

**WEST KIRBY
EDUCATIONAL TRUST**

A charity changing children's lives



Candidate Information Pack

For The Role Of:

Clinical Services Lead

Closing Date For Applications:

1st January 2026





 **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.

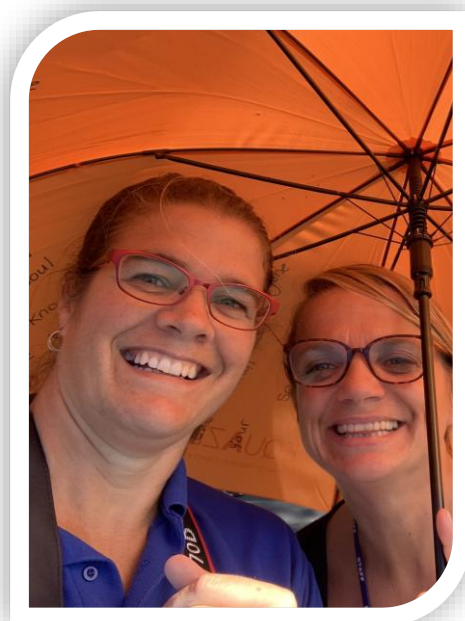
Acre View Primary School was opened in the summer of 2024. The building was a former Nursing Home and is now being used to help young children blossom into kind and respectful young people.

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 **Clinical Services Lead**

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 Clinical Services Lead

Closing Date For Applications: 1st January 2025

Salary: £45,463.01 - £51,568.75 (pt 31 – pt 35)

Contract: Permanent, working term time only (44.6 weeks)

Hours: 37 hours per week

Role Overview:

A fantastic opportunity has arisen for an experienced OT or SaLT to become the **Clinical Services Lead**.

This role involves leadership, clinical management, and professional responsibilities for SaLT (Speech and Language Therapy) and OT (Occupational Therapy) teams and oversight of external therapeutic provision across all West Kirby Educational Trust sites.

The primary objective is to ensure high-quality therapeutic services, efficient caseload management, and collaborative support for pupils'; and alignment of therapy provision to the educational operational model within the school setting.

Application Process:

Application forms can be completed via: <https://www.wkrs.co.uk/vacancies> or contact recruitment@wkrs.co.uk for further information. **The School does not accept CV's.**

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.

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. West Kirby School & College is an exempt employer as defined in the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975) and as such, we have a lawful basis for requesting an enhanced DBS disclosure certificate for all employees.

PERSON SPECIFICATION

Person Specification – Clinical Services Lead

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"> Recognised and relevant degree (e.g., OT or SaLT) HCPC registration RCSLT/RCOT membership Drivers licence 	<ul style="list-style-type: none"> Masters degree Sensory integration qualification Any further qualifications in related fields 	<ul style="list-style-type: none"> Production of the Applicant’s Certificates
Experience	<ul style="list-style-type: none"> Management experience of leading/developing teams Working with children/young peoples with SEN, particularly ASD Differential diagnosis; formulation of therapy plans; providing appropriate intervention(s); evaluating outcomes Carrying out formal and informal assessments, observations Report Writing MDT working Developing outreach services & services to different providers 	<ul style="list-style-type: none"> Ability to write, co-ordinate, implement and provide oversight of therapy plans written and delivered by others Ability to update EHCPs Delivering Training Experience of undertaking appraisals and planning CPD Knowledge of an outreach service Managing financials 	<ul style="list-style-type: none"> Contents of the Application Form Interview Professional References

PERSON SPECIFICATION (Cont.)

<div> <div>Person Specification – Clinical Services Lead</div> <div> <div>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.</div> </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</div>	<ul style="list-style-type: none"> • Able to provide clinically reasoned rationales for interventions based on evidence based practice and individual need • Understand and promote holistic approach • Knowledge of the principles and implementation of clinical governance / audit • Knowledge of the appropriate use and choice of standardised and non-standardised assessments • In depth knowledge of a range of therapeutic interventions relevant to WKS population • Working understanding of the importance of supervision and its operation 	<ul style="list-style-type: none"> • Knowledge of SEND Code of Practice and National Curriculum • Awareness of current research / national policies for relevant specialism • Knowledge of ACEs and trauma informed approaches • Knowledge of how therapeutic interventions links with the objectives and demands of school based provisions 	<ul style="list-style-type: none"> • Contents of the Application Form • Interview • Professional References

PERSON SPECIFICATION (Cont.)

<div> <div>Person Specification – Clinical Services Lead</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>Skills</div>	<ul style="list-style-type: none"> Highly effective caseload management Excellent written and verbal communication skills Prior leadership / management skills Safe and effective prioritisation, planning and organisational skills Highly developed auditory, analytical and perceptual skills Excellent problem solving skills and flexibility Excellent record keeping and report writing skills Develop and deliver training to colleagues and external partners as required Computer literate 	<ul style="list-style-type: none"> Managing referrals / waiting lists Adept at managing budgets Review / write policies and procedures Skilled at motivating and building rapport with CYP who have low self-esteem, difficulties in building relationships and developing trust Developing creative materials and visuals for use in therapeutic/training sessions, tailored to different audiences 	<ul style="list-style-type: none"> Contents of the Application Form Interview Professional References

PERSON SPECIFICATION (Cont.)

