



Waterloo
Primary Academy

**RECRUITMENT INFORMATION
&
APPLICATION PACK**

**Behaviour Keyworker
Waterloo Primary Academy**



Zest
Academy
Trust

Behaviour Keyworker - Full Time & Permanent

Dear Prospective Candidate,

Zest Academy Trust is seeking to appoint a driven, dynamic, and committed Level 3 Teaching Assistant who has the passion, knowledge and skillset to complement our existing team of excellent practitioners at this exciting time in Waterloo's development.

Waterloo Primary Academy is a three-form entry primary school with its own nursery, situated at the heart of the local community in Blackpool. The school serves an area with significant socio-economic challenges, making it a stimulating and highly rewarding place to work, where staff have the opportunity to make a genuine difference every day.

If you have the drive, resilience and determination needed to make a difference, this is an exciting opportunity to join us. We are a passionate team, who are fully committed to ensuring that every child at Waterloo, regardless of their background, has the opportunity to ***achieve amazing things!***

We are looking to appoint a Behaviour Keyworker who:

- holds a level 3 teaching assistant qualification or equivalent
- can build and maintain successful relationships with pupils, treat them consistently, with respect and consideration
- can work closely with our established and skilled pastoral team to ensure that pupils and their families receive appropriate support and are treated with kindness and compassion
- model consistently high standards of professional practice and positive relationships with pupils and colleagues.
- Can work alongside staff to develop and implement appropriate strategies for pupils who require additional behavioural or emotional support
- have experience supporting children with SEMH needs.

In return, we can offer you:

- a caring and safe school with a warm and nurturing ethos
- a dedicated and supportive Leadership Team that challenges itself every day to make a difference to the lives of our children
- friendly, supportive colleagues who work exceptionally hard and are committed to providing high-quality education and experiences for all
- a strong safeguarding and pastoral team
- happy and enthusiastic pupils, who are very proud of their school
- rich, high-quality professional development
- access to a bespoke wellbeing programme, including a wellbeing day.
- automatic enrolment to the LGPS Pension Scheme
- a skilled and enthusiastic Governing Body, who are dedicated in their support of the school
- the opportunity to make a huge difference to the lives of the children and families we serve

After reading the above, and looking at the job description provided, we hope that you are encouraged to apply.

Kind regards,



Jenny Brown

Headteacher/CEO Zest Academy Trust

Vacancy: Behaviour Keyworker
Grade: D SCP 7-11
Salary: £27,274 - £29,070 FTE (£22,562 - £24,048 – Actual Salary)
Hours: 35 per week Monday – Friday 8:30am-4:00pm
Contract: Permanent. Term time only (plus 1week)
Required from: ASAP (*following satisfactory pre-employment checks*)

Closing date: Monday 2nd November 2026 (noon)

Shortlisting: Tuesday 3rd November 2026

Task and interview: Thursday 12th November 2026

How to Apply:

The job description, person specification and application form are available to download from the school website <https://waterloo.zestacademytrust.co.uk/our-vacancies/> or alternatively, contact the school office on 01253 315370.

Please return your completed application form and a succinct covering letter of application (max. 2 sides of A4) via email to: **Mrs Nicola Lea** HR@zestacademytrust.co.uk

If you have not been contacted within two weeks of the closing date, you can assume that, on this occasion, your application has been unsuccessful.

We look forward to receiving your application. If you have any questions regarding the post, please contact the Headteacher, Jenny Brown on 01253 315370.

Thank you for the interest you have shown in this vacancy.

The Trust and Governing Body adopt a positive attitude to the employment of Disabled Persons and guarantee an interview to those who meet the essential criteria of the person specification.

*Waterloo Primary Academy is committed to safeguarding and promoting the welfare of children/vulnerable adults. This post is subject to satisfactory three-year reference history, Disclosure & Barring Service (DBS) check (previously CRB check), medical clearance, evidence of essential qualifications and proof of legal working in accordance with the Asylum and Immigration Act. **Please note, CVs are not accepted.***

Online searches will be conducted on shortlisted candidates. Please see Zest Academy Trust Recruitment and Selection Policy for further details (located on our school website).

<https://waterloo.zestacademytrust.co.uk/our-vacancies/>

Waterloo Primary Academy is part of **Zest Academy Trust** which promotes its own set of values which we believe in.

- ⑧ Zest will promote a love of learning, have a constant focus on teaching and assessment and will effectively manage all its resources
- ⑧ Zest will prepare our children for life's challenges by creating innovative, safe learning environments that challenge preconceptions and expectations
- ⑧ Zest values each member of the Zest learning community by trusting, supporting and treating each other with dignity and respect
- ⑧ Zest will enable our family of schools to maintain and develop their own school identity, sharing innovative practice and support
- ⑧ Zest will enable staff to develop professionally and share their enthusiasm and love of learning with the children in their care
- ⑧ Zest leaders and teachers will share expertise and experience within the Zest community and will collaboratively support professional development and build effective learning capacity
- ⑧ Zest will always challenge to improve



Job description

Title of Post	Behaviour Keyworker
Grade	D SCP 7-11
Hours	35 hours 8:30am – 4.00pm Monday-Friday
Weeks	Term time only, plus 1 week
Reporting to	Pastoral Manager/SLT

Purpose of the Job

Working under the guidance of the Pastoral Manager, the Behaviour Keyworker will provide targeted support for pupils who need additional help to manage their behaviour, emotions and engagement with school. Through positive, trusting relationships and consistent, nurturing support, you will help pupils develop the skills and strategies they need to regulate their emotions, make positive choices and successfully access learning. Support may be provided individually or in small groups, within the classroom, The Haven or other areas of school.

