WEST KIRBY SCHOOL & COLLEGE

Changing Children's Lives

Candidate Information Pack

For The Role Of:

Primary Teacher (maternity cover)

Closing Date For Applications:

31st March 2026

Ofsted Outstanding Provider

WEST KIRBY SCHOOL
A DAY AND RESIDENTIAL SPECIALIST SCHOOL AND COLLEGE
AD
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ABOUT OUR SCHOOL

WEST KIRBY SCHOOL & COLLEGE
Changing Children's Lives

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

We achieve this through a consistent approach towards understanding the needs and motivations of children and young people ('CYP'); and through recognising and celebrating their efforts and achievements.

As a non-maintained special school, West Kirby School and College 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 West Kirby School and College 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.

Our broad approach enables pupils to experience and develop **career pathways** which, we hope, will lead them towards a successful adult life. Due to its location to the North West of the Wirral peninsula, West Kirby is able to offer a wide range of opportunities for community relationships, sports, water recreation and natural history. Liverpool and Chester with their wealth of art, culture and history are within easy reach.

The school is close to the centre of West Kirby village and is 200m from the nearest beach and local marine lake.

WELCOME FROM OUR HEADTEACHER

Dear Candidate,

I am delighted that you are interested in joining West Kirby School & College as a **Primary Teacher**

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

Welcome to West Kirby School and College, a non-maintained special school 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. 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 team, 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 Headteacher of WKS, I would be delighted to welcome you to the school to see for yourself our inspirational environment and for you to meet our equally inspiring pupils.

With Warm Regards,

Mr Richard Hicks
Headteacher

EMPLOYEE BENEFITS

WEST KIRBY SCHOOL & COLLEGE
Changing Children's Lives

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!

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 Aviva. After 6 months of employment, and through Aviva, if you were to die unexpectedly your nominated beneficiary would receive up to **4 x your annual salary**.

Annual Leave

All employees who work a 52 week contract with annual leave entitlement can take up to **5 days** (pro rata) of their holiday entitlement **during term time**

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**.

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.

*Please note, Employee Benefits are subject to change from time to time and are non-contractual.

ROLE OVERVIEW
& APPLICATION PROCESS

WEST KIRBY SCHOOL & COLLEGE
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West Kirby School & College is Seeking to Appoint a Primary Teacher for Maternity Cover

Closing Date For Applications: 31st March 2026

Salary: M1 – UPS3 (dependent on experience) + 1SEN point (£2,787)

Fixed Term Contract: September 2026 for up to 12 months

Hours: 32.5 hours per week, term time only

Role Overview:

West Kirby School & College is seeking an enthusiastic and motivated Primary Teacher to join the team on a fixed term contract

The ideal candidate will:

- Be an outstanding Primary practitioner
- Be committed to working collaboratively within a team to promote exciting and creative learning
- Have a passion for developing children's interests and learning
- Have experience delivering SPAG effectively
- Be involved in recording, developing, analysing, and tracking pupil progress
- Have experience working in partnership with external agencies and other schools

Application Process:

Application forms and further information can be found via the school website: www.wkrs.co.uk or contact 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

WEST KIRBY SCHOOL & COLLEGE
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Person Specification – Primary Teacher

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

	Essential These are qualities without which the applicant could not be appointed	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Method of Assessment
Qualifications	• Degree in related subject • Post Graduate teaching qualification • Qualified Teaching Status (QTS)	• Additional training and qualifications, which demonstrates an interest in further learning	• Production of the Applicant's Certificates
Experience	• Experience of teaching in a primary classroom environment • Experience of differentiating work programmes for pupils • Experience of monitoring, tracking and analysing Primary development	• Experience of delivering SPAG • Experience in working with young people with Special Educational Needs • Experience of working with ASC	• Contents of the Application Form • Interview • Professional References
Skills	• Able to present lessons in an engaging way for pupils • Able to enhance classroom presentation through use of ICT • Able to teach pupils across KS1 & KS2	• Has held responsibility for a curriculum area • Has held other whole school responsibilities	• Contents of the Application Form • Interview • Professional References

PERSON SPECIFICATION (Cont.)

WEST KIRBY SCHOOL & COLLEGE
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Person Specification – Primary Teacher

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

	Essential These are qualities without which the applicant could not be appointed	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Method of Assessment
Knowledge	• Knowledge of the National Curriculum • Understand the difficulties of motivating young people with low self esteem	• Knowledge and understanding of ASC	• Contents of the Application Form • Interview • Professional References
Personal Competencies & Qualities	• Positive attitude and approach • Enjoy working with children • Take delight in celebrating children's progress • Motivation to work with children and young people • Ability to form and maintain appropriate relationships with children and young people	• Willingness to take part in extra curricular activities • Adaptable and flexible	• Contents of the Application Form • Interview • Professional References

PERSON SPECIFICATION (Cont.)