Person Specification – Clinical Services Lead <div> 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. </div>			
	Essential <div>These are qualities without which the applicant could not be appointed</div>	Desirable <div>These are extra qualities which can be used to choose between applicants who meet all of the essential criteria</div>	Method of Assessment
Personal Qualities	<ul style="list-style-type: none"> • Motivated to make a difference to the lives of CYP with complex presentations • Ability to form and maintain appropriate relationships and personal boundaries • Excellent interpersonal skills - including observation, listening and empathy skills • Resilience • Reflective practice • Approach the role with creativity, a sense of humour, and compassion • Ability to be a good team member and assume clinical leadership responsibilities • Show initiative 	<ul style="list-style-type: none"> • Detail orientated • Sets realistic (but stretching) targets / objectives for themselves and their team (and actively manages them through to delivery) • Enthusiasm; ability to motivate and inspire others • Innovative • Negotiation skills 	

JOB DESCRIPTION

Job Description – Clinical Services Lead

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.

Summary of The Role:	This role involves leadership, clinical management, and professional responsibilities for SaLT (Speech and Language Therapy) and OT (Occupational Therapy) teams and oversight of external therapeutic provision across the school's sites. The primary objective is to ensure high-quality therapeutic services, efficient caseload management, and collaborative support for pupils'; and alignment of therapy provision to the educational operational model within the school setting.
Line Management Responsibility to:	Head of Inclusion and Clinical Services
Line Management Responsibility of:	Speech and Language Therapists and Assistants Occupational Therapists and Assistants
Main Duties & Responsibilities:	<p>Leadership:</p> <ul style="list-style-type: none"> • Provide direction, leadership and coaching to the SaLT and OT teams across the WKET sites • Provide specialist advice and sound guidance to the wider staff population in the school, parents, carers, and other professionals working with pupils • Lead the management and referral of external therapies (e.g., Play Therapy, Physiotherapy) • Lead the structure of work by therapies across the organisation sympathetic to EHCP requirements and aligned to the educational operational model • Work collaboratively, supportively and creatively with all professionals in school to facilitate the delivery of social communication, functional occupation, sensory integration and interaction skills to groups and individuals • Lead the use of note taking, the development of notations, the structure of treatment and the management of caseload • Lead the preceptorship for new therapists and the structure of apprenticeships, with the complimentary lead • Lead and oversee the training structures and supervision for the team • Manage the clinical budget ensuring expenditure of all departments is linked to the priorities in the school development plan <p>Clinical Duties:</p> <ul style="list-style-type: none"> • Provide outcome orientated clinical support based on high quality, professional clinical decisions

JOB DESCRIPTION (Cont.)

<p>Duties & Responsibilities (Cont.):</p>	<ul style="list-style-type: none"> • Ensure the Department’s caseloads are effectively managed, prioritised and that resources (including human) are used in an effective way • Ensure that referrals, prioritisation and the case management for each pupil is led by clinically informed decisions • Effectively oversee the on rolling and off rolling of pupils to clinical caseloads, through panel referrals, screening, assessment, differential diagnosis, goal setting and outcome focussed intervention and evaluation • Oversee the setting, agreeing and monitoring of pupil outcome focused targets and ensure pupils are involved in this process • Provide a broad range of outcome focused interventions, using resources effectively and purposefully (working 1:1 or in small groups or school wide approaches), tailoring support to meet pupils’ functional needs, learning styles, motivators and personal priorities • Ensure that clinical interventions are outcome focused and align with each pupil’s EHCP and presenting need underpinned by sound clinical reasoning • Maintain, update and contribute to IEPs and Annual Reviews <p>Professional Duties:</p> <ul style="list-style-type: none"> • Oversee the delivery of high-quality clinical effectiveness across the Clinical Services and by every team member • Ensure evidence-based practice and reliable measurable outcomes are embedded across all therapy provision • Develop and manage effective systems for caseload management and record keeping ensuring confidentiality and adherence to GDPR and aligned to professional codes of practice • Identify and mange risks, pressure points, or deficiencies in capacity to deliver services, proposing and implementing solutions where possible, to ensure continuity of service provision • Implement new, review existing, and develop the services on offer, whilst ensuring adherence to clinical governance and effective outcomes for pupils • Design or participate in clinical or professional research where appropriate, including liaison/collaboration with external partners as appropriate • Ensure new clinical staff are inducted and trained to a high standard, and are supported to continually develop their knowledge and skills on an ongoing basis • Report to SLT and the Board of Trustees as and when required
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JOB DESCRIPTION (Cont.)

Duties & Responsibilities (Cont.):	<p>Health & Safety:</p> <ul style="list-style-type: none">• Ensure risks in the Clinical Departments and its activities are managed, monitored and risk assessed in line with school policy, seeking and obtaining professional guidance when needed <p>Safeguarding:</p> <ul style="list-style-type: none">• Complete all safeguarding training and adhere to the school safeguarding policy at all times <p>Other Duties:</p> <ul style="list-style-type: none">• Undertake any other reasonable duties commensurate to the role, as directed from time to time by the line manager, Headteacher or CEO
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