Main Duties

The successful candidate will:

- build and maintain positive, trusting relationships with pupils, treating them consistently and with respect, kindness and consideration
- work closely with our established and skilled pastoral team to ensure that pupils and their families receive appropriate support and are treated with kindness and compassion
- support pupils to develop independence, resilience and positive attitudes towards learning
- reinforce pupils' learning using a range of appropriate strategies and techniques
- model consistently high standards of professional practice and positive relationships with pupils and colleagues
- help pupils to develop confidence, self-esteem and a belief in their ability to succeed
- support pupils to understand the reasons behind their behaviour and develop strategies to regulate their emotions, manage their behaviour and make positive choices
- work alongside staff to develop and implement appropriate strategies for pupils who require additional behavioural or emotional support
- take account of pupils' individual and special educational needs, making appropriate adaptations to enable them to access learning and participate successfully in school life
- provide advice and practical support to staff about individual pupils and effective approaches to meeting their needs
- support the organisation and delivery of lunchtime and after-school activities where required
- mentor pupils and support them to overcome barriers to successfully accessing learning within the classroom
- accompany teaching staff and pupils on educational visits, trips and other activities outside school as required

- work collaboratively as part of the wider school team, liaising, advising and consulting with colleagues in relation to individual pupils where appropriate
- support the consistent implementation of school policies and procedures, particularly those relating to safeguarding, behaviour, confidentiality and inclusion
- deliver, support and accurately record targeted interventions, both within the school day and after school where required
- identify personal professional development needs and participate in appropriate internal and external training

Operational/Strategic Planning

- support the development, implementation and review of Individual Adjustment Plans (IAPs), risk assessments and individual support plans
- contribute to behaviour support meetings with pupils, families and relevant professionals
- complete referrals to appropriate support services for pupils requiring additional or specialist support
- maintain accurate, up-to-date records relating to pupils accessing behaviour and pastoral support
- plan, deliver and evaluate targeted behaviour, emotional regulation and social skills interventions for individual pupils and small groups

Staff Development

- participate in training, professional development, other learning activities and performance management, as may be reasonably directed

Quality Assurance

- reflect on and continually develop own practice to ensure that support and interventions are effective, consistent and responsive to pupils' individual needs

Management Information and Administration

- carry out structured observations of pupils in the classroom and other school environments, recording and sharing relevant findings to inform appropriate support and intervention

Communications

- maintain positive and effective communication with pupils, colleagues, families and external agencies and professionals to support a consistent and joined-up approach
- build constructive and supportive relationships with parents and carers, sharing relevant information and working in partnership to support their child

Resources

- prepare, organise and use appropriate resources to support pupils' behavioural, emotional and social needs and their successful engagement with learning

Professional Responsibilities

- be aware of and comply with relevant policies and procedures, including those relating to safeguarding and child protection, health and safety, confidentiality and data protection, reporting any concerns to the appropriate person
- promote equality, inclusion and respect for difference, ensuring that all pupils have equitable access to opportunities to learn, participate and develop
- contribute positively to the overall ethos, values and aims of the school and Trust
- model positive and professional behaviours at all times
- work collaboratively with teaching, pastoral and support staff, recognising and respecting the roles and responsibilities of colleagues
- attend and participate in relevant meetings as reasonably required
- understand, support and consistently implement relevant school and Trust policies and procedures

Safeguarding

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff have a responsibility to safeguard and promote the welfare of pupils and must act in accordance with the Trust's safeguarding policies and procedures at all times.

General statement

This job description sets out the main duties and responsibilities of the post and is not intended to be an exhaustive list. The duties and responsibilities may be reviewed and amended, in consultation with the postholder, to reflect the changing needs of the school and Trust, provided that any changes are appropriate to the grade and nature of the post.

Reviewed & Approved date: 15.9.2026

Person Specification

Personal Attributes required	Essential (E) or Desirable(D)	To be identified by:
Qualifications <i>The successful candidate will have:</i> - English & maths qualifications (Grade C or equivalent) - level 3 teaching assistant or equivalent - safeguarding training - data protection training - First aid	E E D D D	Application form
Experience <i>The successful candidate will have experience:</i> - in supporting children with SEMH needs - within a school environment - working effectively, as part of a team	E D E	Application/interview Application Application/interview
Qualities, Skills, Knowledge and Abilities <i>The successful candidate will:</i> - have a positive interest in working with children, and an ability to inspire them - have a basic understanding of child development and learning - have knowledge of relevant policies/codes of practice and awareness of legislation - have the ability to relate well to children and adults - be able to adapt to a range of situations - be able to work on own and as part of a team, with strong communication skills - have the ability to build good working relationships with a range of colleagues - have high expectations of achievement and behaviour - be tactful, respectful and sensitive to the needs of others - be able to work calmly and with patience - be organised and also creative - have a well-developed sense of responsibility and professionalism shown at all times - have a drive to improve the life outcomes and opportunities for our children through education	E E E E E E E E E E E E E	Application/Interview/Task

Knowledge/Skills/Attributes <i>The successful candidate will:</i> • demonstrate an understanding of their statutory requirements concerning safeguarding, equal opportunities and Health & Safety. • demonstrate a working knowledge of how to manage the reputation of the school and engage with the school community.	E	Interview
Personal Qualities <i>The successful candidate will have:</i> • excellent verbal and written communication skills • high expectations of self and professional standards • the ability to work as both part of a team and independently • the ability to maintain successful working relationships with colleagues	E E E E	Application/interview Interview Application/interview Interview