WEST KIRBY SCHOOL & COLLEGE
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Person Specification – Primary Teacher West Kirby School and College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.			
	Essential These are qualities without which the applicant could not be appointed	**Desirable** These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	**Method of Assessment**
Personal Competencies & Qualities (cont.)	• Emotional resilience in working with challenging behaviours • Positive attitude to use of authority and maintaining good behaviour • Sense of humour • Patience • Willingness to work as a member of a team		• Contents of the Application Form • Interview • Professional References

JOB DESCRIPTION

WEST KIRBY SCHOOL & COLLEGE
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Job Description – Primary Teacher West Kirby School and College 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:	To teach Primary pupils who have a range of SEND and differing academic abilities
Line Management Responsibility to:	Deputy Headteacher
Main Duties & Responsibilities:	**General:** • Promoting and safeguarding the welfare of children and young persons • Ensure Health & Safety policies and procedures are promoted through good working practices within the department • 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 who 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 **Teaching and Learning:** • To carry out the professional duties of a teacher under the reasonable direction of the SLT and Headteacher, in line with Teachers' Standards • To perform the duties of a form tutor and deliver a Personal, Health and Social Educational programme when necessary • To play an active role in extracurricular activities and assist in the organisation of whole school events e.g., sports, productions etc. • To fully participate in staff meetings • To take part in cover arrangements when necessary

JOB DESCRIPTION (Cont.)

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Duties & Responsibilities (Cont.):	• To attend and deliver assemblies in accordance to the school rota • To supervise pupils before, during and after school • To ensure all lessons are planned with clear aims and objectives • To ensure all lessons are delivered in line with departmental schemes of work and school policies • To take into account the differing ability of students and differentiate accordingly • To contribute to the review and writing of Schemes of Work • To contribute to any relevant in-service training programmes • All teacher should have high expectations of all children and young people to ensure that they can achieve their full educational potential • Hold positive values and attitudes and adopt high standards of behaviour in their professional role • Communicate effectively with children, young people, colleagues and parents with relevant information about attainment progress and well being via ongoing communications and the school's agreed annual reporting processes • Know how to make effective personalised provision for all children and how to take practical account of diversity and promote equality and inclusion in teaching • Work as a team member • Know the local arrangements concerning the safeguarding of children and young people and how to identify potential abuse or neglect • Have a secure knowledge and understanding of their subjects/curriculum areas and related pedagogy • Plan for progression across the age and ability range they teach, designing opportunities for learners to develop their literacy, numeracy, ICT and thinking skills across curriculum areas • Plan, set and assess homework, other out-of-class assignments and coursework for examinations

JOB DESCRIPTION (Cont.)

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Duties & Responsibilities (Cont.):	• Review the effectiveness of their teaching and its impact on learners' progress, attainment and well being, refining their approaches where necessary • Make effective use of an appropriate range of observation, assessment, monitoring and recording strategies and support learners so that they can reflect on their learning, identify progress and set positive targets to become successful independent learners • Establish a purposeful and safe learning environment so that learners feel secure and sufficiently confident to make an active contribution to learning and the school • Use a range of behaviour management techniques and strategies to establish and maintain a clear and positive framework for discipline, in line with the school's behaviour management policy • Promote learners' self control, independence and cooperation through developing their social, emotional and behaviour skills • Work closely with parents/carers to secure the best outcomes for the child • To undertake any other related duties as reasonably requested by the Headteacher **Assessment:** • Know and understand the assessment requirements for the subjects/curriculum areas they teach, including those related to public examinations and qualifications • Understand and use statistical information to evaluate the effectiveness of learning and teaching **Personal Professional Development** • Maintain an up to date knowledge and understanding of the professional duties and regularly evaluate their practice • Participate in Performance Management and be committed to evaluating and improving their performance through appropriate professional development

JOB DESCRIPTION (Cont.)

Duties & Responsibilities (Cont.):	• Develop and maintain a creative and constructively critical approach towards innovation, be prepared to adapt their practice and act upon advice and feedback from coaching and mentoring • Develop and maintain a good, up-to-date working knowledge of a range of teaching, learning and behaviour management strategies in order to personalise learning **School Ethos:** • To play a full part in life at WKS; to support its ethos and to encourage all students and staff to follow this example • Actively promote the School's policies at all times You may also be required to undertake such other comparable duties as the Headteacher requires from time to time

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The information in this brochure is correct at the time of publication. Subject to change. E&OE

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Ofsted Outstanding Provider

tes Schools Awards 2017 Shortlisted

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NASS

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