authority and maintaining discipline</li> <li>• Sense of Humour</li> <li>• Patience</li> <li>• Willingness to work as a member of a team</li> </ul>	<ul style="list-style-type: none"> <li>• Adaptable and flexible</li> </ul>	



# JOB DESCRIPTION

## Job Description – Admissions Officer and Teacher in Charge of ECTs, Volunteers & Students

West Kirby Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

<b>Summary of The Role:</b>	Manage admissions across the Charity. Lead on the management of ECTs, students and volunteers.
<b>Line Management Responsibility to:</b>	CEO (Admissions) With Headteachers on site (ECTs, students & volunteers)
<b>Main Duties &amp; Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Promoting and safeguarding the welfare of children and young persons.</li> <li>• Performing all post duties in compliance with relevant health and safety regulations and codes of practice and with due regard for the health, safety and welfare of all premises users and visitors including contractors.</li> <li>• WKS recognises the importance of Continuous Professional Development (CPD) and is committed towards all staff having access to appropriate training. In order to enable our school and staff to develop and improve all staff have annual appraisal or performance management meetings, individual targets are set consistent with our annual School Development Plan – these targets are supported by our CPD programmes and access to training.</li> </ul> <p><b>Admissions:</b></p> <ul style="list-style-type: none"> <li>• Oversee the admissions process across the Charity, ensuring the processes across the organisation are robust and reflective of each other.</li> <li>• Liaise with agencies, 3<sup>rd</sup> parties and Local Authorities regarding pupil admissions.</li> <li>• Delegate to admin staff on site in terms of keeping parents/carers, Las and relevant staff members updated and informed appropriately.</li> <li>• Manage the waiting list.</li> <li>• Ensure pupil records and accurate and updated.</li> <li>• Record and communicate admissions outcomes, to a suitable level before hand over to school staff.</li> <li>• Deal with correspondence regarding admissions over the phone and via email.</li> </ul>

# JOB DESCRIPTION (Cont.)

Duties & Responsibilities (Cont.):	<ul style="list-style-type: none"> <li>Attend admissions meetings and tribunals when required.</li> <li>Travel to perspective pupils either at their home or current provision and carry out observations/ assessments.</li> </ul> <p><b>Teacher in Charge of ECTs, Volunteers &amp; Students:</b></p> <ul style="list-style-type: none"> <li>Support the apprenticeship process appropriately.</li> <li>Mentorship: provide personalised mentorship and support to ECTs, offering guidance on lesson planning, classroom management, assessment strategies, and professional conduct.</li> <li>Induction Programme: lead the development and implementation of an effective induction programme for ECTs, ensuring that they receive the support and resources they need to succeed in their first years of teaching, towards high levels of teaching and learning.</li> <li>Professional Development: coordinate and facilitate professional development sessions and workshops for ECTs, covering a range of topics such as pedagogy, curriculum design, assessment practices, and wellbeing.</li> <li>Observation and Feedback: conduct regular observations of ECTs’ teaching practice and provide constructive feedback, helping them to identify areas for growth and development.</li> <li>Collaboration: foster a collaborative and supportive environment among ECTs, encouraging peer learning, sharing best practices, and building a sense of community within the teaching team.</li> <li>Progress Monitoring: monitor the progress and performance of ECTs, tracking their development against relevant teaching standards and providing ongoing support and guidance as needed.</li> <li>Professional Standards: promote the highest professional standards among ECTs, ensuring compliance with school policies, procedures, and code of conduct. Work with SLT to enable and manage any ECT who is struggling to fulfil Teacher’s Standards.</li> <li>Help students and volunteers to understand the standards and expectations expected by the organisation.</li> <li>Support the SLT across the organisation in building processes to coordinate and manage enquiries and placements for all students and volunteers.</li> <li>On occasions support SLT in managing teaching and learning, through observation and feedback.</li> </ul> <p><b>General:</b></p> <ul style="list-style-type: none"> <li>Supporting the SENCO.</li> </ul>
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**Acre View Primary School**

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